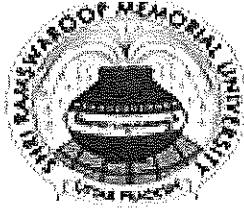


SHRI RAMSWAROOP MEMORIAL UNIVERSITY



Vill- Hadauri, Post- Tindola, Lucknow – Deva Road,
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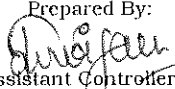

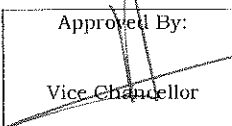
University Examination Policy

w.e.f Session 2018-19

Ref. No.: Exam Policy/COE/2018-19/01 Issue No. – 7 Date of Issue: 23 rd July 2018	Prepared By: <i>[Signature]</i> Assistant Controller of Examination	Verified By: <i>[Signature]</i> Controller of Examination	Approved By: <i>[Signature]</i> Vice Chancellor
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1. INTRODUCTION

The University is committed to maintain the highest standards of academic integrity in the examination process, in accordance with the standards and principles established. The policy is designed to safeguard the academic integrity of examinations and shall inform the procedures used for the conduct of examinations. The University Examination Policy is applicable to all examinations scheduled in the official examination period and, to the extent possible, shall govern and inform the development of procedures used for examinations and tests held outside the official examination period. The role played by Faculties, invigilators and students for conduct of examinations held during the official examination period has also been established.

2. DEFINITIONS

2.1. Semester System: A program wherein each Academic Year is apportioned into two semesters.

2.2. Course: Refers to a component of the academic program, with specific credits assigned to it.

2.3. External Examiners: It shall mean an examiner who is not in the employment of the University.

2.4. Continuous Internal Evaluation (CIE): Internal Assessment of a student done throughout the semester.

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

2.6. Remuneration Form: A form to be filled up stating the payment for services given.

2.7. Moderation: Action of making something moderate: the limiting, controlling, or restricting of something so that it becomes or remains moderate.

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

2.9. Discrepancy: Failure to match a distinct difference between two things such as sets of figures that should match or correspond.

2.10. Moderator: A person who reviews examination papers to ensure consistency.

2.11. Soft Copy: A legible version of a piece of information not printed on a physical medium, especially as stored or displayed on a computer.

2.12. Coding: System of letter numbers, or symbols into which normal language is converted to allow information to be communicated secretly, briefly or electronically.

2.13. Relative Grading: A grade is given based on how a student performs in relation to one and another in a class.

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2.14. Anonymity: the state of not being known or identified by name.

2.15. Award sheet: a sheet where the End-Semester marks are entered after checking the answer sheets.

2.16. Checker: Somebody who checks something. Here the person who checks that the marks in the award sheet are entered correctly.

2.17. SGPA: stands for Semester Grade Points Average.

2.18. CGPA: stands for Cumulative Grade Points Average.

2.19. MGPA: Mean Grade Point Aggregate.

2.20. Credits: Here it refers to the credit of the subject as per the study evaluation scheme designed for each course.

2.21. Odd Semester & Even Semester: A programme wherein each academic year is apportioned into two semesters. The first being the Odd and the second being the Even.

2.22. Stopped Students: Students who are barred from giving the End Semester Examinations because of their poor attendance.

2.23. ERP: stands for Enterprise Resource Planning.

3. SCOPE OF THE POLICY

This policy includes all the procedures, processes, regulations and responsibilities of the conduct of examinations for Undergraduate and Postgraduate students of Shri Ramswaroop Memorial University. This comprises of the following: -

(a) Method of Evaluation

(i) Continuous Internal Evaluation (CIE)

(ii) End Semester Examination (ESE)

(b) Setting of Question Paper for End Semester Examination.

(c) Moderation of Question Paper.

(d) Evaluation of Answer Sheets.

(e) Decision of UFM (Unfair Means) cases.

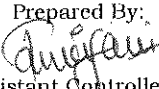

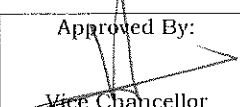
(f) Preparation of Result (CIE and End Semester Examination).

(g) Promotion and Award of Degree.

(h) System of Carry Over and Special Summer Examination.

(i) Policy of Re-evaluation and Scrutiny.

(j) Retention of Examination related papers.

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4. SYSTEM OF EVALUATION

The evaluation criterion for each academic course is based upon two major components: [a] Continuous Internal Evaluation (CIE) [b] End Semester Examination (ESE). Continuous Internal Evaluation is done throughout the semester in which a student is assessed on defined parameters such as University Test and Teacher's Assessment while End Semester Examination is held at the end of each semester for a pre-defined period.

4.1. Continuous Internal Evaluation

Continuous Internal Evaluation has three components:

- (i) University Test - 20 Marks (2/3/4 Tests as per Institute)
- (ii) Teacher's Assessment - 15 Marks (Minimum 3 activities)
- (iii) Class Participation - 05 Marks

4.1.1. Conduct of University Test

The aim of University Test is manifold. Besides being an important component of Continuous Internal Evaluation for Sessional Marks, it also serves the purpose of providing the students an opportunity to develop skills for time management and check the level of preparedness. It will be conducted as per the plan of Institutes/Faculties.

4.1.2. Teacher's Assessment

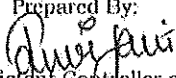
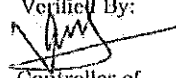
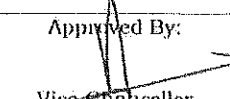
- (a) The faculty of respective department gives at least 3 or more activities to the student, based upon which students are assessed.
- (b) The activity for Teacher's Assessment is marked on 20 marks which can be distributed as per the Teacher's choice and weightage of the activity e.g. 10, 05 and 05 or any other values.
- (c) These activities can be submission of Assignments, Presentations, Special Quiz, Surprise Test or any other as per the requirement thought by the Teacher.

4.1.3. Class Participation

Based upon the performance and participation of student, marks of class participation are awarded to a particular student.

4.1.4. Conduct of Practical


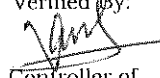

- (a) In a semester Lab Classes is conducted for each subject as per Study Evaluation Scheme and is also reflected in Weekly Class Time Table.
- (b) The following attendance and assessment criteria is considered:

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- (i) Attendance during the Lab Classes is compulsory. Faculty In-charge registers the attendance on the Attendance Sheet (to be provided by Exam Cell).
- (ii) The Continuous Internal Evaluation components and weightage is decided by the Dean of respective faculty in consultation with the Director of the Institute.
- (iii) Lab Assessment comprises of Teacher's Assessment done on every Lab Day by Faculty In-charge of respective subject throughout the Semester and Lab Performance Test (Quiz) of respective Lab is conducted in the last week of the semester.
- (iv) Teacher's Assessment, having two prime components one is Conduct of Experiment along with maintenance of record by the student and other is Viva-Voce which is done on every Lab Day. In other words, missing any Lab Day will result in loss of few Sessional Marks.
- (v) Practical Internal Assessment Marks is given for Teacher's Assessment and Lab Performance Test (Quiz) as per following points:
 - All the Experiments as mentioned in list of experiments are compulsory to perform.
 - Lab Performance Test (Quiz) is conducted towards the end of the semester.
 - The Continuous Internal Evaluation for Practical Examination will consist of 80 Marks.
- (vi) In case of Projects, Seminar/Colloquium & Industrial Interaction, Institutes with consultation of Faculty should have their policy. 40% weightage must be given to Power Point Presentation/Viva-Voce and remaining 60% must include the documentation submitted and regular follow up of the students with their guides/attendance.
- (vii) There are no separate marks for the attendance in the Lab except in Project, Seminar/Colloquium & Industrial Interaction.
- (viii) Appearing in Lab Performance Test (Quiz) is Mandatory. If a student does not appear in any or all Lab Test (Quiz), he/she is awarded Zero Marks in those Practical.

4.1.4. Monitoring of Attendance

- (a) All Faculty members will take attendance of the students in the attendance registers given to them by the Exam Cell.
- (b) The above attendance is fed in the ERP by the respective Faculty members.
- (c) **Medical Leave or Other Reasons of Absence:** Medical/Leave Applications from students is only accepted for the duration of 8 days or more and must be submitted

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within 3 days of joining the Institute to the respective Course Coordinator failing which it won't be accepted on a later date.

- (d) As per the University Ordinance, all students are required to attend 100% classes and if attendance is less than 75%, student will not be permitted to appear in End Semester Examination.
- (e) In case of medical leave, a student will be given a maximum attendance benefit of 15% of the total lectures conducted and it will be considered only for permitting the student in End Semester Examination. This attendance report with medical leaves will finally decide the students who are being STOPPED from appearing in End Semester Examination. Student with less than 60% attendance is not permitted under any circumstances.

4.2 End Semester Examination

4.2.1 Theory

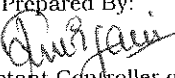
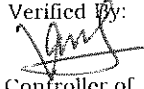
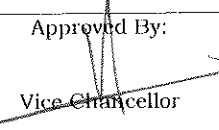
The aim of End Semester Examination is to judge the students overall academic abilities. Besides being a major component in deciding the CGPA, it also serves the purpose of providing the students an opportunity to judge by themselves the level of their understanding and adequacy of their preparedness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

For Theory Subjects (L+T or L as per SES), If a student does not appear due to any reason such as Absenting or being Stopped in any or all subjects (Theory and Labs) in the End Semester Examination, he/she shall get 'F' Grade irrespective of his/her CIE (internal) marks.

All such students shall have to reappear in either Special Summer Examination or Carry Over Examination as the case may be subject to fulfilling the eligibility criterion of Special Summer Examination or Carry Over Examination.

Eligibility: Student should maintain 100% attendance however, 75% attendance (overall) is mandatory to appear in the End Semester Examination with further relaxation up to 15% (i.e. 60% overall) in extraordinary situations including medical or any other things like sports, extra-curricular activities etc. with prior permission/information.

For Each Theory Subject, 50% academic attendance in the respective subject is required to allow students to appear in the End Semester Examination (ESE) in that particular subject. If a student attendance has fallen below 50% in any or all subjects, he/she will be termed as 'Stopped' in those respective subjects and will not be allowed to appear in the End Semester Examination and get 'F' Grade.

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However such students will be entitled for Special Summer Examination if he/she satisfies the eligibility criterion of Special Summer Examination and/or as the case may be in Carry Over Examination if he/she satisfies the Promotion Criterion.

Schedule: In a semester the End Semester Examination will be conducted during 19th week (as per the Academic Calendar) of every semester.

Notification of Stopped Students: The Notification of finally 'Stopped' student based upon Attendance in different courses in both Odd and Even semester is issued by the various Institutes/Departments/Faculty, at least one week before the commencement of the End Semester Examination of respective semester.

Appearing in End Semester Examination is Mandatory: If an eligible student does not appear in any subject in the End Semester Examination, his/her result of that subject shall be withheld and he/she will have to appear in either Special Summer Examination or Carry Over Examination subject to fulfilling the eligibility criterion as mentioned in Promotion Clause.

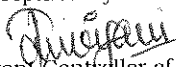

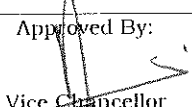
4.2.2 Practical

For Each Lab Subjects (experimental or non-experimental), only students who have completed 60 % of experiments in the experimental labs or its equivalent as defined in academic instructions of respective institute/ faculty for non experimental labs shall be permitted to appear in that particular Lab Subject in the End Semester Examination otherwise he/she will be 'Stopped' from appearing in the ESE of respective lab and will get 'F' Grade.

All such Stopped students have to perform minimum of 60% experiments in the experimental labs or its equivalent for non-experimental labs to get new CIE (internal) marks and then appear in the final Examination during the corresponding Semester Break (ODD semester - winter break & EVEN Semester - summer break).

In lab Subjects if any student due to any reason of absence failed to perform 60 % of experiments or its equivalent in non-experimental lab will be 'Stopped' and hence, will get 'F' grade or due to any other reason get 'F' grade will get another opportunity to improve his/her performance and take the final Examination during the corresponding Semester Breaks (Winter or Summer as the case may be).

Students with 'F' Grade (s) in Lab subjects have to perform 60% Experiments or its equivalent in non-experimental lab and get new CIE (Internal) marks before appearing in the final Examination during the corresponding Semester Break (Winter or Summer as the case may be).

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Students with 'F' grade only in any or all lab subjects have to appear in the Semester Break Examination to improve their grades but maximum up to 'B' Grade only

Both the semesters of the year are required to be completed in the same academic session. If a student has not been eligible for Promotion to subsequent year even if after considering the special summer examination, he/she will be required to repeat the complete year and shall be termed as 'Detained'

End Semester Examination (Practical) must be conducted before the end of semester i.e. after the End Semester Examination (Theory) as per the Study Evaluation Scheme.

For Composite Subjects (L+T+P or L+P)

Failing in any one or both of the Attendance (50% in L+T or L as the case may be) and Performance (60% of Labs) criterion as mentioned earlier, students are termed as STOPPED and get 'F' Grade in the that Composite subject individual component shall not be considered for eg. in B.Tech. 1st year due to any of the above mentioned criterion of attendance and performance in Theory and Lab respectively, if a student STOPPED in Physics (4.5 Credit), he/she shall get 'F' grade for complete 4.5 credits and have to appear complete in Composite Subject (Theory and Lab both) in Special Summer or Carry Over as per the case may be and also as per the Promotion Criterion and also 4.5 credit with 'F' Grade would be counted for eligibility for Summer/Carry Over and Promotion to subsequent years.

4.3 Special Summer Examination

It aims to provide one more opportunity for every student, irrespective of the year he/she belongs to, who all are having 'F' or 'P' or 'C' grades in Theory subjects of the corresponding/ same year to improve their grades in the respective subjects at the end of even semester of each academic session.

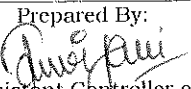
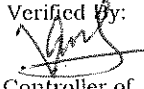
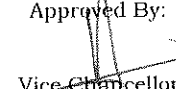
4.3.1 Eligibility for Special Summer Examination

The eligibility for Special Summer Examination is as follows: -

Eligibility

It is subjected to the conditions that student of any Year should not have more than 60% credits of the total credits of that academic year with 'F' Grade at the end of the Even Semester.

Students with 'F' or 'P' or 'C' grade in Theory subjects may have to appear to improve their grades maximum up to 'A' Grade. For Example, if a first year B. Tech. (total 50 Credits) student with 'F' Grade in more than 60% of the total credits (i.e. >30 Credits) of that academic year either due to being Absent in the End Semester

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Examination or being 'Stopped' due to Attendance criterion, he or she will NOT be eligible for Special Summer Examination.

Important Points

Grade Letter to the respective Theory subject(s) will be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student will be given EXTRA Assignments in theory subjects to get new CIE marks and the marks of Special Carry Over (Summer) Examination.

Student(s) will be awarded maximum 'A' Grade in the respective subject (Theory) in Special Summer Examination with the same Grade Boundaries as in main examination.

It is in the best interest of the students that he/she should improve his/her 'F' or 'P' or 'C' Grade in the first attempt of Special Summer Examination.

Student for improving his/her 'P' or 'C' Grade in any theory subject get chance ONLY ONCE in the same/corresponding Special Summer Examination held for the same academic session.

In other words he/she cannot appear for improvement of 'P' or 'C' grades in later academic session's Carry Over or Special Summer Examination. For e.g. Student can give improvement examination in theory subjects with 'P' or 'C' Grade studied in academic session 2017-18 say in the Special Summer Examination of June/July 2018 only i.e. in the same academic session however, one is not allowed to take improvement exam in later academic session such as 2018-19 or 2019-20 etc.

4.3.2 Award of Grade: The student shall be awarded maximum upto 'A' Grade in Special Summer Examination.

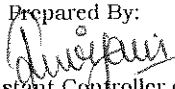
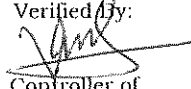
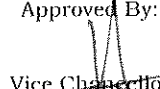
4.3.3 Schedule: The affected students have to appear in Special Summer Examination based upon the issue of notification of Controller of Examination (COE) to appear in the examination.

4.4 Carry Over Examination

It aims to provide students ample opportunities to pursue and complete education/career of his/her choice. Here, students can improve his/her 'F' Grade only and consequently improve their CGPA in the Second and subsequent years.

Eligibility

The upper limit of Carry Over Papers at the end of an academic Year (i.e. after Special Summer Examination) should be as per the Promotion Clause which has the

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consideration of setting a maximum % of credits with 'F' Grades for the corresponding/respective year.

Important Points

Grade Letter to the respective Theory subject (s) will be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student will be given Extra Assignments in theory subjects to get new CIE (Internal) marks maximum up to 40% of total CIE marks and the marks of Carry Over Examination.

Student (s) will be awarded maximum 'B' Grade in the respective subject in Carry over Examination with the same Grade Boundaries as in main examination.

It is in the best interest of the students that he/she should improve his/her 'F' Grade in the first attempt at the earliest possible opportunity.

The Grade-sheet should have a marking of '*' on the subjects in which the student has/have appeared as Carry Over Paper.

4.4.1 Award of Grade

- (a) Student shall be awarded maximum 'B' Grade in the respective subject.
- (b) The grade shall be awarded by summing up the marks secured in CIE & Carry Over Examination.

4.4.2 Schedule

It is conducted in the End Semester Examination of the respective subjects of the corresponding Odd or Even Semester. In other words Carry Over Papers of 1st, 3rd, 5th, 7th or 9th can be taken up in any or all succeeding Odd Semesters while of 2nd, 4th, 6th, 8th or 10th in Even Semester.

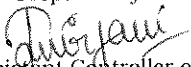
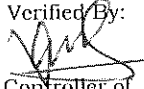
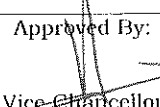
Carry Over Examination will be conducted during the regular Odd or Even Semester Examination for corresponding Odd or Even Semester Subjects.

5. END SEMESTER/CARRY OVER/SPECIAL SUMMER EXAMINATIONS

5.1 PRE-CONDUCT ACTIVITIES

5.1.1 Setting of Question Paper

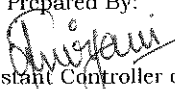
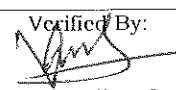
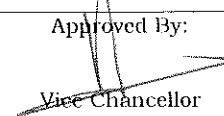
- (a) For this purpose, a panel of examiners with suitable experience in their respective subject area shall be prepared by the Exam Cell with the help of Director/Dean. It shall be done 3 months prior to the commencement of End Semester Examination. Controller of Examination shall then recommend the required names of Examiners to the Vice Chancellor or his/her nominee for approval.
- (b) The criterion for recommendation of external examiners is as follows:

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- For Undergraduate Programme: Professors/ Associate Professors/ Assistant Professors having 3-4 years of experience of teaching the relevant subject to the Undergraduates.
 - For Post Graduate Programme: Professors/ Associate Professors/ Assistant Professors having 5-7 years of experience of teaching the relevant subject to the Postgraduates.
- (c) The Controller of Examination shall first send an e-mail to the respective examiner from the approved list, asking for their consent, two and half months prior to the commencement of End-Semester Examination. The consent should be received from the examiner within three days.
- (d) Once their consent is received, a guideline will be sent to the Examiner for the preparation of the question paper as per the prescribed syllabus and study evaluation scheme. For this purpose a previous year question paper (if any), a copy of syllabus, format of question paper, guidelines for setting up of paper and a remuneration form shall also be sent to the external examiner by e-mail.
- (e) Two different external examiners will be detailed to prepare one set of question paper each for a particular course (subject).
- (f) The examiner shall be given a time period of 3-4 weeks for setting up the question paper.
- (g) The names of the examiners shall be kept confidential.
- (h) If the examiners fail to meet the deadline, then the question paper prepared by them would not be accepted and an e-mail stating this fact shall be sent to the respective examiner within one month of time.
- (i) A soft copy of the Question paper shall be sent by the External Examiner which shall be maintained on the Controller of Examination's system which shall be kept under high security.

5.1.2 Moderation of Question Paper


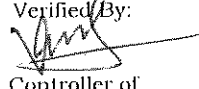
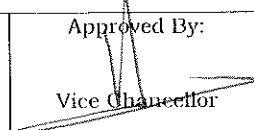
- (a) A committee for moderation of question papers, referred as "**Moderation Committee**" shall be constituted one and half month before the commencement of the End Semester Examination. It shall consists of the following members:
- i) Director/Dean of the Faculty
 - ii) Subject Expert (from respective Faculty/Departments)
 - iii) Deputy Controller of Examination
- (b) For this purpose, Faculty-wise Moderation Committee (consisting of list of moderators with suitable experience of the related field) shall be prepared and then shall be put up to the Vice Chancellor for his approval.

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- (c) The approved Moderation Committee members will be called for moderation of Question Paper on a specified date and time by the Controller of Examination one month prior to the commencement of End Semester Examination.
- (d) For the moderation of Question Paper, the moderator shall receive the guidelines, syllabus and format of the Question Paper for his/her reference.
- (e) While moderating the Question Paper, the committee shall ensure that the Question Paper prepared by the examiners is in accordance with the syllabus & guidelines for setting of Question Paper.
- (f) They should check the question paper thoroughly to confirm that the questions asked in the examination are within the syllabus and is free from any sort of typographical errors.
- (g) If there is any discrepancy in any question then the extra question given in the question paper will replace the said question.
- (h) In no circumstance the moderator can change more than 20% of the question paper. If more than 20% change is required, then the Question Paper shall stand cancelled. Controller of Examination will take immediate action of getting another Question Paper made by the External Examiner within 15 days.
- (i) If no discrepancy is found in any question then the extra question given by the examiner is struck off.
- (j) A feedback form will be filled by each Moderator. This will help in assessing the paper setter and maintaining the standard of the question paper.
- (k) The whole process shall be kept under strict vigilance of the Controller of Examination.

5.1.3 Empanelment of Evaluators

- (a) For this purpose a panel of evaluators shall be proposed by the Deans of the various Faculty/Departments subject wise and sent to the Controller of Examination, one month before the commencement of End Semester Examination.
- (b) He/she should have taught the subject for last two years.
- (c) The above proposed list will then finally be prepared for each Faculty/Department by Controller of Examination and will then be put up to the Vice Chancellor or his/her nominee for approval.
- (d) The approved list of evaluators will be called for evaluation on a specified date and time by Controller of Examination during Examination.

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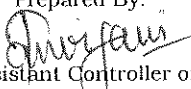
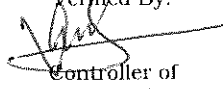
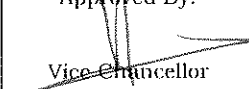
5.1.4 Empanelment of Practical Examiners

- (a) For this purpose, a panel of examiners with suitable experience in their respective subject area shall be prepared by the Exam Cell with the help of Director/Dean. Controller of Examination shall then recommend required name of Examiners to the Vice Chancellor or his/her nominee for approval. It shall be done one month before the commencement of End-Semester Examination.
- (b) The criterion for recommendation of Practical Examiners is as follows:
- For Undergraduate Programme: Professors/Associate Professors/ Assistant Professors having 3-4 years of experience of teaching the relevant subject to the Undergraduates.
 - For Post Graduate Programme: Professors/ Associate Professors/Assistant Professors having 5-7 years of experience of teaching the relevant subject to the Postgraduates.
- (c) The Deans shall then send an e-mail to the respective examiner from the approved list specifying the venue, date and time 15 days before the conduct of Practical Examination.
- (d) End Semester Practical Examination shall be conducted by the respective Faculty.

5.1.5 Exam Schedule and Seating Plan: The nominated members of the Examination Committee shall provide a schedule of examinations, assigning the date, time and room(s) for examinations to be held in the official examination period, which is approved by the Academic Council. The room(s) assigned for a final examination shall be of sufficient capacity to allow for appropriate seating and monitoring of students sitting the examination in order to discourage cheating.

5.1.6 Invigilation of Examinations: All examinations shall be conducted by a invigilator designated by the Examination Committee. The number of invigilators assigned for a final examination shall be determined by the Examination committee offering the examination, in accordance with the recommended minimum of two (2) invigilators for each thirty (30) students.

5.1.7 Preparation of Room Files: Separate room files are made for each room where exams are conducted. It contains Attendance Roster, Verification Card, Invigilators Report and a UFM Form along with the required no. of Answer Booklets. No 'B' Copy is issued to the students during the exam. Xeroxing of Question paper is done in the presence of Controller of Examination (who opens the seal), Assistant Controller of Examination and one Office Incharge in a confidential room, one day prior to the scheduled date of examination. The reading of the machine is duly recorded and noted while xeroxing the Question Papers. These papers are then put

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in the separate envelopes and sealed. A 'Zero Record' is also maintained which informs about the no. of allotted rooms, strength in these rooms and also the subject for which exam is held.

5.2 CONDUCT OF EXAMINATIONS

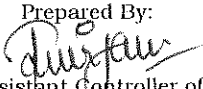
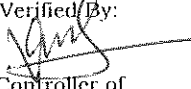
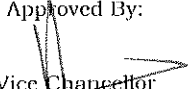
5.2.1 Admission to Examinations: The invigilator shall direct the admission, seating and identification of students and the signing of the attendance roster during the exam. A valid photo identification card approved by the registrar shall be required for admission of a student in the Exam.

5.2.2 Checking of Question paper at the Nodal Centres

Checking of question paper is done in both the shifts of the scheduled examination in the presence of Deputy Controller of Examination and Assistant Controller of Examination before the commencement of the examination. Directors/Deans/HODs with their team are required to check the correctness of papers at the Nodal Centres.

5.2.3 Role and Responsibility of Invigilator during Examinations

- (a) The invigilator shall duly collect the room file containing the Sealed Question and Answer booklets from the designated office in-charge of the Exam Cell and should reach in their respective class-rooms 15 minutes prior to the commencement of examination.
- (b) The invigilator shall make any necessary announcements during or at the end of the examination and direct the distribution and collection of examination question sheets and answer booklets.
- (c) The invigilator shall announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
- (d) The official start and end time of examination shall be determined and announced by the invigilator.
- (e) All invigilators shall exercise constant vigilance for and direct the handling of any instance of suspected cheating, which includes a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination. If any case as such is found, should immediately contact the Floor Supervisors or UFM Team.
- (f) When the invigilator announces the conclusion of the examination, students shall be instructed to stop writing and remain seated while examination booklets are collected.
- (g) Following the examination, the invigilator shall ensure that all used and unused exam booklets are accounted for, with all used/unused exam booklets delivered and all returned to the designated office in-charge in the Exam Cell.


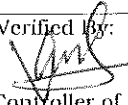
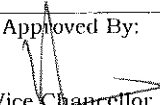
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5.2.4 Student Admission and Conduct in Examination

- (a) Students shall be required to present a valid University photo identification card and sign the attendance roster and the verification card present in the invigilator's file during the examination.
- (b) During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
- (c) Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- (d) Students may leave an exam room only if granted permission to do so by an invigilator.
- (e) **Accommodations for Special Circumstances:** Students with disabilities requiring accommodation shall be responsible for requesting the necessary accommodation in advance of the examination period and in accordance with the recommended timelines in the relevant policies and procedures. The Examination Committee shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures. If in any case a student demands for a writer, then he should make note of the following points:
- The writer should not be related to the student in any manner.
 - His educational background should not be related to that of the student and should not possess any knowledge of the subject.
 - The minimum qualification required are :
 - (i) For UG student: The writer should be 10+2 student and not above
 - (ii) For PG Student: The writer should be a 10+2+3 student and not above.
 - He/she should be efficient in writing in the language of the set question paper.
 - The student should submit an application along with an affidavit and a Photo Identification of the proposed writer claiming that he shall comply with the University norms and should get it approved by the Vice Chancellor.
 - If found guilty or held in the suspicion, the University shall have the right to take necessary action.

5.2.5 UFM (Unfair Means) Team

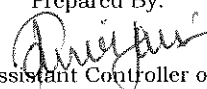
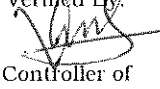
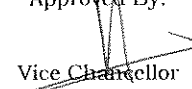
- (a) Also referred to as 'Flying Squad Team (FS)'.

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- (b) The Examination Committee may appoint team(s) of Flying Squads (FS) according to the need to ensure proper conduct of examination and to curb malpractices at the examination centers.
- (c) Each team may consists of any number of members (as decided by Examination Committee) but not more than four at a time for which some senior person preferably the Head of the various Institutes are chosen.
- (d) The FS shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.
- (e) The FS shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
- (f) The FS shall inspect the examination rooms assigned by the Controller of Examination quickly and frequently preferably daily at different timings to ensure the arrangements made at different rooms for the conduct of that examination is proper and adequate.
- (g) The FS shall initiate action to curb malpractices like copying, possession of in-discriminatory materials related to the examinations, as per rules and guidelines of the University.
- (h) The FS shall report the cases of malpractice detected to the Controller of Examination for necessary action.
- (i) The FS shall not release any press statement under any circumstances.
- (j) The FS may contact Controller of Examination for any clarification/guidance/assistance whenever needed.

5.2.6 University Observer Team

- (a) The senior most Professor/Associate Professor are nominated as University Observer Team which is approved by the Vice Chancellor.
- (b) The University Observer Team should not be more than three members as per above designation.
- (c) The University Observer Team will be overall responsible in addition to flying Squad Team to inspect the examination rooms, nodal centres and respective buildings of examination assigned by the Controller of Examination, preferably daily at different timings to ensure the arrangements and the conduct of that examination is proper and adequate in the University premises.
- (d) The University Observer Team will send report of their observation to the Controller of examination on daily basis as per the format provided by the Examination Cell which in turn will be reported to the higher authorities of the University.

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5.3 POST CONDUCT ACTIVITIES

5.3.1 Coding and Packing of Answer Scripts


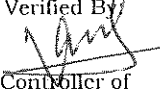
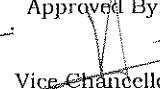
- (a) To maintain the confidentiality and making evaluation free of any biasness, the answer scripts shall be coded. These codes shall be prepared by Assistant Controller of Examination and one of the Office Incharges, who is also involved with the preparation of results.
- (b) The coding shall be done on the same day of conduct of End Semester Examination with the help of appointed members in the vigilance of Assistant Controller of Examination. The coded Answer Scripts are then packed and properly sealed with maximum 30 Answer Scripts in one packet on the day of Examination.

5.3.2 Evaluation of Answer Scripts

- (a) Central Evaluation System shall be adopted by the University for the Evaluation of Answer Scripts of the End Semester Examination.
- (b) After the exam is held, the question paper of the respective subject for each course shall be handed over to the respective evaluator(s) on the same day. Evaluator(s) are required to make solution set/hints which shall be approved by the Head Examiner(s) and then a copy of the same shall be submitted in the Exam Cell before beginning the evaluation of the Answer Scripts.
- (c) Evaluator(s) have to be consistent with solution set prepared by them with the approval of Head Examiner(s).
- (d) A time period of maximum 5 working days shall be given to the evaluator(s) to complete evaluation of the Answer Scripts. The time period may be enhanced by the Controller of Examination in some special cases.
- (e) After the evaluation has been done by an evaluator, he/she will enter the respective marks in the Award Sheet given to them.
- (f) In case of any discrepancy in awarding marks in particular question from the approved solution set, it should be reported to Head Examiner and finalize only after his/her approval.
- (g) A feedback form will also be filled by the Evaluator(s) which will help in analyzing the performance of the students and other drawbacks.

5.3.3 Role of Checkers

These answer scripts are then re-checked by the checker appointed by the Examination Committee. They are responsible for re-totaling of the marks and shall

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report for any answer left unmarked by the evaluator, which is further corrected by the evaluator in the checker form issued to him.

5.3.4 Role of Head Examiners

- (a) A panel of Head Examiners for each subject shall also be constituted by the concerned Directors of various Institutes in consultation with concerned Deans and will be submitted to the Controller of Examination. Controller of Examination shall then put up the names of Head Examiners to the Vice Chancellor or his/her nominee for approval. The panel of Head Examiners should comprise of Senior Faculties from Various Departments from respective subject areas.
- (b) The Head Examiner(s) will approve the solution set/hints of concern subject(s).
- (c) The Head Examiner(s) will randomly check nearly 10% of the evaluated answer copies of concerned subject. He shall also be provided with the solution set/hints of the concerned subject. If any discrepancy is found, he/she can counsel the evaluator or take action such as re-evaluation of the answer sheet by the same or a different evaluator. Finally the Head Examiner will submit the report of evaluation to the Controller of Examination.

5.3.5 Remuneration for the Examiners

Remuneration for the Examiners for End Semester Examination shall be as under:

(a) Question Paper Setting (Theory)

Question Paper UG and PG Rs. 1000/-

(b) Practical Examiner

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

(c) Seminar and Project Examiner

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

(d) Dissertation / RDC Meeting

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

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

Rs. 5000/- per student (for Indian Examiner)

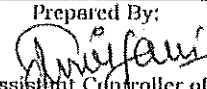
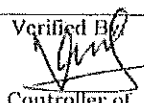
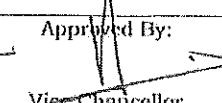
USD 200/- per student (for Foreign Examiner)

(f) M. Phil. Thesis Evaluation and Viva Voce Examination

Rs. 3000/- per student (for Indian Examiner)

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

(h) Those coming from out station are given the travelling fare of an AC-II Tier/for

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Associate Professor and AC-III Tier for Asst. Professor. A certificate is also provided to the Practical Examiners on the day of Examination.

The remuneration for the examiners for setting up of End Semester Examination Question Paper (Theory) is prepared by one of the office executives in the Exam Cell and is then put up for approval of the Vice Chancellor. Once it is approved, the file is handed to the accounts for processing of funds and money transfer.

The remuneration to the examiners shall be done after the end of each semester examination.

6. GRADING SYSTEM

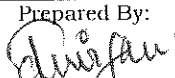

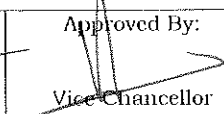
- 6.1 Evaluation of Grades:** Number of Credits for each theory and practical subjects will be mentioned in the respective Study and Evaluation Scheme for each semester and total number of credits will be considered batch-wise.
- 6.2 Letter Grades and Grade Points:** The University will follow the following Letter Grades based upon 10 points Grading System as given in the table 6.2 below: -

Table 6.2

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

Note:

1. Students obtaining 'F' Grade shall be considered 'Fail'.
 2. Non-credit courses shall be indicated as 'Qualified' or 'Not Qualified' and will not be used for computation of SGPA/CGPA.
 3. Cut-off marks for 'B' grade shall not be less than 50% and for 'B+' Grade shall not be less than 55%.
- 6.3** The University shall follow Relative Grading System for awarding grades. This will be based upon average marks obtained in a particular class and awarding Letter Grade based upon the cut-off marks taking into account **Note 3 of Sub-Para 6.2.**

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- 6.4 However, evaluation of the Projects shall be done based on the Absolute Grading System as under:

Letter Grades	Marks
(O) - Outstanding	90-100
(A+) - Excellent	80-89
(A) - Very Good	70-79
(B+) - Good	60-69
(B) - Above Average	50-59
(C) - Average	40-49
(P) - Pass	30-39
(F) - Fail	<30
(Ab) - Absent	0

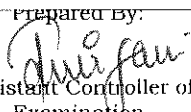
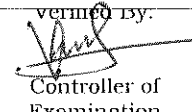
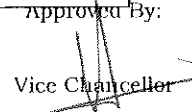
6.5 Procedure to be followed to award the Letter Grade.

- Calculate the total marks obtained by adding CIE (Internal) & ESE (End Semester Exam) marks by the concerned teaching faculty by feeding on ERP.
- ERP shows total marks obtained as given in Sub Para (a) above in descending order along with Histogram (Number of students v/s marks obtained) helping teachers to identify the cluster of marks which help him/her on awarding grades.
- After having decided the range of marks for various grade, the ERP shows the following on screen:

Letter Grade	Marks		Comments, if any
	From	To	

- The ERP on feeding the above report as Para (c) gets MGPA of the subjects.

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

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Letter Grade	Marks		Comments, if any	MGPA
	From	To		

- (e) The Moderation Committee reviews the MGPA Report as given in Sub Para (d) and verifies and moderate the overall result placed before it in the form of TR Sheet. If need be, the changes are made in consultation with subject teacher and concerned Dean and Director.
- (f) The student with 'F' Grade & 'P' Grade have to re-appear in the exam as follows:

(A) Special Summer Examination

It aims to provide one more opportunity for every student, irrespective of the year he/she belongs to, who all are having 'F' or 'P' or 'C' grades in Theory & Practical subjects of the corresponding/same year to improve their grades in the respective subjects at the end of even semester of each academic session.

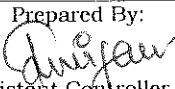
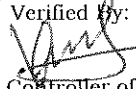
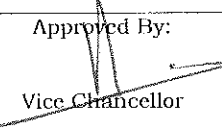
Eligibility

It is subjected to the conditions that student of any Year should not have more than 60% credits of the total credits of that academic year with 'F' Grade at the end of the Even Semester.

Students with 'F' or 'P' or 'C' grade in Theory subjects may have to appear to improve their grades maximum up to 'A' Grade. For Example, if a first year B. Tech. (total 50 Credits) student with 'F' Grade in more than 60% of the total credits (i.e. >30 Credits) of that academic year either due to being Absent in the End Semester Examination or being 'Stopped' due to Attendance criterion, he or she will NOT be eligible for Special Summer Examination.

Important Points

Grade Letter to the respective Theory subject(s) will be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student will be given EXTRA Assignments in theory subjects to get new CIE marks and the marks of Special Carry Over (Summer) Examination.

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Student(s) will be awarded maximum 'A' Grade in the respective subject (Theory) in Special Summer Examination with the same Grade Boundaries as in main examination.

It is in the best interest of the students that he/she should improve his/her 'F' or 'P' or 'C' Grade in the first attempt of Special Summer Examination.

Student for improving his/her 'P' or 'C' Grade in any theory subject get chance ONLY ONCE in the same/corresponding Special Summer Examination held for the same academic session.

In other words he/she cannot appear for improvement of 'P' or 'C' grades in later academic session's Carry Over or Special Summer Examination.

For e.g. Student can give improvement examination in theory subjects with 'P' or 'C' Grade studied in academic session 2017-18 say in the Special Summer Examination of June/July 2018 only i.e. in the same academic session however, one is not allowed to take improvement exam in later academic session such as 2018-19 or 2019-20 etc.

(B) Carry Over Examination

It aims to provide students ample opportunities to pursue and complete education/career of his/her choice. Here, students can improve his/her 'F' Grade only and consequently improve their CGPA in the Second and subsequent years.

Eligibility

The upper limit of Carry Over Papers at the end of an academic Year (i.e. after Special Summer Examination) should be as per the Promotion Clause which has the consideration of setting a maximum % of credits with 'F' Grades for the corresponding/respective year.

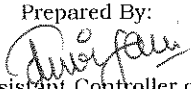
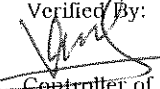

Important Points

Grade Letter to the respective Theory subject (s) will be awarded by considering the already scored CIE marks provided CIE marks are 40% of total CIE marks otherwise student will be given Extra Assignments in theory subjects to get new CIE (Internal) marks maximum up to 40% of total CIE marks and the marks of Carry Over Examination.

Student (s) will be awarded maximum 'B' Grade in the respective subject in Carry over Examination with the same Grade Boundaries as in main examination.

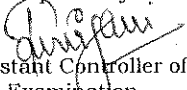
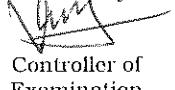
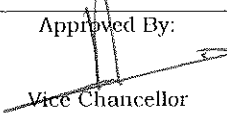
It is in the best interest of the students that he/she should improve his/her 'F' Grade in the first attempt at the earliest possible opportunity.

The Grade-sheet should have a marking of '*' on the subjects in which the student has/have appeared as Carry Over Paper.

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7. RESULT PREPARATION

- (a) The award sheets are verified by the Assistant Controller of Examination and approved by the Controller of Examination.
- (b) The MGPA Reports are generated through ERP by the concern faculty and checked by concerned Dean of the respective department. Thereafter, the MGPA Reports are required to be verified by the Director of the respective department. Then files containing MGPA Reports of various departments are moderated by the Result Moderation Committee and after completion of this process, the same has to be submitted in the Examination Cell along with their Study & Evaluation Scheme and Indexing through the Office Executive of the respective department. If the MGPA Reports of various departments are found correct, then it is processed for the preparation of result.
- (c) Before the final declaration of the result, Tabulation Register (TR) sheets are to be reviewed by the Result Moderation Committee and matched with the MGPA Reports. If TR Sheets are matched with MGPA Reports, then finally result is processed for declaration of result.
- (d) In the result, "PASS" shall indicate that the student has been promoted to the next year, where as "DETAIN", shall indicate that the student has not been promoted and has been retained in the same year.
- (e) Student shall be awarded maximum 'B' Grade in the respective subject in Carry Over Examination.
- (f) The result prepared at the end of each Semester and after Summer Examination shall be verified and approved by the Controller of Examination.
- (g) Before the final declaration of the result, it is reviewed by the Examination Committee for any discrepancy.
- (h) Once the final result is approved by the Examination Committee. The result is then announced and the Grades in each subject along with the SGPA and CGPA shall be displayed for all courses.
- (i) The procedure remains same for the Odd as well as the Even Semester Examinations.
- (j) Only after the completion of Special Summer Examination/Improvement Examination, a yearly Grade-sheet indicating the performance of the student in both semesters (Odd and Even) of the Academic Session shall be awarded.

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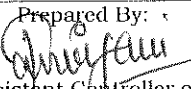
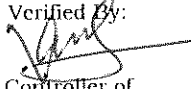
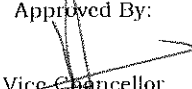
8. PROMOTION AND DETENTION CRITERION

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

8.1 Promotion Criteria

Promotion to Second & subsequent years or a student should be as per following criterion of % of Total Credits with 'F' grades after considering results of Special Summer Examination of corresponding/same year and /or Carry Over Examination of earlier years:

Program	Year	% of Total Credits with 'F' Grades
2 Years UG Program (B.Ed.)	1st to 2nd Year	20%
	Degree	0%
3 Years UG Program B.Sc.(Hon) BT	1st to 2nd Year	40%
	2nd to 3rd Year	30%
	Degree	0%
3 Years UG Program (LL.B.)	1st to 2nd Year	30%
	2nd to 3rd Year	20%
	Degree	0%
4 Years UG Program (all B. Tech)	1st to 2nd Year	40%
	2nd to 3rd Year	35%
	3rd to 4th Year	30%
	Degree	0%
5 Years Integrated B.Tech. M.Tech., 5 Years Integrated B.Tech. MBA	1st to 2nd Year	40%
	2nd to 3rd Year	35%
	3rd to 4th Year	30%
	4th to 5th Year	20%
	Degree	0%
5 Years Integrated UG & PG Program BBA/BA/B. Com LL.B. (Hons.)	1st to 2nd Year	30%
	2nd to 3rd Year	25%
	3rd to 4th Year	20%
	4th to 5th Year	10%
	Degree	0%
5 Years UG Program B. Arch.	1st to 2nd Year	30%
	2nd to 3rd Year	25%
	3rd to 4th Year	20%
	4th to 5th Year	10%
	Degree	0%
1 Year PG Program (LL.M. & M. Phil.)	Degree	0%
2 Years PG Program M. Tech MBA, M. Sc., MA (All) &	1st to 2nd Year	20%
	Degree	0%

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MSW		
3 Years Diploma, UG & PG Program MCA, M.Tech. (PT) Honors (B.Com., B.Sc., B.A.), BBA, BCA, B.A.(JMC), B.Sc.(IT) & Dip. in Engg.	1st to 2nd Year	30%
	2nd to 3rd Year	20%
	Degree	0%

8.2 Detention

Student will be Detained in the same year after either Special Summer Examination or Carry Over Examination only when;

- a student is not permitted under Attendance Clause 4.1.4. (d) & (e).
- a student failed to improve his/her year-wise performance to satisfy above mentioned Promotion Clause 8.1 with respect to CGPA & %age of 'F' Grades.

9. AWARD OF DEGREE

For award of any degree, a student is eligible only when

- He/she has NO 'F' Grades.
- He/she should 'Qualify' all the Non-Credit (NC) subjects during the study period.

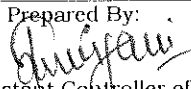
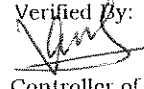
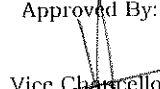
No divisions are awarded in grading system. Performance is estimated from the CGPA score.

In this connection relevant statutory council's (AICTE, BCI, etc.) recommendations issued from time to time shall be taken into account in awarding the Degree.

Results of the student would be declared on the basis of the SGPA/CGPA score, obtained by a student on the basis of performance of both the semesters of a particular academic year.

The overall performance of a student can be interpreted from the CGPA score on the basis of the following scale (Refer below Table):

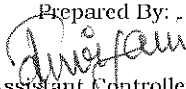
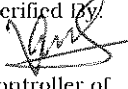
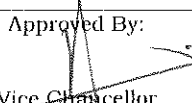
S. No.	CGPA Range	Performance
(1)	≥ 9.0	Outstanding
(2)	≥ 8.0 and < 9.0	Excellent
(3)	≥ 7.0 and < 8.0	Very Good
(4)	≥ 6.0 and < 7.0	Good
(5)	≥ 5.0 and < 6.0	Satisfactory
(6)	≥ 4.0 and < 5.0	Pass
(7)	< 4.0	Unsatisfactory

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10. UNFAIR MEANS (UFM)

10.1 Unfair-means and Disorderly Conduct at the University Examinations

- (a) No student shall use unfair-means or indulge in disorderly conduct at, or in connection with the examinations.
- (b) Unfair-means and disorderly conduct shall include the following:
- (i) Talking to another candidate or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff before handing over the answer-book to the room-superintendent.
 - (ii) Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
 - (iii) During examination time having in possession or access to: -
 - Any paper, books, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned.
 - Anything written on scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned.
 - Anything written or signs made on the body of the candidate, on his clothes/ garments, handkerchief, etc. which may have relevance to the syllabus of the examination-paper concerned.
 - Anything written or signs made on the admission card/question paper which have relevance to the syllabus of the examination-paper concerned.
 - (iv) A candidate found guilty of unfair-means or disorderly conduct at, or in connection with an examination, shall at the discretion of the Committee appointed for the purpose, be punished with one or more of the following.
 - Cancellation of the result of the paper in respect of which he is found to have been guilty; and/or
 - Cancellation of the result of the examination for which he was a candidate; and/or
 - Debarring the candidate from securing admission to a class and appearing at any further examination of the University for a stated period;

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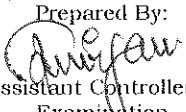
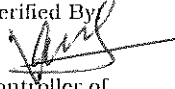

- and/or other punishment, deemed suitable, by the committee appointed for the purpose.

10.2 Rules for dealing with cases of Unfair Means and Disorderly Conduct

- Where a candidate is suspected of using unfair-means as defined above, the invigilator or any other member of the supervisory staff including the flying squad shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, they shall refer the case to the Controller of Examination/Dean indicating the nature of unfair-means used by the candidate.
- As soon as a candidate is suspected, found or reported to have resorted to unfair-means and the invigilator or any member of the flying squad feels satisfied that unfair-means have been used, his answer-book shall be seized along with the material recovered and a fresh answer book given to him to answer the questions of the question paper. The answer books shall be marked as I and II respectively.
- The member of the flying squad shall generally give his report in writing in the form prescribed by the University. This report shall be brought to the notice of the candidate who shall normally be required to give his explanation in the prescribed form and sign the material caught. This Form duly completed along with the material recovered and duly signed by the candidate, the member of the Flying Squad and the invigilator shall be sent to the Examination Committee for consideration.
- All cases of suspected use of unfair-means or of disorderly conduct reported by the Invigilator or by any other person concerned with the examination including the examiner shall be considered and decided by the Academic Council.

10.3 Declaration of Recommendation of UFM Committee

- A UFM committee shall be convened by the Controller of Examination after the end of End Semester Examinations to take decisions on the UFM cases. It shall consist of the following members:
 - Dean (of the concerned Department)
 - Controller of Examination
 - Subject Expert
 - One or two members of Flying Squad Team
- The UFM Committee shall be notified through an I.O.M. about the date and time of the meeting.

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11. PROCEDURE FOR SCRUTINY AND RE-VALUATION OF ANSWER SCRIPTS

11.1 Procedure for Scrutiny

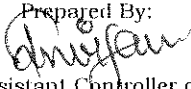
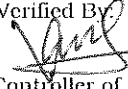

- (a) Any student, who wants to get his end semester answer sheet scrutinized, should apply on a prescribed form available at the Exam Cell within a week after the declaration of result.
- (b) The students who are applying for scrutiny will deposit 1,000/- (Rupees One Thousand only) per subject.
- (c)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

11.2 Re-Evaluation of Answer Scripts

- (a) In case a student wants re-evaluation, he/she will be permitted if he/she specifically asks for it on a prescribed format along with a fee of 5,000/- (Rupees Five Thousand only) per subject.
- (b) The Re-evaluation form should be filled within a week after the declaration of result of scrutiny. The Re-Evaluation form must be filled by the student on the recommendation made by the Dean.
- (c) No student is permitted to apply for re-evaluation unless it is scrutinized.
- (d) If variation in marks after re-evaluation is more than 10% of marks obtained, the higher marks will be considered.

12. PHYSICAL SECURITY OF THE EXAMINATION CELL

To maintain the sanctity and confidentiality of the Examination Cell, a lot of precautions are taken to maintain the physical security of the cell. The office consists of the Main room and the strong room. The main room has a Photocopier Machine and the cabins of the Office Staff with their computers with closely guarded password here. The Strong Room has a separate Photocopier Machine and computer where the End Semester Examination work of formatting question papers, moderation and print out are taken out. This is only handled by 3 people of the Exam Cell, namely the Controller of Examination, Assistant Controller of Examination (External) and 1 Office Executive. This computer is password protected and all folders and files are highly secured. The entry and access of any other person is banned here. The doors and windows have grills. The steel almirahs have double locks which can only be opened in the presence of two people only. Once the Question Papers are put inside it the lock is also sealed and is only opened in the presence

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of the Controller of Examination. A register is also maintained of the roster duty of the office staff under whose presence the office is opened and closed every day.

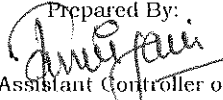

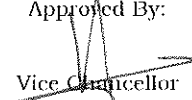
13. RETENTION OF ANSWER SHEETS AND EVALUATION RECORD

Retention Schedule for Evaluated Answer Scripts and other Related Papers of Various Courses and Programmes conducted in the University

With the establishment of SRMU in the year 2012, eight institutes belonging to Technology, Natural Science & Humanities, Management, Commerce & Economics, Computer Application, Mass Communication & Journalism, Legal Studies, Education and Research. More than twenty different courses of various disciplines are being conducted in different Institutes of the University at present. In addition, the number of courses and programmes are expected to increase every year. During conduct of these courses and programmes, various continuous assessment activities are conducted i.e. Internal Assessment (University Test & Teacher Assessment), External Assessment (End Semester Theory and Practical), Paper Setting, etc. These activities generate large number of papers and documents in form of question papers, evaluated answer scripts, result sheets etc. In order to ensure proper management of records, it is essential that various categories of records referred shall follow the Retention Schedule worked out based upon the rationale and necessity. The main rationale is that any result/decision of the University affecting an individual/group has to put a written request in a prescribed format within 15 days of declaration of that result/decision. Summarized activities and retention schedule is given in table 13.1.

RETENTION SCHEDULE (Table 13.1)

S. N.	Category of Records	Period of Retention
1	Question Paper	
	Entrance Test	Hard Copy of each type of question paper should be maintained by the Exam Cell for last 1 year
	Semester-wise External	Hard Copy of each question paper for last 2 years Soft Copy of each question paper for last 5 years
2	Answer Scripts (Theory)	
	Entrance Test	Hard Copy of each Answer Script should be maintained by the exam cell for last 1 year or six months after the disposal of any application whichever is later
	Semester-wise External	All hard copy before the end of next ODD semester or six months after the disposal of any application whichever is later
	Semester-wise Internal	All hard copy before the end of next semester
3	Experiment Workbook	

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	(Lab)	
	Semester-wise External	All hard copy before the end of next ODD semester or six months after the disposal of any application whichever is later
	Semester-wise Internal	All hard copy before the end of next semester
4	Internal Assessment Sheet	
	Semester-wise Internal	All hard copy before the end of next semester
5	Student's Attendance Record	
	Entrance Test	Hard Copy of consolidated Attendance Sheet should be maintained by the Exam Cell for last 1 year
	Individual Student /Consolidated sheet	All hard copy before the end of next ODD semester or six months after the disposal of any application whichever is later
6	Result	
	Entrance Test	Hard Copy of consolidated result should be maintained by the Exam Cell for last 1 year
	Semester-wise & Year-wise Consolidated	Hard Copy of consolidated result should be maintained by the Exam Cell for last 5 years

14. DESTRUCTION OF OLD EXAMINATION RELATED RECORDS

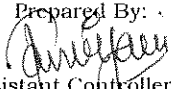

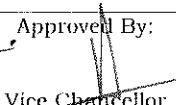
The Examination Cell will adhere to the retention schedule as mentioned above. It will ensure the weeding out of the record for this purpose, upon the completion of the stipulated period of retention the office will move a file to the Board giving details of record to be destroyed. The board of faculty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

(a) Presiding Officer - One Faculty/Deputy Controller of Examination

(b) Members - 1) Assistant Controller of Examination
2) Assistant Registrar, Examination Cell
3) Assistant Officer, Examination Cell
4) One Senior Office Executive, Examination Cell

The Destruction Board proceeding duly completed in all respect and countersigned by the Controller of Examination will be put up to the Vice Chancellor for approval. After approval, old documents of Examination Cell will be destroyed by burning with the help of Administrative Department.

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