



SHRI VENKATESHWARA UNIVERSITY, UTTAR PRADESH

EXAMINATION MANUAL



SHRI VENKATESHWARA UNIVERSITY

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1 COMMITTEES

1.1 EXAMINATION COMMITTEE

The Examination Committee shall be constituted as under:

1. The Vice-Chancellor : Chairman
2. The Pro Vice-Chancellor(s) : Member
3. The Registrar : Member
4. All the Deans of Schools : Member
5. Dean Academic Affairs : Member
6. Three members nominated by the Vice-Chancellor : Member
7. The Controller of Examination : Member-Secretary

1.2 MODERATION COMMITTEE

The Grade Moderation Committee (GMC) shall consist of the following members:

1. Dean Academic Affairs : Chairman
2. Dean of the School : Member
3. Controller of Examination : Convener

1.3 COMMITTEE FOR DECIDING CASES OF UNFAIR MEANS

The Committee for deciding Unfair Means (CUM) shall consist of the following members:

1. Dean Academic Affairs : Chairman
2. Dean of the School : Member
3. Controller of Examination : Convener

1.4 GRIEVANCE COMMITTEE

The Grievance Committee shall consist of the following members:

1. Dean Academic Affairs : Chairman
2. Vice-Chancellor's Nominee (Senior Professor) : Member
3. Controller of Examination : Convener

2 SCHOOLS OF THE UNIVERSITY

- 1 College of Pharmacy
- 2 School of Agricultural Sciences
- 3 School of Applied Sciences
- 4 School of Commerce & Management
- 5 School of Design
- 6 School of Education
- 7 School of Engineering and Technology
- 8 School of Humanities & Social Sciences
- 9 School of Mass Communication
- 10 School of Law and Jurisprudence
- 11 School of Library & Information Sciences
- 12 School of Nursing
- 13 School of Paramedical Sciences
- 14 School of Pharmacy
- 15 School of Pharmaceutical Sciences
- 16 School of Vocational Studies
- 17 Venkateshwara Institute of Medical Sciences

3 OFFICE BEARERS AND THEIR RESPONSIBILITIES

3.1 Controller of Examination

- (a) The Controller of Examination (COE) shall be responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction, and guidance of the Vice-Chancellor.
- (b) The Controller of Examination shall be the Member-Secretary of the Examination Committee and may be invited to a meeting of the Executive Council, and the Academic Council, as and when a matter related to examinations shall be under consideration.
- (c) The Controller of Examination, with prior approval of the Vice-Chancellor shall:
 - (i) prepare and announce the calendar of examinations.
 - (ii) get the examiners and moderators appointed from the list finalized by the Examination Committee.
 - (iii) be responsible for getting the paper set, printing of question papers and arrangement of blank answer scripts and their safe custody, planning and conduct of examination, assessment of answer scripts, consolidation-preparation and timely declaration of results, verification, revaluation, issue of various certificates, maintenance of examination records etc.
 - (iv) make available one set of question papers to the University library after the examinations are over.
 - (v) get the Committee constituted to find facts and settle the cases of Unfair Means, if any, and to take action as recommended.

- (vi) recommend to the Vice-Chancellor postponement or cancellation of the examinations in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action, or initiate civil or criminal proceedings, against a person or persons alleged to have committed the malpractice in consultation with the Vice-Chancellor.
 - (vii) make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy, and confidentiality of examinations.
 - (viii) make a performance analysis of result, within a period of one month, and report the outcome thereof to the Vice-Chancellor, the Dean, and the Head of Department; and
 - (ix) submit a comprehensive report to the Academic Council on the examinations conducted in each semester/term.
- (d) The Controller of Examination shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.
 - (e) The Vice-Chancellor, to strengthen the examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as may be decided by the Vice-Chancellor.
 - (f) In the absence of the Controller of Examination, his duties shall be performed by the Joint/ Deputy Controller of Examination of the University or any officer or teacher at the University, as nominated by the Vice-Chancellor.

3.2 Joint/ Deputy Controller of Examination

The Joint/ Deputy Controller of Examination shall be responsible for ensuring and implementing the processes for efficient functioning of University Examinations, evaluations, and declaration of results, in addition to the duties assigned by the Controller of Examination from time to time.

3.3 Assistant Controller of Examination

The Assistant Controller of Examination shall be responsible for ensuring and implementing the processes for efficient functioning of University Examinations, evaluations, and declaration of results, in addition to the duties assigned by the Controller/ Deputy Controller of Examination from time to time.

4 PREPARATION FOR EXAMINATIONS

4.1 Verification of Teaching Scheme

At the beginning of each semester/ academic session, the COE office shall receive a detailed list of the teaching scheme, which includes information such as course code, course name and corresponding credits of all programmes being conducted in the semester, from the School concerned, duly signed by the Head of the Department (HOD)/ Dean. The information shall be downloaded from the University Software (an ERP) in the COE office to verify the details of the list sent by the concerned Schools. This shall minimize the errors in results.

4.2 Roll Number Generation

The COE office shall receive programme and course-wise list of students admitted in the University and matriculated in the first year, through the HOD/ Dean of the School, who shall be assigned roll numbers by the COE office.

4.3 Students' Details from the Schools

Once all registered students from the School concerned are matriculated in the Software, the students' programme-wise details shall be downloaded at the COE office from Software for preparation of examinations schedule.

4.4 Preparation, Verification and Uploading of Examination Schedule

The End-Semester Examinations (ESE)/ Annual examinations schedule for Odd/ Even/ Summer Semesters/ Annual examinations shall be prepared at the COE Office. After the examinations schedule is prepared, the same shall be sent to the school(s) for review and verification. Once the reviewed and verified examinations schedule from School(s) is received at the COE Office, and suggestions are incorporated, if any, it shall be uploaded on the University's website to provide the information to students. The examinations schedule shall be uploaded on the website at least two weeks before the start of the End-Semester Examinations.

4.5 Question Paper Setting

The Question Papers shall be set either by the external/ internal paper setters (programme specific) or through the software.

(a) A Paper-Setter shall satisfy the following necessary conditions:

- (i) He/she shall be a teacher at any of the Schools of the University or from outside the University/ Institute/ College.
- (ii) He/she shall have taught the concerned course or courses in the related area.
- (iii) The paper-setter shall not be a blood relative of any student for which the paper is to be set.
- (iv) The number of question papers set internally (at the school level) would have a ceiling which would be decided on an annual basis by the Controller of Examination.

(b) Instructions for Paper Setter

- (i) The paper setter shall ensure strict confidentiality and shall not disclose his/ her appointment.
- (ii) The paper setter shall set the question paper as per the pattern and template prescribed by the University.
- (iii) The paper setter shall make sure that he/she has the latest syllabus.
- (iv) The paper setter shall ensure that the question paper set by him/ her covers the entire syllabus of the course.
- (v) The paper setter shall ensure that no question is repeated in the same/ different sets.
- (vi) The paper setter shall specifically mention the charts, tables, IS codes, data books etc. required, if any, for the examination.

- (vii) The paper setter shall make sure that the time allotted is sufficient to enable the students complete the paper and revise their work.
- (viii) The paper setter should use the simplest language and structure possible to convey clearly and unambiguously the meaning of the question.
- (ix) The paper setter should split down even relatively short sentences if they contain a lot of condensed information.
- (x) The paper setter should eliminate superfluous words, any abstract or metaphorical language which is not necessary.
- (xi) The paper setter shall make sure that introductory statement in questions contain only the relevant information which is required for answering those questions.

4.6 Moderation of Question Papers

The question papers received from the paper setters shall be moderated under the supervision of Question Paper Moderation Committee, if required, the committee will call a moderator appointed by the Head/Dean of the School concerned. The following shall be the responsibilities of a moderator:

- (a) To ensure that question paper has been set strictly in accordance with the syllabus and instructions given by the University covering all broad areas adequately.
- (b) To delete questions set from outside the prescribed syllabus and to make necessary substitutions, if required.
- (c) To remove ambiguity in the language of question(s), if any.
- (d) To ensure that questions are not repeated, figures are correct and visible, no values are missing, and grammatical errors are rectified (if any) etc.
- (e) To ensure that the marks assigned for each question/section are clearly indicated in the paper.
- (f) To moderate all the questions properly giving ample opportunity to students of average and exceptional capabilities.
- (g) If there is change in any question, then moderator must provide three alternative questions in respect to that question of same weightage. The COE can choose any of the three questions provided by the moderator.

4.7 Printing and Packing of Question Papers

- (a) The question papers shall be printed by the moderation committee of Question Paper.
- (b) The question papers shall be printed in the presence of Joint/ Deputy Controller of Examination under camera surveillance.
- (c) The Moderation Committee of question Papers shall print question papers and packed in the seal cover envelopes (duly signed) under the supervision of Deputy/ Assistant Controller of Examination.
- (d) The sealed question papers shall be kept in the strong room in the presence of Assistant Controller of Examination.
- (e) The Joint/ Deputy Controller of Examination shall ensure that all unused documents relating to question papers are destroyed.

4.8 Procuring the Answer Scripts

The Assistant Controller of Examination shall send the request for answer scripts 3-4 months in advance to the University's procurement department. The procurement department shall ensure the timely delivery of the answer script to the COE Office.

4.9 Issue of Answer Scripts to Schools For Mid Term / Practical Examinations

- (a) The Schools of the University shall send their requirement for Mid Term / Practical answer scripts to the Controller of Examination, at least 7 days before the start of Mid Term/ Practical examination.
- (b) The Controller of Examination shall ask the Assistant Controller of Examination to issue the Mid Term / Practical answer scripts as required and to keep records.
- (c) Upon completion of the examinations, the Assistant Controller of Examination shall ensure that all the unused Mid Term / Practical answer scripts are returned to the examination department.
- (d) Upon receipt of the used answer scripts, the Assistant Controller of Examination shall maintain the record of Mid Term / Practical answer scripts issued, used and unused.

4.10 Security

- (a) One month before the start of the examinations and one month after the completion of examinations, the security department of the University shall provide round-the-clock security around the COE office.
- (b) The security department shall provide proper security to the schools also during the examinations for smooth conduct of examinations.
- (c) The security department shall also provide year-round security to the COE office.

5. CONDUCT OF EXAMINATIONS: The University shall conduct the End Term Examination centrally under the guidance/ supervision of Controller of Examinations. The Controller of Examination shall appoint Centre Superintendent, Assistant Centre Superintendent and Examination Sub- Committee for conducting the Examination smoothly.

5.1 Guidelines for Centre Superintendent (CS)

- (a) The Dean of the School/ Senior Professor will be the Centre Superintendent for the End-Semester/ Annual/ Professional Examinations and shall be responsible for all examination related work.
- (b) The Centre Superintendent will appoint Examination Sub Committee under the supervision of Controller of Examinations. The Member of Examination Sub Committee i.e., one faculty member (level of Assistant Professor) from each school.
- (c) The Centre Superintendent shall assign duties to Examination Sub Committees.
- (d) In case of complaint(s) against any member of the Examination Sub Committee, the Centre Superintendent can immediately act against him/her. The Centre Superintendent shall have the powers to relieve him/her of his/her responsibilities and entrust the work to another teacher. A report of such action, along with circumstances that forced such an action, shall be made available to the Controller of Examination immediately in writing and by telephone/ e-mail.

- (e) The Centre Superintendent shall prepare a list of External Examiners (for Practical courses), Invigilator's Duty Chart, Seating Plan of The Examination Hall/Room and take approval from the Controller of Examination.
- (f) The External Examiner shall be paid remuneration and TA/DA in accordance with the University norms for conduct of the practical examination.
- (g) The Centre Superintendent shall verify the remuneration claims for External Examiners.

5.2 Guidelines for Examination Sub Committee (ESC)

- (a) One Member (i.e., called Exams Coordinator) in each School shall be appointed by the Dean of the concerned School and he/she shall not be below the rank of Assistant Professor.
- (b) The Examination Sub Committee (ESC) and the Centre Superintendent shall ensure that there is a single-entry gate for the End-Semester/Annual/Professional Examinations.
- (c) The filling of Online Examination Form as per the date specified by the Controller of Examination shall be executed by the Examination Sub Committee (ESC).
- (d) The marks of Mid-Semester Examinations (MSE)/ End-Semester Examinations (ESE)/ Continuous Assessment (CA)/ Internal Sessional shall be prepared in time prescribed by the COE and shall be submitted to COE office in hard copy as well as uploaded in the University Software.
- (e) The members of Examination Sub Committee shall assist the Centre Superintendent in all matters pertaining to the arrangements for the efficient, timely, smooth, and fair conduct of the Examinations. In the absence of Centre Superintendent, Dy. COE shall exercise all powers of the Centre Superintendent and shall be fully responsible for fair and smooth conduct of Examinations.
- (f) The Examination Sub Committee shall make all the necessary arrangements one day before the scheduled date of End-Semester Examinations. The seating plan shall be prepared, the rooms shall be get cleaned and pasting of Roll Numbers on the desks/tables shall be done one day before besides other arrangements viz. organization of attendance sheet, deployment of invigilators, well protected strong room for confidential material, drinking water facilities etc. Consolidated invigilation duty chart shall be sent to all invigilators well before the start of the examinations. A day before the examination, a daily room-wise duty chart shall also be sent to all concerned and the same shall be pasted on the respective notice boards. At least 10% of all invigilators (every day) shall be kept as reserve.
- (g) The invigilators shall be directed by Examination Sub Committee to reach the Examination Centre at least half-an hour before the scheduled time for commencement of the examination and give his/her telephone and mobile numbers and contact addresses.
- (h) The members of Examination Sub Committee shall ensure that specific announcement of the University guidelines/rules have been made by him/her to the invigilators as specified in the guidelines. The invigilators shall also announce the guidelines in the Examination Rooms/Halls.

- (i) The members of Examination Sub Committee shall ensure that all the necessary examination related materials (Answer Scripts, Verification Cards, Attendance Sheet format, Absentee Report format, etc.) have been handed over properly to the invigilators before proceeding to their allotted Examination Hall/ Room. He/she shall also ensure that the Verification Cards have been arranged properly according to Roll Numbers and seating arrangement.
- (j) The members of Examination Sub Committee shall collect the examination material, viz. sealed packets of Question papers, stamps, Performa of bills etc. from the Office of Controller of Examination under proper receipt.
- (k) The members of Examination Sub Committee shall inform the Controller of Examination the receipt of Question Paper and other related material after receiving the same.
- (l) The sealed envelopes of question papers shall be opened on scheduled time by the members of Examination Sub Committee in the presence of two invigilators, who shall sign the envelopes as witness.
- (m) The members of Examination Sub Committee shall ensure the arrangements of tables/chairs/desks as per requirements so that there is no scope for students to use unfair means during examination. The students should be seated strictly as per the seating plan.
- (n) The members of Examination Sub Committee shall ensure that the required number of invigilators (at least two invigilators in a room with a maximum of 64 students, if the number of students in a room increases, the number of invigilators increases by one on every 20 extra students) have been deputed in a room.
- (o) The members of Examination Sub Committee shall ensure that the seating plan has been sent to all the students on their e-mail id through their coordinators/ mentors one day before the examination and the same has been displayed at a suitable location outside of the Examination Centre and one copy has been pasted outside each examination room. The seating plan must match the Roll Numbers on each desk in the room.
- (p) The members of Examination Sub Committee shall ensure that at the Examination Centre, only one Entry & one Exit point is operational and proper security arrangements have been made.
- (q) The members of Examination Sub Committee shall also ensure for providing drinking water, furniture, and sufficient space between the writing tables.
- (r) The members of Examination Sub Committee shall take frequent rounds to keep the invigilators alert on duty and enforce the checking of the student's particulars viz. Admit Card, Attendance Sheet and all the entries on the answer script by them. He/she shall also randomly check the particulars of students; admit card and other relevant entries.
- (s) Use of unfair Means/misbehaviour, possession of mobile/any kind of electrical or electronic gadgets/paper/calculator/book/or recovery of incriminating material, tampering of Bar-code and/or answer script by student should immediately be reported and proper statement recorded by Centre Superintendent/ Examination Sub Committee and invigilator and forwarded to the Controller of Examination.

- (t) In case of burning or tearing the answer script (partially or fully) or running away with answer script during or after the examination by a student, the Examination Sub Committee / Centre Superintendent shall immediately inform the Controller of Examination by the fastest suitable means and lodge an F.I.R. in the nearest Police Station and a copy of the F.I.R. lodged shall be forwarded to the Registrar of the University.
- (u) Students shall not be allowed to enter in the Examination Hall after 30 minutes of start of examination. Students shall be allowed to leave the examination hall only after one hour of the Examination. No student shall be permitted to leave the Examination Centre without handing over the answer script. No student shall be allowed to leave the Examination Hall/Room during first hour of the Examination for having water or toilet break.
- (v) The members of Examination Sub Committee (Exams Coordinator) of the School shall be responsible for the timely evaluation of answer scripts of End-Semester/ Annual/Professional Examinations.
- (w) Carrying of Cell phones, or any other electronic gadgets to the Examination Centre shall be strictly prohibited. Neither the University shall make any arrangement for the safe custody of any of these items nor shall it be responsible for loss of any such items. Examination Sub Committee may advise the parents to counsel their wards for not carrying such items with them while going to respective examination centres. The students shall also be advised not to bring any such items to the examination centre so that they do not run the risk of attracting disciplinary action.
- (x) All proforma/packets shall be handed over to COE office after completion of the Examination by the Examination Sub Committee including unfair means cases, if any, attendance sheets, seating plan, and other documents related to examination.
- (y) The Examination Sub Committee under the guidance of Centre Superintendent shall form an internal Flying Squad for the smooth conduct of Mid-Semester Examinations (MSE) and End-Semester Examinations (ESE).

5.3 Guidelines for Invigilators

- (a) The invigilator shall confirm the dates and sessions of his/her invigilation duty from the office of Dean of the concerned School.
- (b) He/she shall report to the control room at least 30 minutes before the commencement of the examination.
- (c) After reporting, the invigilator shall take the instructions from the Centre Superintendent along with the necessary documents such as answer scripts, Verification Cards, Absentee Report formats, Format for used/ unused answer scripts, etc.
- (d) The invigilator must reach the allotted Examination Hall/ Room at least 15 minutes before the scheduled time of examination.
- (e) The students shall be allowed in the Examination Hall/Room only after showing the Admit Card to the invigilator at the entry gate of the Hall/Room. If a student fails to produce

his/her Admit Card, he/she shall be asked to report to Centre Superintendent for issue of duplicate Admit Card.

- (f) The answer scripts shall be distributed to the students once they are seated. A proper announcement shall be made by the invigilator to fill the desired information in Part I, III and IV on the cover page of the answer script.
- (g) The Invigilator shall ensure that all the entries are filled in correctly by the student on the cover page of answer script (Part I and II) and bubbles are darkened properly.
- (h) It should be verified by the Invigilator that the information provided in the Admit Card is same as filled in by the student in Part I & II of the answer script.
- (i) The invigilator shall put his/her signature in the space provided on the cover page of the answer script (Part I) only after ensuring that all the entries made by the student in the answer script are correct.
- (j) The invigilator shall also verify that all the entries filled in by the student on the Verification Card are correct. Write ABSENT with red pen in case a student fails to appear in the examination.
- (k) The question papers provided by the Examination Sub Committee shall be distributed to the students as per the instructions given by the Centre Superintendent.
- (l) The signature of the student should be taken on the formats (such as attendance sheet, verification card, etc.) provided by the COE office. Write ABSENT with red pen in case a student fails to write the examination.
- (m) In case of any query/doubt, the invigilator shall contact Examination Sub Committee through the member(s) associated with the examination work. No invigilator shall leave the Examination Hall/Room under any circumstances (or without making any proper alternate arrangement).
- (n) No student shall be allowed to leave the Examination Hall/Room during the first hour after the commencement of the examination in each session for having water or toilet break.
- (o) As the final bell rings, the students shall be asked to submit their answer script to the invigilator.
- (p) Before leaving the Examination Hall/Room, the invigilator shall ensure that the number of answer scripts received is in accordance with the number of students present.
- (q) The invigilator shall hand over in person the answer scripts and other related materials to the Examination Sub Committee.
- (r) No student shall be allowed to enter the Examination Hall/ Room after 30 minutes of the commencement of the examination.
- (s) The answer script contains 32 pages, and no extra sheet shall be provided to the student in any case. (Only graph papers or other related material, if any, shall be attached with the Answer Script as per the requirement of the question paper).
- (t) No cell phones, programmable calculators, I-pods, electronic watch, other electronic gadgets, or any objectionable item shall be allowed in the Examination Hall/ Room. If a student is caught with any of the above-mentioned items, the matter should immediately

be reported to the Examination Sub Committee. The Examination Sub Committee/ Centre Superintendent can take any suitable action and shall inform the Controller of Examination.

- (u) In case an invigilator is unable to perform his/her duty, he/she should make proper alternate arrangement well in advance. A copy of the leave application with alternate arrangement shall be sent to the Centre Superintendent along with the signature and consent of the person deputing for the applicant. Leave without making any proper arrangement shall be treated as indiscipline.

5.4 Guidelines for Students

- (a) The admit card shall be sent to the student's login and the student shall take the printout and shall bring it with them to appear in the examination.
- (b) Entry of the examinee shall be restricted without an admit card. If a student fails to bring his/her admit card, a copy of the admit card shall be provided by the COE office to avoid any inconvenience to the student.
- (c) Students shall take seats at least 30 minutes before the commencement of the examination.
- (d) Students shall not be allowed entry into the examination hall after half an hour from the commencement of the examination.
- (e) Students shall display their Admit Card on the right-hand side of their desk.
- (f) No student shall leave the Examination Hall during the first hour after the commencement of the examination in each session for having water or toilet break.
- (g) No communication of any kind shall take place between the students during the examinations. The only communication that is permitted is between the students and the invigilators.
- (h) No cellular phones, iPods, MP3 players, any other communication devices with/without text display or digital imaging facilities are allowed in the examination venue. Programmable calculators are not allowed. No borrowing or lending of examination material (including calculators, pens, pencils, etc.) is permitted during the examinations.
- (i) Students may be allowed to leave the Examination Hall only after one hour of the examination is over.
- (j) At the end of the examination session, students shall ensure that they have handed over their examination answer scripts to the invigilator before they leave their seats/desks.
- (k) Any unfair means shall automatically result in rejection or rustication, if found and reported.
- (l) Any mistake on the OMR sheet shall be the responsibility of the student and the result may be withheld if the sheet is not scanned properly due to such a mistake.
- (m) If due to any physical disability or accident, student is not able to write himself/ herself then he/she can take help of a writer. In such a case, the writer should not be a student of same or higher class. Also, prior approval of the COE shall be needed for the writer.

5.5 End-Semester Examination (Theory)

- (a) The Dean of the School/Senior Professor shall be the Centre Superintendent for the smooth conduct of the End Semester theory and practical examinations.
- (b) There shall be an Examination Sub Committee, (member of each School) to assist the Centre Superintendent in all examination related works.
- (c) On every 500 students, there shall be one Assistant Centre Superintendent to assist the Centre Superintendent. The Asst. Centre Superintendent(s) shall coordinate with Examination Sub Committee in all examination related work such as preparation of seating plan, internal flying squad, collection of answer scripts, frisking of students, etc.
- (d) Wherever required the Centre Superintendent may make arrangements of external security.

5.6 End-Semester Examination (Practical)

- (a) The External Examiner(s) for each practical course(s) shall be appointed by the Head/Dean of the Department/School concerned. The names of the External Examiner(s) must be approved by the Controller of Examination. The COE may add or delete any name proposed by the Head/Dean.
- (b) The Exams Coordinator appointed by the Dean shall contact the External Examiner(s) to fix the practical examination dates.
- (c) The External Examiner(s) appointed for the Practical Examination(s) shall reach the allotted School one day earlier or on the same day before the start of the Practical Examination. Failure on the part of any External Examiner to reach the allotted School on the due date shall be reported by the concerned Internal Examiner to the Exams Coordinator of the School. The Exams Coordinator shall inform the COE of the non-availability of the external examiner. The COE shall appoint another external examiner or may appoint a senior professor of the concerned course to conduct the practical examination.
- (d) The Centre Superintendent/Exams coordinator of the School shall be responsible for making necessary arrangements such as transport, accommodation, etc. for the External Examiner(s). For transport and accommodation, the person in-charge of the estate department must be contacted well in advance.
- (e) The Internal Examiner for each practical course(s) shall contact the Exams Coordinator of the School/ Centre Superintendent for the payment of TA/DA and remuneration to the External Examiner(s) in the prescribed format. The remuneration amount shall be paid according to the norms laid by the University and must be approved by the Controller of Examination.

5.7 Collection of Question Papers

- (a) The members of Examination Sub Committee shall collect the Question Papers of the End Semester Examinations **one hour** before the commencement of the examination on the same day from the COE Office.
- (b) In case, the members of Examination Sub Committee are not available, the Centre Superintendent collect the Question Papers.

6 ASSESSMENT AND EVALUATION

6.1 Components of Evaluation

Unless provided otherwise in the course and/ or programme details, the components of evaluation for each course shall be as under:

- (a) Continuous Assessment (CA): 25 marks includes.
 - Mid Term Exams (MSE)/ class test (CT): 10 Marks
 - Written Assignment /Presentation /Quiz (WA): 10 Marks
 - Class performance /Participation (CP): 5 Marks
- (b) End-Semester Examination (ESE): 75 marks

The components of evaluation of laboratory courses shall be as under:

- (a) Continuous Assessment (CA): 25 marks
 - Practical File/ copy: 10 Marks
 - Written Assignment /Presentation /Quiz (WA): 10 Marks
 - Performance /Participation (CP): 5 Marks
- (b) End-Semester Examination (ESE): 75 marks
 - Viva-Voce
 - Practical Record File
 - Performance during conduct of practical exercises/experiments

The components of evaluation may change according to the nature of the course with due approval of the competent authority.

6.2 Coding and Decoding of Answer Scripts

- (a) For coding of answer scripts, the Controller of Examination shall constitute a coding team and the coding shall be done under the supervision of Controller of Examination.
- (b) Upon receipt of the answer scripts from the schools, the coding team shall shuffle the answer scripts on a course-by-course basis and tear up a portion of the answer scripts (Part I, II & III) that contains the student's details and pastes the coding codes provided by the COE office.
- (c) Part II of the answer scripts shall be kept for scanning and result processing.
- (d) When the coding gets completed, the answer scripts shall be packed and returned to School concerned for evaluation, along with the award sheet containing the coding codes. This shall happen every day during the examination.
- (e) After the evaluation of answer scripts, the evaluator shall fill the marks in the Part II of answer script and the coded award sheet. The coded award sheets shall be sent daily to the Office of Controller of Examination from the Head Examiner. This process shall be done daily during the evaluation.
- (f) The coded award sheets shall be scanned daily in the COE Office. The scanned data of Part I and Part II of answer scripts shall be compared with the bar code of answer scripts. This shall be done to avoid mistakes. After this process, the processing for grading shall start.

- (g) Once the results are declared, the codes assigned to each answer script shall be decoded to show the answer scripts to the students on a specific date indicated on the Academic Calendar.

6.3 Evaluation

- a. There shall be a Centralized Evaluation System of answer scripts which shall be arranged by the Joint COE. Evaluation of answer scripts shall be done under the close supervision of the Centre Superintendent and the Exams Coordinator of the School. If the Centre Superintendent is not available during the evaluation work, he/she can nominate a senior Professor for this work.
- b. There shall be a 2-tier system of evaluation of answer scripts for which purpose there shall be a Head Examiner and Examiners for each course. The duties of the Head Examiner and Examiners shall be as follows:

6.4 Duties of Head Examiner

- (a) The Head Examiner and Examiner(s) for each course shall be appointed by the Dean/Head of the Department of the School. The names of the Head Examiners shall be forwarded to the Controller of Examination by the Dean of the concerned Schools for approval.
- (b) Once the examination in a particular course is completed, the Head Examiner, appointed by the Controller of Examinations shall discuss the question paper with the examiners and an appropriate solution shall be prepared for evaluation. A copy of the solution shall be submitted to the Dean of the concerned School.
- (c) On receipt of the solution, the Exams Coordinator of the School shall start the process of evaluation by allotting the packets of answer scripts to the Examiners for evaluation along with a copy of the solution prepared by the Head Examiner.
- (d) It is the duty of the Head Examiner to give necessary instructions to the Examiners regarding the standard of evaluation of answer scripts in various courses. He/she shall also be responsible for ensuring uniformity of standard of evaluation carried out by different Examiners of the same course.
- (e) The Examiners shall return the evaluated packets of answer scripts to the Head Examiner along with the coded award sheets.
- (f) It shall be the duty of the Head Examiner to get the evaluated answer scripts scrutinized by a checker other than that of the concerned course. If any wide variation in evaluation is detected, the checker shall refer the matter to the Head Examiner for rectification. The Head Examiner shall conduct a re-evaluation of at least 25% of the total number of answer scripts allotted to each Examiner. The Head Examiner shall have the powers to re-evaluate any or every answer script allotted to any Examiner under him/her. The Examiners shall not erase or obliterate the marks awarded by the original Examiner when he/she re-evaluates any answer script and if there is variation between his/ her marks and the marks awarded by the original Examiner, he/she shall clearly score off the marks written by the original Examiner. While scoring off the original marks, the Head Examiner shall take

special care to see that the earlier marks are still clearly visible. If he/she finds a wide variation between his/her marks and those of original Examiner, he/she shall make special mention/remark of such cases in the final report which he/she shall submit to the Dy. COE/ Joint COE regarding the performance of each Examiner placed under him/her. A copy of this report shall also be sent to the Controller of Examination for review by the Moderation Committee.

- (g) Besides re-evaluation of 25% of the answer scripts of each Examiner, it shall also be his/her duty to scrutinize each paper of all Examiners under him.
- (h) The Head Examiner may investigate all such cases in which a student has secured less than 50% of maximum marks while scrutinizing the answer scripts. The students shall not be penalized for wrong numbering of answers to the questions set in the question paper.
- (i) It shall be the duty of the Head Examiner to send all the evaluated answer scripts, Part III of the answer scripts along with the coded award sheets received from the Examiners to the Dy. COE for uploading in the university software.
- (j) The Head Examiner shall use green ball point pen, the Examiners shall use red ball point pen and the checker shall use the blue/black ball point pen for evaluation purposes.

6.5 Duties of Examiner

- (a) The Examiner shall evaluate the answer scripts in accordance with the solution provided by the Head Examiner for each question.
- (b) The examiner shall ensure that each question attempted by the student is checked properly and marks posted on the space provided (PART-II) of the cover page of answer script. The total marks must be written correctly in figures as well as in words.
- (c) The examiner shall also ensure that total marks have also been posted on the OMR Sheet (PART-III) of the cover page of the answer script and the bubbles corresponding to the total marks have also been darkened properly by black ball point pen.
- (d) The examiner shall put his/her signature on the space provided in PART-II and PART-III of the cover page of the answer script.
- (e) The examiner shall evaluate a minimum of 40 answer scripts and a maximum of 75 answer scripts in a day.

6.6 Duties of Checker

- (a) The checker shall ensure that each question attempted by the student is evaluated by the Examiner and marks are posted on the space provided (PART-II) on the cover page of the answer script.
- (b) The total marks awarded and posted in PART-II and PART-III of the cover page of the answer script by the Examiner shall be verified by the checker.
- (c) In case of any discrepancy in total marks, the same shall be posted correctly by the checker in the space provided (PART-III) on the cover page of the answer script. The same shall be brought to the notice of the Head Examiner and the corrected marks shall also be posted on the coded award sheet.

- (d) The checker shall put his/her signature once he/she has verified all the entries made by the Examiner in the space provided (PART-III) on the cover page of the answer script.

7 UPLOADING OF MARKS

Each faculty taking theory or practical courses shall upload the marks on the University Software.

- (a) The Mid-Semester Examination (MSE) marks shall be uploaded by the faculty concerned within one week of the completion of examination.
- (b) Similarly, the Continuous Assessment (CA) marks of theory and practical courses shall also be uploaded by the faculty concerned within one week from the last teaching day as mentioned in the Academic Calendar.
- (c) The End-Semester Examination (ESE) marks of theory and practical courses shall be uploaded once the evaluation is completed and within a timeframe as decided by the Controller of Examination from time to time.
- (d) The filled award sheets of MSE, CA and ESE (theory and practical courses) duly signed by the Faculty/Examiner, Head of the Department/ Head Examiner/ External Examiner and the Dean shall be submitted to the COE office.

8 PROCESSING AND DECLARATION OF RESULT

8.1 Downloading of Marks

- (a) After completing the evaluation and external audit, the Assistant COE at the COE Office shall ensure that the marks of CA, MSE and ESE of all courses (theory and practical) of the Schools concerned are uploaded on the University Software by the faculty.
- (b) Having ensured this, the Assistant COE shall start downloading the marks from the University Software for processing of result.

8.2 Scanning of OMR

- (a) Upon receipt of the answer scripts, Part IV of the answer script shall be torn off for scanning and result processing at the COE office of the University.
- (b) Upon receipt of the OMR, (Part III) of the answer scripts from Schools, the OMR shall be scanned in the COE office of the University.
- (c) The course-wise marks of the scanned OMR are created that contain student details.

8.3 Verification of Marks

The course-wise details of the marks downloaded from University Software and the Excel spreadsheet shall be compared to ensure that the marks uploaded by the faculty on the University Software and the marks filled in the OMR (Part III of the answer script) are correct. This shall be done to ensure that there is no discrepancy between the marks. Once this is ensured, the computation of grading process shall start.

8.4 System of Grading

Unless otherwise prescribed by the statutory regulatory authority of a programme, the University shall use a ten-point broad-band grading system.

- (a) Each programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course detail.
- (b) The credits assigned to a course reflect its weightage in determination of the grade point. The courses that have not been assigned any credit, shall be treated as non-credit courses. The University shall follow absolute grading systems to assess the students' performance: For programme that follows the rules of its councils, the University shall follow the Council's rules for assessing the students' performance.

8.5 Result Declaration

- (a) The results shall be declared on or before the date(s) notified in the Academic Calendar.
- (b) Students can see their result in their University Software login.
- (c) The mathematical principle of rounding off shall be followed to round off the grade points up to two places after decimal.
- (d) The result of a student may be withheld if the student.
 - (i) has not paid all the University dues,
 - (ii) has a case of misconduct or use of unfair means pending against him; or
 - (iii) for any other reason as may be decided by the University.
- (c) Any representation of error in result from the students shall be considered within seven days from the date of declaration of result. On the eighth day, the result shall be finalized after considering all representations. Subsequently, the Controller of Examination shall ask the person concerned to print marks sheets/ grade cards.

8.6 Result Analysis

- (a) Once the result is declared, the SGPA, CGPA, the marks obtained in CA, MSE and ESE in each course and the corresponding grades of each student shall be sent to School concerned for critical result analysis and presentation before the Vice-Chancellor.
- (b) The Controller of Examination shall present the result analysis of the final year programmes before the Vice-Chancellor and shall be published in the Annual Report.

9. AWARD OF GRADES

9.1 Award of Grades in Credit Course

Based on the marks obtained in the courses studied by a student, a letter grade shall be awarded to each course using an absolute grading system. The following letter grades shall be used to assess a student's performance:

9.2 Award of Grades in Qualifying Course

The following letter grades shall be used to assess a student's performance in Qualifying courses:

Letter Grade	Grade Point	Description
Q	0	Qualified
NQ	0	Not Qualified

Marks	Grade Value	Grade Points	Letter Grade
91-100	10	O	Out Standing
81-90	9	A+	Excellent
71-80	8	A	Very Good
61-70	7	B+	Good
51-60	6	B	Above Average
41-50	5	C	Average
33-40	4	P	Pass
0-32	0	I	Fail
Absent, UFM		AB	
		Q	Qualified
		NQ	Not Qualified

student who is awarded an 'NQ' grade shall have repeat the course.

9.3

Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester. If the grade point associated with the letter grades awarded to a student are say, g_1, g_2, g_3, \dots and the corresponding weightage (credits) are say, w_1, w_2, w_3, \dots , the SGPA is given by:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

9.4 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by:

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Note:

- (a) A student shall be required to complete successfully all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 5.00 in UG programmes as well as PG programmes, until otherwise decided by the Academic Council.
- (b) A student shall normally have to clear his/her backlogs in the sequence in which he/she has obtained low grades.
- (c) Grade Card shall be issued to each student after successful completion of a semester.
- (d) If a student fails at the end of a semester to achieve minimum required CGPA, he/she shall be placed on Academic Probation during the semester immediately following. He/she may either repeat the course(s) in which he/she has obtained 'P' or 'F' grade or opt for a new course of the same category/discipline/course as and when offered, to complete the CGPA requirement.

9.5 Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula shall be used to calculate the equivalent percentage:

$$\text{The equivalent percentage of marks} = \text{CGPA} \times 9.5$$

9.6 Academic Progression

9.6.1 Non-Council based Programmes.

- i. A student passes and obtains credit for a course when he secures at least 30% marks in the ESE as well as 30% marks in the total of ESE, MSE (wherever applicable) and CA.
- ii. Student who fails in a laboratory/studio course shall repeat it as per the schedule decided by the Department/School.
- iii. A student is awarded FI (Failure and Improve) grade in a course, he has registered in a semester, if
 - a. he fails to secure 30% marks in ESE or fails to secure 30% marks in CA, MSE and ESE taken together; or
 - b. he fails to appear in ESE; or
 - c. he fails to meet attendance requirement in the course.
- iv. A student, who needs to repeat a course which is a pre-requisite for another course, shall register and pass the course as early as possible in the subsequent semesters (summer/odd/even).
- v. All marks obtained in assignments/practical, presentation or a report will be made available to the students within a reasonable time after evaluation.
- vi. Students who secure CGPA less than 6.5 after completing the pre-requisite credits for the award of degree and wish to improve their CGPA may be permitted for CGPA improvement. Such students shall be allowed to withdraw the grade in given course(s) earlier passed with low grade and shall be permitted to reappear for the examinations for improving the grade(s) and in turn his CGPA. Such students shall have to comply with the following conditions:

- (a) Student will submit a written application to Dean Academics seeking his permission through the Dean/Head of the Department from where he has graduated to register for CGPA improvement within one month from the date of declaration of his examination result; if he should not have taken (i) Leaving Certificate from the University, and ii) Degree from the University. No student will be admitted once the course registration process of improvement examination ends.
- (b) For grade improvement, a student can register for a maximum of five (05) courses in which he has secured a B, C or P grades. In case a student wishes to register for more than five (05) courses, he will need to obtain special permission from the Vice-Chancellor.
- (c) A student can choose a maximum three theory courses from a particular semester in which he has secured B, C or P grade, the student will have to register for these courses in a particular semester in which those courses are offered.
- (d) At the time of registration student will surrender all the original Grade Cards given to him by the University. The maximum grade awarded would be 'A' in the courses in which he appears for grade improvement.
- (e) Grade improvement shall be allowed only in theory courses, and it shall not be permitted in courses like Minor Projects, Major Projects / Projects, Seminars, Laboratory Courses, Term Paper, etc. He will have to give an affidavit on Rs.100/ judicial stamp paper that he will not use the surrendered Grade Card till he gets official result of the courses for which he wishes to appear for grade improvement. No change will be allowed after registration of a course(s) for grade improvement.
- (f) Student wishing to improve his grade will have to pay a requisite fee as prescribed by the University.
- (g) Student wishing to avail the facility of grade improvement will have to pass in all the courses at a time for which he has registered for. He will not be entitled to appear in the summer term or re-examination in such cases.
- (h) Only one attempt will be permissible to a student wishing to use the facility of grade improvement. If the student fails to secure higher grade(s), the original result (grade) before registering for improvement will be retained.
- (i) Student who improves his CGPA will be issued fresh Grade Card(s) by the University. These Grade Cards will clearly indicate "Grade Improvement" against the course for which the students reappeared. The date on the new Grade Card will be that as issued for other students appearing in those courses.
- (j) Such students who have appeared for grade improvement shall not be considered for any Merit Position or Medal.

9.6.2 Passing a course in which student got F&I grade.

- i. A student securing F&I grade has following options to pass the course:
 - a. by re-registering the course in subsequent semester and appearing in all tests, assignments, and examinations, and pass the course as if it is a fresh course.

- b. by registering the course in subsequent semester (Odd/Even when course is offered as regular course) or summer term or in subsequent semester by depositing specified fee, as per the schedule given in the Academic Calendar, and appearing in all components of examinations (CA+MSE/ ESE) wherein he failed in first / earlier attempt and pass with at least 30% marks.
 - c. students having F & I grade in Odd Semester shall be allowed to appear in the ESE of subsequent Odd Semester. Students having FI grade in Even Semester shall be allowed to appear in ESE of subsequent Even Semester. Students who appeared in FI grade course(s) in ESE of regular semester but could not clear the course(s) may do registration by depositing specified fee for Summer Term examination as per the schedule given in Academic Calendar. The registration fee shall be per subject/course as specified by the University from time to time.
 - d. in case the student got F&I on account of shortage in attendance or on account of abstaining in examination(s) he shall take all examinations and secure at least 30% in ESE as well as 30% marks in CA, MSE and ESE taken together.
 - e. a student can replace an elective course by another elective course. If a course is discontinued by the Department, the student shall be required to register for an equivalent course of same credit.
 - f. a student will be permitted to register during Summer Term for the F& I courses for a maximum of 15 credits or maximum of 4 courses whichever is beneficial to him.
- ii. The procedure for conducting repeat courses shall be as under:
- (a) The student will be assigned an instructor with whom he will interact at least once a week as scheduled.
 - (b) The instructor will assign home assignment to the student and report back in the meeting to be held in the next week.
 - (c) The instructor shall discuss and evaluate the assignments and assign marks.
 - (d) The instructor may conduct viva to ascertain knowledge gained.
 - (e) Cumulative marks shall account for CA.
 - (f) The instructor shall also conduct MSE for that course.
 - (g) The student needs to attend the required percentage of the scheduled meetings, (as per the attendance rules in force), failing which an FI grade shall again be awarded.
 - (h) The student who has not been debarred shall be allowed to appear in the ESE.
 - (i) Standard rules for passing a course shall apply.
 - (j) The final grade secured in the course shall be capped at A.

9.7 Yearly Promotion

Non-Council based Programmes

- (a) A student shall have a CGPA of at least 4.00/10.00 in the first year of study to be eligible to register for courses offered in third semester. Student shall maintain a CGPA of at least 5.00/10.00 in the second and subsequent years for academic progression.
- (b) If a student fails to fulfil the criteria of academic progression (as given in 10.7(a)) then he/she is to repeat the same year of study to continue in programme. Student shall be given option to carry the credit of passed course(s) while repeating the year.

Council-based Programmes

For all council-based programmes, the University shall follow the rules and regulations of the respective Councils for academic progression.

10 POST RESULT DECLARATION

10.1 Use of Unfair Means

The use of unfair means in connection with continuous assessment and in connection with the examination of both MSE and ESE shall be as specified below:

(a) General Guidelines

- (i) The flying squad appointed by the Controller of Examination at the University level or appointed by the Centre Superintendent at the School level shall be authorized to search a student in person and his belongings on suspicion of carrying any paper, book, note, mobile phone or any other electronic gadget.
- (ii) If an invigilator or any authorised person finds that a student has used unfair means, his/her answer script shall be seized.
- (iii) The invigilator shall provide an unfair means (UFM) form to the student to fill the details and write the reason of UFM. The invigilator shall also write his/her observations and comments.
- (iv) The filled in UFM form, the answer script and the material seized shall be stitched together. In case the student refuses to sign on UFM form, a mention shall be made by the invigilator and the Centre Superintendent. A fresh answer script shall be issued for completing the examination. No extra time shall be given for completion of the paper.
- (v) After the examination is over, the answer script both seized, and the fresh ones shall be marked as I and II shall be sent to the Controller of Examination, together with a report from Centre Superintendent.
- (vi) In case the student has written something objectionable on his hands or other parts of his body, his clothes, the equipment allowed inside the hall, or the seat allotted.
 - The part of the body, the clothes, the seat etc. shall be photographed immediately. The equipment shall be seized as evidence of the use of unfair means.
 - The invigilator or one of the flying squad members shall copy the written things on a piece of paper (or get it photocopied/Xeroxed) and attest the same in the presence of another flying squad member who shall countersign it.
- (vii) If a student comes to examination centre under influence of any intoxicant; the alcohol or a drug of any kind or has used any other sedative materials, immediate arrangement

shall be made to get the student medically examined and a certificate obtained from the treating doctor/ medical superintendent.

- (viii) If a student misbehaves with any of the member(s) of flying squad/ invigilator or threatens or intimidates them, or interferes in their work in any manner, the same shall be reported to the Centre Superintendent who after verifying the contents of the complaint, shall proceed further in the matter.
- (ix) The Centre Superintendent shall also seek a written statement from the accused student.
- (x) If refused by the student, the fact of his refusal shall be recorded by the Centre Superintendent, in the presence of at least one of the invigilator/ officials on duty.
- (xi) If a non-student is found impersonating as a student in examination, he shall be handed over to the police for investigation and registering a criminal case as deemed fit by the police. In case the guilty person is a present or a former student of the University, serious action shall be taken against him including withdrawal of his degree, diploma, or certificate. Strict action as per rules shall also be taken against the student for whom the impersonation was being done.
- (xii) In case of mass copying, the invigilator(s) shall report the matter to the Dean of the School, who after satisfying himself of the genuineness of the complaint made, shall forward his recommendation to the Controller of Examination. The CUM may award 'FI' grade to the students involved in mass copying or any other punishment as it may deem fit.
- (xiii) In case a student leaves the examination hall with his Answer Script(s), the case shall refer to CUM for further action.
- (xiv) The student may make an appeal to the appellate authority within fifteen days from the receipt of decision of CUM.
- (xv) The cases of unfair means not covered by these provisions shall be dealt with by CUM on case-to-case basis and punishment recommended accordingly.

(b) Regarding Continuous Assessment

- (i) Plagiarism, collusion, and cheatings of all forms shall be treated as the use of unfair means.
- (ii) The use of unfair means, in relation to continuous assessment, shall be of following categories:
 - Minor category: The unfair means not covered under major category shall be regarded as minor category of the use of unfair means.
 - Major category: Any act of plagiarism, collusion or cheating in a Thesis, Dissertation or Major Project shall fall under major category of the use of unfair means.
- (iii) In case of a minor category,
The Faculty-in-charge/ examiner shall communicate the infringement to the student and report the same to the Dean of the School through the Head of department. The Dean may take any of the following actions:

- Award zero marks in the concerned component of assessment and/ or.
 - Impose a condition that the student using unfair means shall not be awarded a grade better than 'C' in the concerned subject or any other suitable action.
- (iv) In case of major category,
- The Faculty-in-charge/ examiner may communicate the infringement to the student and report the matter to the Dean of the School through the Head of Department together with the material evidence.
 - The Dean may make preliminary investigation to satisfy himself. If satisfied, he shall forward the case to the Controller of Examination together with the evidence, documents, and the findings of his investigation as well as his remarks.
 - The Controller of Examination shall decide if the case is to be put up to the Committee for deciding Unfair Means (CUM) or dealt with it in some other manner.
- (v) The Controller of Examination shall call upon the accused student through the School to submit his written defence and appear before the committee to represent his case personally if he/she so desires.
- (vi) In spite of the notice sent by registered post at the last known address of a student fails to appear before CUM, the case shall be dealt with ex-parte.
- (vii) The disciplinary authority may impose one or more of the following penalties against the guilty student:
- Cancellation of enrolment.
 - Disqualification for one or more semesters.
 - Rustication for one or more semesters.
 - Expulsion from the University.
 - Any other action as deemed fit by the disciplinary authority.
- (viii) The decision of the disciplinary authority shall be final and binding.
- (ix) The period of exclusion shall be counted in maximum duration allowed to complete the programme.
- (c) Unfair Means regarding Examination: Minor category**
- (i) If a student.
- is found talking to another student/ some other person, within or outside the examination hall
 - changes the seat without the permission of invigilator/ flying staff or occupies a seat not allotted to him,
 - attempting to copy from another student,
 - is found writing either the question(s) or their answers on question paper or any piece of paper, other than answer script,
 - does not comply with the instructions of the Invigilator, the superintendent of examination or a member of examination committee in the examination hall,

- is communicating or attempting to communicate, directly or through any other person, with an examiner with the object of influencing him in the award of marks,
- makes any kind of request or proposition for financial deal to the examiner in the answer script,
- uses abusive or obscene language in the answer script,
- is suspected by the examiner to have received any help from any source and in any manner, or is suspected of giving help to another student in any manner,
- is in possession of a mobile phone, even in switched off condition,
- any other situation that may be treated as Unfair Means as decided by CUM.
- If a student marks any identification on his/her Answer Script.

(ii) Punishment for unfair means of minor category; one or more of the following punishments may be awarded by CUM:

- awarded Fail grade.
- any other action as deemed fit.

(d) Unfair Means in relation to Examination: Major category

(i) Possession of papers, books, and notes of any kind while writing the examination or writing of any kind on his clothes or any part of his body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him which may be or intended to be of possible help to the student in the examination,

- Possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps in solving the questions set in examination paper, or any other material(s) not allowed inside the examination hall,
- Using mobile phone / Wireless Device for any purpose,
- Assisting or getting assistance from another student to copy from the objectionable material in his possession or from his answer script,
- Consulting notes or books during the examination session, either inside or outside the examination hall (i.e., in library, urinals etc.)
- Passing or attempting to pass on to anyone, a copy of the question paper or a part thereof, or a solution to a question from the question paper,
- Possessing solution to a question.
- Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner,
- Leaving the examination hall without depositing the answer script or any part thereof or taking away the answer script or tearing it or otherwise disposing it off, or tearing the answer script of another student or disposing it off,
- Coming to the examination hall under the influence of alcoholic drink or drugs,
- Smuggling or attempting to smuggle an answer script, or a continuation sheet, or any part thereof in or outside the place of examination,

- Replacing or getting a replaced answer script or a continuation sheet during or after the examination,
 - Writing deliberately another student's roll number in his answer script or on a continuation sheet,
 - Possession of another student's answer script,
 - Getting oneself impersonated by someone or impersonating other students inside examination hall,
 - Misbehaving or threatening the superintendent of examination or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another student inside or outside the examination hall, before, during or after the examination,
 - Organizing or instigating a walk out,
 - Creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner,
 - Carrying into examination hall a licensed or unlicensed weapon,
 - Writing answers in an answer script outside the examination hall for any another student,
 - Any other case of unfair means as may be decided by CUM.
- (ii) Punishment for Major Category of Unfair Means: One or more of the following punishments may be awarded:
- Disqualification for one or more semesters.
 - Rustication for one or more semesters.
 - Expulsion from the University.
 - Handing over the case to the Police if it is found that the commission of a criminal offence is involved.
 - Any other action as deemed fit by the University.

10.2 Redressal of Grievances

- (a) Any grievance from the students shall be considered within seven days from the date of declaration of result.
- (b) The Controller of Examination shall review the nature of grievances.
- (c) The Controller of Examination shall suitably resolve grievances of routine nature.
- (d) All grievances of serious nature shall be discussed and resolved by the Grievance Committee.

10.3 Procedure for Showing Answer Scripts

- (a) The answer scripts shall be shown to the students at their School on a date specified in the Academic Calendar, under the overall supervision of the Controller of Examination.
- (b) The Exams Coordinator of concerned school shall inform the students, Dean/HODs, faculty in this regard and shall make appropriate arrangements accordingly.
- (c) The Exams Coordinator of the School concerned shall display a consolidated chart that contains information such as allotted Room Number, Course Code, Course Coordinator,

etc. and the same information shall be sent to the students and faculty to avoid any inconvenience.

- (d) All the students desirous to see their answer script(s) shall have to fill a discrepancy related form that contains information such as their name, roll number, course code, course name, date of inspection of answer script, etc.
- (e) If a student experiences any discrepancy in evaluation, totalling of marks, marks not considered for totalling, any answer(s) left unchecked, etc., after seeing the answer script, the student shall write his/her concern/grievance in the discrepancy form and shall submit to the faculty showing the answer script.
- (f) The faculty concerned shall submit the discrepancy form along with the answer script to the Exams Coordinator of the School.
- (g) The Exams Coordinator of the School shall ask the Head examiner and examiner of the concerned course to review the answers and recheck, if required, the answer script to resolve the concern/grievance of the student.
- (h) The Exams Coordinator of the School concerned shall send a consolidated report of all such cases along with all necessary documents to the COE office on the same day for review.
- (i) The Controller of Examination shall review all the cases and take action to resolve the grievances accordingly. If there shall be variation of marks in a case, the result shall be updated accordingly, and the information shall be sent to the School concerned to inform the student.
- (j) In case a wide variation of marks or any serious irregularity of examiner is found, the matter shall be put before the Grade Moderation Committee for review and to take appropriate action.

10.4 Scrutiny

- (a) Scrutiny of the answer script(s) shall be done under the supervision of the Deputy Controller of Examinations, on a request received from the student at the COE office.
- (b) Scrutiny does not mean re-evaluation.
- (c) It means only checking up whether all questions have been checked, marks carried to the front OMR sheet of the answer script, checking the totalling of marks, and posting of the same in the award sheet.
- (d) Correction of marks affected by him/her at the time of scrutiny shall be done in the answer script(s) as well as in the award sheet in red ink.
- (e) In the award sheet, marks shall be written both in figures and in words.
- (f) The Dy. COE will send a consolidated report of scrutiny cases to the Controller of Examination for review and to take appropriate action. If there shall be any variation of marks after scrutiny, the result shall be updated accordingly to resolve the issue(s).

10.5 Challenged Evaluation/Re-evaluation

- (a) A student is entitled to apply for re-evaluation/challenged evaluation of answer script(s) within fifteen (15) days from the scheduled date of inspection of answer script(s) according to the Academic Calendar on deposit of the specified fee.
- (b) If the marks increase by 5% of the maximum marks or more after the re-evaluation, the re-evaluated marks shall be considered, and the fee deposited shall be refunded.
- (c) There shall be no increase of marks if the change is less than 5% after the re-evaluation, the deposited fee shall be forfeited.
- (d) If the marks decrease by more than 5% of the maximum marks after the re-evaluation, the lesser marks shall be considered, and the fee deposited shall be forfeited.

10.6 Packing of Answer Scripts

Once the evaluation work is complete, the Head Examiner will submit all evaluated answer scripts to the COE Office in a double-layered cloth bound packets according to course. While the answer scripts are being packed, the School's Exams Coordinator shall ensure that all the answer scripts are arranged in series.

10.7 Disposal of Answer Scripts

The used Answer Scripts of all programmes are destroyed/disposed of after one year from the date of declaration of the result.

11 PRINTING OF DOCUMENTS

11.1 Admit Cards

The admit card shall be sent to the student's login and the student shall take the printout and shall bring it with them to appear in the examination. Entry of the students shall be restricted without an admit card. If a student fails to bring his/her admit card, a copy of the admit card shall be provided by the School concerned to avoid any inconvenience to the student.

11.2 Verification Cards

The student's verification cards shall be printed out in the COE Office and shall be given to the School one week before the start of the examinations. The details of the student's examinations shall be printed on the verification card. At the time of the examination, the student must enter date, serial number of the answer script and must put his/her signature on the verification card. The invigilator shall check all entries made by the student in the answer script and on the verification card. After proper verification of all entries and the identity of the student, the invigilator shall sign the verification cards.

11.3 Grade Cards

A grade card shall be issued to each student who successfully completes a semester. Once the results are announced, the grade cards shall be printed in the COE office and sent to the concerned Schools for the School Dean's signature and distribution to the students. Grade cards for students with backlogs shall be printed after they have passed all courses in a semester.

11.4 Duplicate Grade Cards

A duplicate of the Grade Card, if required, can be obtained on a written request against payment of the prescribed fee. A "DUPLICATE" stamp shall be stamped on the duplicate grade card.

11.5 Transcripts

- (a) The transcripts shall be printed on request. A student shall fill out a form and deposit a required fee in the accounts department. The student shall submit the completed form to the school concerned along with the fee receipt.
- (b) The school shall forward the application to the COE office for the transcript to be printed. Once printed, the transcript shall be sent to the concerned School for issue to the student.

11.6 Provisional Degree Certificate

Upon successful completion of the programme, a student may receive a provisional degree certificate of completion from their School.

11.7 Degree

Upon completion of the programme, the degree of all successful students shall be printed within one month of the declaration of results. The degree certificate shall be given to international students after one month, and the national students can obtain their degree upon request, if urgent. Usually, the degree certificates shall be given to all students at the convocation.

11.8 Scrapping of Degrees/ Documents

Degrees/ grade cards/ admit cards/ verification cards/ question papers or such important documents that has been misprinted or has an error are shredded in shredder available in the COE office.

11.9 Duplicate Degree

A duplicate degree shall be issued to a student who has lost his/her degree, after the completion of following steps:

- (a) The student shall file an F.I.R. at the local police station and shall publish it in the national newspaper also.
- (b) The student shall submit an affidavit on an INR 10/- stamp paper that he/she has lost the degree.
- (c) The student shall submit a written request together with a payment of prescribed fee to the office of the Dean of the School concerned.
- (d) The Dean's Office shall forward the application with all documents to the COE Office.
- (e) After checking all the documents, the data of the student shall be sent to the printing agency for printing the degree.

Once the degree has been printed and received, a "DUPLICATE" stamp shall be affixed to the duplicate of the degree at the COE office and sent to the school concerned to be given to the student.

11.10 Correction in Documents

If the correction is required in a document issued by the COE office, then the corrected document shall be issued after the following formalities have been completed:

- (a) If there is any correction in the degree, the student must submit a written request together with a payment of prescribed fee and the original degree to the office of the Dean of the School concerned. The Dean office shall forward the application with all documents to the COE office. After checking all the documents, the data of the student is sent to the printing agency for printing the degree. It takes a minimum of 20 working days to issue the duplicate degree from the date the application is received at the COE office. Once the new degree has been printed and received by the COE office, it is sent to the School concerned to be given to the student. The old original degree shall be destroyed/shredded at the COE office.
- (b) If there is a correction in the Grade Card, the student shall submit a written request together with a payment receipt of prescribed fee and the original Grade Card to the Dy. COE of the concerned School. The Dy. COE shall forward the application with all required documents to the COE office. After checking all the documents, the new Grade Cards shall be printed and shall be sent to the Dy. COE of the concerned School to be given to the student.

12 MAXIMUM DURATION FOR THE COMPLETION OF A DEGREE/DIPLOMA PROGRAMME

- (a) The maximum duration for completion of a degree or a diploma programme shall be $N + 2$ years, where N stands for the normal or minimum duration prescribed for completion of any programme, provided that in exceptional circumstance a further extension of one more year may be granted. The Vice-Chancellor may consider allowing extension by one year beyond $N + 2$ years for completion of a degree on case-to-case basis, depending on the merit of each case.
- (b) The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.
- (c) The time taken to improve the score/ grade/ CGPA shall be counted in 'Maximum duration allowed for completion of a programme'.

13 AWARD OF DEGREES AND DIPLOMAS

- (a) A student shall be deemed to have completed the requirements of a programme and shall be declared eligible for award of a Degree or Diploma, only if he/she has completed all the requirements specified in the University Ordinances, Examination Rules and/or the programme and curriculum details.
- (b) Three divisions as defined below shall be awarded:

Division	CGPA
First	≥ 6.50
Second	$\geq 5.00 \ \& \ < 6.50$
Third	$\geq 4.00 \ \& \ < 5.00$

NOTE:

The minimum CGPA requirement for award of Degree and Diploma shall be as follows:

13.1 Undergraduate and Postgraduate Programme

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Undergraduate and Post Graduate programme shall be 5.00 subjected to getting a minimum of 'P' or a higher grade in each of the courses offered and satisfying other conditions as specified in the programme details.

13.2 Diploma Programmes

Criterion as decided by the University from time to time shall be applicable.

14.1 EXAMINATION ON DEMAND

- i. After the semester is over, a student, having more than 30% marks in CA+MSE, but less than 30% marks in ESE, and has not been debarred in any course, may request COE for 'Examination on Demand' of ESE during the subsequent semester. The fee for such an Examination shall be as specified by the University, from time to time for each course.
- ii. A student who desires 'Examination on Demand' should make a written request to COE (through Exams Coordinator of the concerned School) along with examination fee, at least two weeks prior to the requested date of examination. COE may schedule the date by taking University's convenience into account.
- iii. The grade earned through the 'Examination on Demand' (based on previously earned CA + MSE marks + marks in the 'Examination on Demand') shall be capped at 'A' grade.

14.2 SPECIAL COP EXAMS, SUPPLEMENTARY EXAMS & COP EXAMS

If a student fails to complete the semester either on account of absence or on account of poor marks, he will have option to take special/complementary/carry over exam after the semester. This will apply to the Council based as well as other programs being conducted by the University.

To take special/supplementary/carry over exam, the concerned student will have to apply after clearing all dues, to the Controller of Examinations who in-turn will issue the date sheet and make arrangement for the conduct of such examinations. The result of such examinations shall be counted in the respective semester/semesters.

15 VERIFICATIONS OF DOCUMENTS

- (a) If the COE office shall receive a request for document verification either by post or on official email coe@svu.edu.in or forwarded email by any authority of the University, the Assistant COE shall verify all the documents issued by the COE office and shall respond accordingly after consultation with the Controller of Examination.
- (b) If a document issued by the School comes to the COE office for verification, the document shall be sent to the concerned School for verification. Once the verified document is received from the School, the response regarding all documents (issued by the COE office and from School, if any) shall be sent by the Assistant COE office to the person concerned.

- (c) If, during the document verification, a document is found to be false/fake/forged/tampered with, the matter shall be reported to the University Registrar for further action.
- (d) No fee shall be charged for the verification of any document.

16 DOCTORAL PROGRAMMES

- (a) Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted in accordance with the rules and regulations frame by the University in this regard after due approval by the Academic and Executive Council.
- (b) In short, the Dean (R&D) office shall do the following:
 - (i) Conduct the Ph.D. entrance examination twice a year (preferably in January and July).
 - (ii) Declares the result of course work examinations of PhD Scholars on University Software.
 - (iii) Once the Dean (R&D) receive a PhD thesis it shall get the approval from the Vice-Chancellor, the names of national and international thesis examiners, obtain their consent for evaluation of thesis, obtain the final report on the thesis, send reminders to examiners, etc.
 - (iv) Once the final Ph.D. viva-voce examination is successfully completed, the COE office shall issue Provisional Degree Certificate (PDC) to the student.
 - (v) At the convocation, the degree shall be conferred to the students and a list of PhD degree awardee shall be sent to Association of Indian Universities (AIU) for uploading on the Shodhganga.

17 CONVOCATION

- (a) The convocation shall be organized according to the procedure as laid down in the University Ordinances.
- (b) The COE office shall arrange all the relevant items, i.e., list of eligible students, degrees, medals, certificates, etc. as well as the ceremonial gowns of the dignitaries and the students for the day of the convocation.
- (c) In addition, the COE office shall provide all its support and cooperation to the convocation convener for the success of the convocation.

18 REMUNERATION/ HONORARIUM FOR EXAMINATION

The remuneration for different functions are tabulated below:

1. REMUNERATION TO THE STAFF DEPLOYED FOR CONDUCT OF END TERM

S.N.	Details Of Staff	Norms Per Session	Rates
1	Center Superintendent	one	

2	Deputy Center Superintendent	One-up to the student strength of 312 and an additional Dy Center Suptd, if the strength exceeds 312 students subsequently	Rs. 500/- conveyance on holidays (Saturday/Sunday/notified holidays)
3	Invigilators	One for every 24 students and One Reliever for every 216 students.	Rs. 150/- conveyance on holidays (Saturday/Sunday/notified holidays)
4	Assistant	One-up to 264 students and an additional assistant, if the number exceed 264 students subsequently.	Rs. 100/- conveyance on holidays (Saturday/Sunday/notified holidays)
5	Attendants/Peon/Class IV staff	One up to 264 students and an additional Class-IV, if the number exceeds 264 students subsequently.	Rs. 50/- conveyance on holidays (Saturday/Sunday/notified holidays)
6	Waterman	One for each unit of 120 students per session	Rs. 50/- conveyance on Holidays (Saturday/Sunday/notified holidays)
7	Sweeper	One-up to the student strength of 312 and an additional sweeper, if the strength exceeds 312 students subsequently.	Rs. 50/- conveyance on holidays (Saturday/Sunday/notified holidays)
8	a) Hospitality for staff deputed in examination centre	For Each examination,	a) Rs.2/- per student with minimum of Rs 250/-
9	Chowkidar/Security	One up to 408 students	Rs. 50/- conveyance on holidays (Saturday/Sunday/notified holidays)
10	Writer		One per student Rs. 200/-

II. EMUNERATION TO THE STAFF DEPLOYED FOR END TERM SEMESTER THEORY / PRACTICAL/ LAB./VIVA-VOICE/WORKSHOP PRACTICAL /PROJECT REPORT VIVA VOICE EXAMINATIONS

S.N.	Details Of Staff	Norms Per Session	Rates
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1	University Observer	Team Of two Observers (Dean/Director/ Principal/Professor/Reader of S.V. University or Class-I Officer appointed by COE.	Rs. 400/- per session conveyance on holidays (Saturday/ Sunday/notified holidays)
2	University Representative	One each up to the strength of 408 students and an additional UR, if the number exceeds 408.(Officer class II & above)	Rs.250/- per session conveyance on holidays (Saturday/Sunday/notified holidays)
3	University Assistants	One each up to the strength of 408 students and an additional Assistant, if the number exceeds 408.(Official Class III)	Rs.100/- per session conveyance only to University Employees on holidays (Saturday/Sunday/notified holidays)
4	University Attendants	One each up to the strength of 408 students and an additional University Attendants, if the number exceeds 408 (Official Class IV)	Rs.50/- per session conveyance only to University Employees on holidays (Saturday/Sunday/notified holidays)

(B)

S.N.	Details Of Staff	Norms Per Session	Rates
5	Internal Examiner	One for the conduct of Lab./Practical/Viva – Voice/ Workshop Practical etc.	Rs. 20/- per student
6	External Examiner	One for the conduct of Lab./Practical/Viva – Voice/ Workshop Practical etc.	Rs. 20/- per student subject to minimum of Rs. 2500/- per day
7	Internal Examiner for Project / Summer Training Report	Evaluation of each project report of Under Graduate & Post Graduate Programmes excluding MTech	Rs. 30/- per Project Report

8	External Examiner for Project Evaluation/ Summer Training Report	Evaluation of each project report of Under Graduate & Post Graduate Programmes excluding MTech.	Rs. 25/- per Project report for UG, Rs. 50/- per project report for PG Programme & Rs. 100/- per PG Dissertation plus Rs. 250/- Conveyance (for Amroha only) (subject to maximum of 20 project reports per session & 10 PG Dissertation per session). Travelling Allowance for the External – Project Evaluator/Summer Training Report Appointed from Outside Amroha will be paid as per University Rules.
9	Lab Assistant / Assistant / Technical Assistant	One per day/per lab/ per practical	Rs.100/-
10	Lab. Attendant/ Class IV	One per day/per lab/ per practical	Rs. 50/-
11	Hospitality Expenses	One per day/per lab/ per practical	Rs.300/- (subject to the submission of certificate by the Dean/Director/ Principal)

III. REMUNERATION RATES FOR THE EVALUATION & VIVA VOICE EXAMINATIONS OF DISSERTATION / THESIS OF ONE SEMESTER DURATION OF M.TECH PROGRAMME

S.N.	Details Of Staff	Norms Per Session	Rates
1	Internal Examiner	For Thesis Evaluation	Rs. 250/- per Thesis
2	External Examiner	For Thesis Evaluation	Rs.500/- per Thesis subject to maximum of Rs.1500/- per day. Traveling Allowance for External Examiners from Outside Amroha will be paid as per University Rules.
3	Lab Assistant / Assistant / Technical Assistant	One per day /per lab/ per practical	Rs. 50/-
4	Lab. Attendant Class IV	One per day/per lab/ per practical	Rs. 50/-
5	Hospitality Expenses	--	Rs. 300/- per External Examiner subject to the submission of certificate by the Dean/Director Principal

IV. REMUNERATION TO THE PAPER SETTER/MODERATOR/PROOF READER/TRANSLATOR

S.N.	Details Of Staff	Norms Per Session	Rates
1	Paper Setter	---	@ of Rs.500/- per Question Paper for UG Programme /& For PG @of Rs. 700/- per Question Paper Programme + Rs.50/- towards postage charges
2	Moderator of Question paper	---	For moderation up to 5 question paper Rs.250/- per day
3	Translation of question paper	---	Rs. 250/- per question paper

V. REMUNERATION TO THE PH.D. SUPERVISOR/EXAMINER/EXTERNAL MEMBER OF ORAL DEFENCE COMMITTEE FOR THE EVALUATION OF PH.D. THESIS

S.N.	Details Of Staff	Rates
1	(Internal/External) Examiners for Evaluation of Thesis	Rs.2500/- for Amroha (Local) Examiner & Outside Amroha examiner from India (TA+DA) as per university norms
2	Member of ODC (Internal/External)	Rs.2500/- as conveyance for Amroha (Local) Examiner; Outside Amroha examiner from India as per university norms.
3	Hospitality & Accommodation	Rs.1000/- as hospitality subject to the submission of certificate by the Dean/Director/ Principal/In charge Evaluation. Accommodation Charges Rs.2000/- per day up to maximum of two days. (A certificate will be submitted by the examiner for accommodation charges). Or actual as per the approval of Management

VI. REMUNERATION TO THE STAFF DEPLOYED FOR MISCELLANEOUS EXAMINATION ACTIVITIES.

S.N.	Detail of Staff/Activity	Rates
1	Bag lifter/helper	Rs. 7/- per bag for lifting Answer Sheets bag.
2	Helper	Rs. 0.75 per answer sheet subject to maximum of Rs. 100/- per day for tearing 1st part of OMR Sheet and generating fictitious nos./coding or folding & stapling.
3	Helper	Rs. 0.75 per answer sheet subject to maximum of Rs. 350/- per day for tearing 2nd part of OMR Sheet for Evaluation/de-coding or De-stapling and De- folding.
4	Helper	Rs. 1 per Answer script for compiling Part – I, II & III of the Answer Script Roll no wise and Institute wise for stocking in the stock room.

5	Checking of Mark sheets	Rs. 0.75/- per mark sheet subject to maximum of Rs. 350/- per day for Checking of Mark sheets from hard copies of the result.
6	Checking of Consolidated Mark sheets	Rs. 2/- per Consolidated mark sheet subject to maximum of Rs. 350/- per day for Checking of Consolidated Mark sheets from hard copies of the results.
7	Checking of Degrees	Rs. 1.5/- per degree subject to maximum of Rs. 200/- per day for Checking of degree (Both in Hindi & English) from the records.
8	Calligraphy work	Rs. 10/- per Degree for writing each degree (both back-to-back in Hindi & English)
9	Conduct Team	A team of each section of Examination Division headed by One Officer of Examination Division @ of Rs.500/- + Rs.300/- as Conveyance, One Assistant @ of Rs. 100/- & One Class IV @ Rs. 50/-, of each section (admissible only on holidays). These teams will also act as emergency stand by during the conduct of Examinations. The COE may constitute further such teams for conduct of Examinations.
10	Hospitality to the Officers (during End Term Examinations)	Rs.500/- per day per branch of the Examination Division if it works beyond normal working hours. Rs.25/- per officer / official with a maximum of Rs. 500/- per branch.

VII. REMUNERATION TO THE OFFICIALS DEPLOYED AT SPOT EVALUATION CENTRES

(A) UNIVERSITY TEAM

S.N.	Details of the Staff	Norms	Rates
1	Centre Supdt.	Not below the rank of Reader or Equivalent in University Schools of SVU or any other faculty appointed by COE	Rs.500/- per day charges
2	Addl. Centre Supdt./Dy. Supdt.	Deputed by Centre Supdt. with the approval of Controller of Examinations	Rs.400/- per day conveyance charges
3	Assistant	To be appointed by Centre Supdt. with The approval of Controller of Examinations	Rs.200/-per day as conveyance charges

4	Attendant	To be appointed by Centre Supdt. with The approval of Controller of Examinations	Rs.50/- per day conveyance
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(B) TEAM FROM THE INSTITUTE ACTIVATED AS SPOT EVALUATION CENTERS

S.N.	Details of the Staff	Norms	Rates
1	Addl. Centre Supdt.	Not below the rank of Lecturer or equivalent in University Schools of SVU or any other faculty appointed by COE	Rs.350/- per day conveyance
2	Assistant	Appointed by the concerned Centre	Rs.200/-per day
3	Attendant	Appointed by the concerned Centre	Rs.50/-per day

(C) SIZE OF CENTRES

(i) The team constitution at the various activated Spot Evaluation Centres will be as follows:

S.N.	NO. OF ANSWER SCRIPTS	TEAM CONSTITUTION	
	Up to 25000	Centre Superintendent	1
		Addl./Dy. Centre Superintendent	1
		Assistants	2
		Attendants	2
	More than 25000	Centre Superintendent	1
		Addl./Dy. Centre Superintendent	2
		Assistants	3
		Attendants	4

(ii) The maximum duration for which the remuneration will be admissible to the officials engaged at the Centre will be as follows:

S.N.	No. of Answer Scripts	Duration
1	Up to 20000	30 days
2	More than 20000 & Up to 30000	40 days
3	More than 30000	45 days

VIII. REMUNERATION FOR EVALUATION OF ANSWER SHEETS

S.N.	Details Of Staff etc.	Rates
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1	Evaluator	Rs.15/- per Answer Script (for Diploma/UG), Rs. 25/- for PG & Rs. 50 for MBBS
2	Re-checker Of Answer scripts	Rs.1.50/- per Answer Script for Re-totaling of marks/Rechecking
3	Hospitality expenses	@.50 paise per Answer Scripts of the total number of Answer Scripts be evaluated at the Centre

IX. NORMS & REMUNERATION FOR THE STAFF DEPLOYED FOR CONDUCT OF PRACTICAL EXAMINATION FOR B.SC (HONS) NURSING PROGRAMME

S.N.	Details of the Staff	Norms	Rates
1	Centre Superintendent	To coordinate with University and appointed Examiners (External & Internal) of various subjects for the conduct of Practical of B.Sc. (Hons) Nursing Examinations.	Rs.500/- per day of Examinations
2	Dy. Centre Superintendent	One - to assist Centre Superintendent for the coordinating & conduct of practical examinations of B.Sc. (Hons.) Nursing Examinations.	Rs.400/- per day of Examinations
3	Internal	For the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs. 10/- per student
4	External	For the conduct of Lab/Viva-Voce/Practical etc.	Rs.15/- per student subject to maximum of Rs.2500/- per day Traveling Allowance for the Practical Examiner/Expert Appointed from Outside Amroha will be paid of Rs. 1500/-
5	Invigilators	One for each session on the day of Examination for the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs. 150/- per session
6	Lab Assistant /Assistant/ Tech. Assistant	One per day/per lab/per practical	Rs.100/- per practical examination per day/per lab/per practical

7	Lab Attendant/ Class IV	One per day/per lab/per practical	Rs. 50/- per practical examination per day/per lab/per practical
8	Hospitality Expenses		Maximum of Rs.250/- per practical per day subject to submission of Hospitality bills.