

# **IIMT UNIVERSITY, MEERUT**



## **EXAMINATION POLICY DOCUMENT**

**(EXAMINATION MANUAL)**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
IIMT UNIVERSITY, MEERUT**

**REVISED-2022**

Controller of Examination  
Deep Kumar

## ACKNOWLEDGEMENT

‘Examination Manual’ is a very crucial handbook for systematic conduct of Examinations for Certificate, Diploma, Undergraduate, Post-graduate, Doctor of Philosophy course work examinations of IIMT University, Ganga Nagar, Meerut. The successful functioning of any University is the timely conduct of examinations and timely announcement of results without any room delay, manipulation and malpractices. The present examination manual encompassing four board dimensions: (a) Legislative framework (extract of relevant provisions for the IIMTU Act) (b) Pre-examination process, (c) Examination process, and (d) Post-examination process. University is able to handle the automation process independently with Information Technology integration and implementation of ERP. The philosophy behind the preparation of this examination manual is ‘continuity with change’ (Kaizan) retaining the existing provisions supplemented with relevant changes in the context of amendments to statutes, regulations. I deeply acknowledge with a sense of gratitude the moral support, guidance and courage offered by the honorable Chancellor, Shri Yogesh Mohan Guptaji, honorable Pro-Chancellor Shri Abhinav Agarwal, honorable Vice-Chancellor Dr V.K. Singh, and Pro Vice Chancellor Dr. Deepa Sharma, for bringing out this examination manual by continuous visits to examination branch and sparing valuable time to assess the examination process. I acknowledge the timely support provided by Mr. Ashok Kumar, Registrar for incorporating the relevant provisions and amendments of Regulations and Statutes in this manual. Finally I am highly indebted to the timely suggestions extended by all the members of Controller of Examination Office.

**Deepak Kumar**  
**Controller of Examinations**

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## **PREAMBLE**

The successful conduction of examinations depends greatly on the integrity, alertness and sincerity of all examination handling officials. These guidelines are aimed to set uniform codes of conduct for each official engaged in connection with examinations held for various courses of IIMT University, Meerut. It is, therefore necessary that each one of these persons should follow the rules and guidelines strictly.

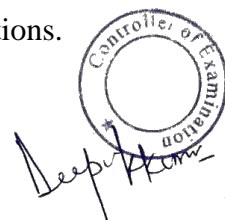
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## 1. Short Title and Commencement

- a) These regulations shall be called the “IIMT University, Meerut Regulations for Conduction of Examination, Evaluation, Re-evaluation and Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations” and be abbreviated as “Examination Manual”.
- b) They shall come into force with immediate effect.

## 2. Definitions

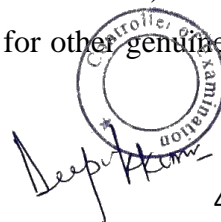
- a) “Centre Superintendent” shall mean any person appointed by the University, to be overall in-charge of the Examination Centre;
- b) “University” shall mean the IIMT University;
- c) “Disciplinary Authority” shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice;
- d) “University Students” or “Students” shall mean and include all students studying in the Colleges / Schools of the University;
- e) “Examination Centre” shall mean any premises consisting of examination halls used for conduct of examination;
- f) “Examination Hall” shall mean any Room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations;
- g) “Misconduct” is a generic term and shall mean conduct that is amiss, wrong or improper behaviour or conduct and includes misdemeanor, delinquency, indiscipline and other acts amounting to offences involving moral turpitude or acts which adversely affect the prestige of the institution or university;
- h) “Malpractice” shall mean misconduct in relation to the conduct of any examination conducted by the University and includes any acts of omission or commission mentioned in these regulations;
- i) “Unfair Means Cases Committee” hereinafter referred to as Examination Discipline Committee (EDC) shall mean the Committee or Standing Committee appointed by the Academic Council or the Vice Chancellor for enquiring into any malpractice, misconduct or lapses committed by a University student;
- j) “Preliminary Enquiry” shall mean a fact finding enquiry in the nature of an investigation into any complaint or report, before initiating a regular enquiry under these Regulations and none of the provisions of these Regulations shall be applicable to such preliminary enquiry.
- k) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.



Controller of Examinations

### 3. General Policies of Examinations

- a) Where the ordinance and curriculum of the statutory bodies like MCI, DCI, INC, Bar Council of India, NCTE, PCI etc. are available, they will be applicable and will supersede these ordinances.
- b) All the University examinations shall be conducted by the Controller of Examination as per the procedure and regulations approved by the University from time to time.
- c) **Enrollment of Student:** Students shall have to submit an enrollment form to Registrar Office of the University for getting the Enrolment Number on prescribed format on the payment of prescribed fee, after the admission is confirmed and after TC / Migration Certificate from the previous institution is submitted in original. The Enrollment Number once allotted will remain the same, till the student continues his studies in the University. The list of enrolled students programme wise shall be supplied by the Registrar of the University to Controller of Examination office and only listed students shall be allowed to fill their Examination Forms by Controller of Examination.
- d) **Eligibility for Appearing in the End-Semester Examinations**
  - I. **Registration in Course:** All the students are required to register in each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. The students shall have to fulfill all the requirements of the Registration Process as specified by the Dean, Academic Affairs/ Directors /Principals /concerned HODs/Officer Incharge of the Colleges / Schools. The students remain absent for a period of two/three or more weeks at a stretch during a semester, without intimation will get automatic cancellation of their registration from the course.
  - II. A student will be allowed to appear in the Semester Examination in those registered theory subjects, practical's and other components for which he / she has registered, subject to the fulfillment of attendance requirement. **The attendance shall be considered from the date of commencement of classes as per academic calendar of the University. The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each sessional examination and the students with less attendance be informed properly through notice(s).** The parents of the said students shall also be informed through a registered letter.
  - III. Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. (Except PCI Courses) The attendance can be condoned up to 15% on medical grounds or for other genuine



reasons beyond the control of students. A further relaxation of attendance up to 10% for a student can be given by Dean of college provided that he / she has been absent with prior permission of the Dean of college for the reasons acceptable to him. **No student shall be allowed to appear in University Semester / Annual Examination(s) with an attendance below 75%. In case of B.Sc. (Nursing) & B.Pharm / M.Pharm the minimum criteria will be 80% as per INC / PCI norms & a candidate must have 100% attendance in each of the practical areas before award of the degree.**

- IV. No student will be allowed to appear in the end semester examination if he / she does not satisfy the overall average attendance requirements of Clause Nos. 3.d.ii & 3.d.iii and such candidate(s) shall be treated as having failed.
- V. Debarred students have to repeat their semester or year and required to complete the program as per the UGC guidelines that are n+2 years.

**e) Conduction of Special Examination for debar students**

The decision of conduction of special examination for the debarred students shall be solely at the discretion of Hon'ble Vice Chancellor of the University.

**f) Conduction of Carryover Examination**

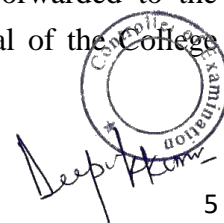
Carryover examinations will be held with the regular semester examinations for the students of all years and for all courses and subjects of the university which are not governed by any other statutory body/council, to enable them to reappear in those papers in which they had failed or could not appear due to any reason other than shortage of attendance. The examination fee will be payable for appearing in the Carryover examinations as per the notification issued by the University from time to time.

- g) A student who is absent in any subject(s) for which he / she has registered will be marked "ABSENT". He / she will be permitted to appear in those subjects in subsequent semester examinations or carryover examination.
- h) A student may register to appear in a carryover examination which she / he has already appeared and failed for his / her marks after paying the prescribed fee.

**i) Submission of Examination Forms (provisional)**

Appearing in the examination will be subject to eligibility to appear in the examination.

- I. All examination form for permission to appear in any of the examinations of the University shall be submitted on the prescribed forms and forwarded to the Controller of Examinations through Dean / Director / Principal of the College



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concerned 45 days before the scheduled date of examination to be notified by Controller of Examinations or as per the schedule issued from COE Office.

- II. Examination form to appear in examinations shall be accompanied by the following endorsement signed by the Dean / Director / Principal of the College in the Examination form :
  - i. He/she has the required attendance as prescribed by the Ordinance of the university / statutory body.
  - ii. There is nothing against him/her which may disqualify him/her to take the examination.
- III. A candidate may be permitted to submit the examination form after the last date by the:
  - i. Dean / Director / Principal of the College with the prescribed late fee notified from time to time before the examinations, up to 15 days before the examination.
  - ii. By the Vice Chancellor with the prescribed late fee, up to seven days before the examination.
- IV. Filling of the examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfillment of the conditions mentioned in clause mentioned in (3.i.II).
- V. If a student was regular and fulfill the attendance criteria in the semester / year but due to one or the other reason he / she could not fill the examination form and his / her academic performance is measured by the college as well as the sessional marks are submitted to the C.O.E. Office separately, he / she may appear in the carry over examinations of the said semester in the consecutive semester/year.

**j) Declaration of examination schedule (date-sheet) and selection of examination centre**

- I. The examination schedule (date-sheet) denoting subjects/date/time shall be notified by the Controller of Examinations at least 15 days prior to the first day of the commencement of University examinations and will be sent to the concerned colleges.
- II. The examination programme fixed by the Controller of Examinations should be displayed in the concerned college and in a conspicuous place at the examinations centre (notified by the University) before the commencement of the examinations and it should remain there till the completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board.

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- III. List of examination centre shall be fixed by the Controller of Examinations and will be inform to the concerned college.
- k) University student shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, bye laws and statutes of the University, maintain discipline and do nothing which is unbecoming of a University student, contravention of which shall be deemed to be or tantamount to misconduct.
- l) During the examination, candidates shall be under the disciplinary control of the Centre Superintendent of the examination centre.
- m) Every day, before commencement of the examination, instructions shall be given to all the candidates to search their persons/pockets, desks etc. and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be of any help in the examination. Being in possession of any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the regulations.
- n) At the end of each Semester there shall be an examination wherein candidates may be examined in the courses studied by them in that semester. Each Semester Examination shall be designated as First Semester Examination, Second Semester Examination and Third Semester Examination and so on.
- o) The Examination of Odd Semesters will be held in the month of December/January and Even Semesters in May/June in an Academic Year, on such dates as may be fixed by the Vice-Chancellor. The Students will have to appear accordingly.
- p) The courses of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The examination shall consist of :–
- I. Written Papers : Written papers to be set by the External/Internal Paper setters.
- II. Practical Examinations : Examinations in practicals/viva-voce shall be conducted jointly by the External and Internal Examiners.
- III. Sessionals : Sessional work to be evaluated by the teachers concerned based on the work done during the Semester on the basis of the following weightages :
- i. For Theory Subjects :**
- Sessional Exam (Two best of three) 60%
  - Class Attendance (Lecture/Tutorial) 20%
  - Class Work 20% (Assignments, Presentations etc)
  - In case of B.Pharm as per PCI Norms.
- ii. For Practical/Project Courses :**
- Viva-Voce/Test 20%
  - Laboratory Record 20%
  - Class Attendance 20%



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- Class Work 40%

### iii. Evaluation of Project work for M.Pharm Course (as per PCI)

All the students shall undertake a project under the supervision of a teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

Objective(s) of the work done	50 Marks
Methodology adopted	150 Marks
Results and Discussions	250 Marks
Conclusions and Outcomes	50 Marks
Total	500 Marks

### iv. Evaluation of Presentation for M.Pharm (as per PCI norms)

Presentation of work	100 Marks
Communication skills	50 Marks
Question and answer skills	100 Marks
Total	250 Marks

v. For Seminar courses, the marks will be awarded by the teacher incharge of the Seminar and for comprehensive viva-voce the marks will be awarded by a Committee of three teachers appointed by the Head of the concerned Department of the College.

### vi. For M.Pharm:

Scheme for awarding internal assessment: Continuous mode

#### Theory

Criteria	M.M.
Attendance	8
Student – Teacher interaction	2
<b>Total</b>	<b>10</b>

#### Practical

Attendance	10
Based on Practical Records,	10
Regular viva voce, etc.	
<b>Total</b>	<b>20</b>

### vii. For M.Pharm:

Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
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95 – 100	8	10
90 – 94	6	7.5
85 – 89	4	5
80 – 84	2	2.5
Less than 80	0	0

**q) Issuing of admit cards**

- I. Admit Cards will be issued to the eligible students after getting list of detained students from the concerned colleges, which must be provided by the colleges at least 20 days before the commencement of examinations.
- II. After having ensured that the sessional marks have been entered in ERP and the hard copy of the award sheets have submitted to COE office.(or as per current policy)
- III. A candidate whose examination form has been accepted and the students fulfill all the criteria to appear in the examinations, shall be issued an Admit Card containing the Name of the Candidate, the Examination Centre, Enrollment and Roll Number.

**r) Issuing of blank answer sheets & other examination related material**

Blank answer books will be sent to the Centre Superintendent of the Examination Centre before the conduction of examinations, after getting the requirement from the concerned college where students are appearing in the Examinations. The Centre Superintendent will depute a person to collect Blank answer sheets from the examination department, along with the prescribed format for keeping the account of answer sheets consumed during the examination. The prescribed format has to be filled and sent back along with the remaining answer sheets after the examinations are over.

Different formats related to examinations shall also be provided by COE Office.

**s) Issuing of roll list & verification card**

Roll list and verification cards will be sent to the declared Centre of examination atleast threeworking days before the examination. For those students who obtain permission to sit in the examination at a later date, their names shall be sent separately.

- t) Student has to complete his/her course in stipulated time as notified in the Ordinances.
- u) The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation subject to the approval of Executive Council of the University.

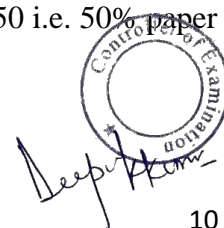
#### 4. Conduct of Examinations

##### a) Appointment of Question Paper Setter /Examiner/Evaluator

- I. The Vice Chancellor will seek a panel of paper setters/ Practical Examiners/Evaluator from Dean of concerned colleges, separately for each paper in the subject at least two months before the start of the semester examinations. The approved panel of Paper Setter /Examiner/Evaluator constituted by the Vice Chancellor shall be forwarded to the Controller of Examination for further necessary action.
- II. The selection of question paper setter / evaluator shall be in the ratio of 50:50 i.e. 50% paper setter / evaluator will be external (or as per the instruction issued from the office of Hon'ble VC).
- III. No one shall ordinarily be appointed as an examiner either for theory or for practical examination unless he/she is a permanent teacher and has put in at least three (3) years of teaching experience. In case of examiners from institutions other than Universities/Colleges, he/she should be a permanent employee with a minimum of three (3) year's experience.
- IV. The paper setters/examiners shall be appointed for various examinations in accordance with the respective rules and regulations in force.
- V. The Vice-Chancellor may, on valid reason(s), cancel, withheld or suspend the appointment of any paper setter/examiner, and make alternate arrangements without reference to the concerned Board of Studies.
- VI. Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- VII. Where the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute.
- VIII. In situations where the appointed examiner is not able to come, the Vice Chancellor shall appoint any other eligible examiner out of the panel or otherwise.

##### b) Setting of Question Paper

- I. The question paper shall be set out of the entire syllabus of a course. It shall be ensured that no question comes out of the syllabus.
- II. At least three question papers shall be prepared for each subject. E-mail with password protected /duly sealed envelopes containing question papers will be sent to the office of the Controller of Examinations well in time.
- III. Paper setter will be given a unique Identity Code.
- IV. The selection of question paper setter shall be in the ratio of 50:50 i.e. 50% paper setter will be external.



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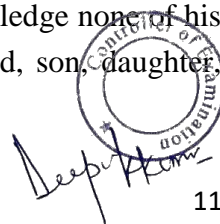
**c) Materials to be send to Paper Setter**

- I. Copy of syllabus along with the Evaluation Scheme will be sent to the external paper setter.
- II. Format of the question paper.
- III. Appointment letter along with materials.
- IV. Undertaking from the paper setter.
- V. A set of model question paper / previous year / semester question papers.

**d) Instructions for paper setter**

While setting the question paper, the question paper setters are requested to please follow the below mentioned guidelines very strictly:

- I. In case there is any mismatch between your appointment as a paper setter for a particular paper and the accompanying syllabus of a different paper, please bring it immediately to the notice of the Controller of Examinations. In no case a question paper should be set unless the mismatch is resolved.
- II. The question papers must be typed in the format provided. Technical terms should be written in the capital letters. If you are not comfortable in Hindi typing, please e-mail a scanned copy of neatly hand written question paper.
- III. Please avoid using multiple choice types questions, TRUE/FALSE and Fill in the blanks type questions in the question paper.
- IV. Every question and every part of a question should be in clear language and free from ambiguity. Split down even relatively short sentences if they contain a lot of condensed information.
- V. The question paper will be strictly from the prescribed syllabus / scheme. It shall be ensured that no question should be asked out of the syllabus. The question paper must be fairly distributed over the whole course of study and not concentrated on any one or few portions. Every section of the question paper must contain the questions from all the units of the syllabus. Repetition of a question must be avoided.
- VI. Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is therefore, necessary to write specifically in the Head Note if the log tables, PWF tables, graph papers, steel code, etc. are to be supplied to the candidate even for general use. It should also be clearly mentioned in the head note by the question paper setter whether the use of calculator is permitted or not and of which specification.
- VII. The question paper setter should not keep with him any copy or rough drafts of the question paper set by him. All the drafts and notes must be destroyed.
- VIII. Question Paper setter should certify that to best of his/her knowledge none of his / her direct or indirect dependents/relatives (i.e., wife, husband, son, daughter,



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grandson, granddaughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law etc.) are appearing in the examination in which his / her paper may be one of the paper.

- IX. Please check that the time allotted is sufficient to enable the students to complete the paper and revise their work.
- X. Eliminate superfluous words and any abstract and metaphorical language which is not necessary.
- XI. Make sure that introductory statements in questions contain only the information which is required for answering those questions relevantly.
- XII. For your own benefit, please retain the syllabus till the question paper is served in the Examination Hall.
- XIII. Last but not least, please ensure that the question paper does not contain any objectionable / unlawful contents / question of politically or religiously sensitive issues.

#### **5. Moderation and Proofreading of Question Papers**

- a) There shall be a “Moderation Board” for each subject.
- b) The members of the Moderation Board shall be the Chairperson, Board of Studies of the concerned subject, and two other senior faculty members of the same subject. The Chairperson may, with the prior permission of the Vice-Chancellor, co-opt any other faculty member(s) for moderating the question papers in specialized subjects.
- c) The member of Moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.
- d) The Moderation Board shall ordinarily adhere to the format given in the model question paper with regard to the duration of examination, maximum marks, choice of the questions, marks allotment etc., standard of questions and proper distribution of questions covering the entire syllabus.
- e) The Moderation Board shall remove/modify the questions set outside the prescribed syllabus and remove ambiguity in the wording of question (s), and to enhance clarity in the questions.
- f) The Moderation Board shall not remove any question or part thereof, which is in the scope of the syllabus.
- g) The Moderation Board shall keep all its proceedings strictly confidential and are liable for disciplinary action, as per the procedure laid down by the University, for any violation of this clause.

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## **Proofreading of Question Papers:**

### **Some important guidelines for Committee of Proofreaders:**

A committee of proofreaders shall be constituted by the Controller of Examination of the University. A proofreader is the person who works in conjunction with the Question Paper's Moderation committee to ensure that a Question Paper fulfils its purpose and is readable.

The role of the committee of proofreader is to ensure that:

1. The subject name, subject code, programme name, branch name, semester / year, name of examination, duration motioned on the Question Paper is as per the details given in Examination Schedule, provided by the Controller of Examination.
2. The maximum marks are as per the evaluation scheme of the programme.
3. The format (marking scheme) is as per the pre-decided and approved format.
4. The Question Paper is free from errors of grammar, spelling and punctuation.

The proofreader acts as a second pair of eyes, checking for errors of grammar, spelling and punctuation. Proofreading also has important functions: ensuring that correct fonts and styles have been used, that the layout makes sense and is readable.

## **6. Printing and Packing of Question Papers**

Two sets of question papers for each subject are prepared, out of which one set of question paper is released on the day of examination with the approval of Hon'ble Vice Chancellor or nominated person to ensure the integrity of the examination. The year of examination will not be mentioned on the Question paper rather a code will be given for each year.

The number of printed question paper shall be according to maximum number of students expected to appear, plus 20.

Immediately after printing, they shall be sealed with number of printed question paper written on the envelope and kept in safe custody of Controller of Examinations.

The balance one sealed envelopes having question papers shall be kept in safe custody of Controller of Examinations. In the next examinations only one new question paper may be prepared for that subject unless syllabus has changed, in which case three fresh question papers will be prepared.

## **7. Duties & Responsibilities of Staff involved in Semester Examination**

### **a) Centre Superintendent**

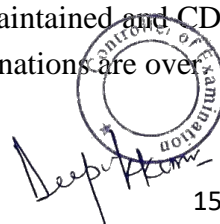
- I. The Dean of the Constituent College, where the examination is to be conducted shall act as the **Centre Superintendent**.
- II. The Centre Superintendent shall be responsible for overall conduct of examination. He/ she will ensure that all rules and regulations stipulated by University are followed in letter and spirit.
- III. **Receipt of question paper & opening of question papers in examination centre**



- i. The Centre Superintendent on receipt of question paper packets 45 minutes before the start of examination from the Controller of Examination shall verify that they are properly sealed and that the title of the paper mentioned on the packets matches with the paper scheduled for the day. Discrepancy, if any, may be reported to the Controller of Examinations immediately.
  - ii. Just before the time for distribution of question papers, the question papers shall be taken out without breaking the seal. Such envelopes along with undistributed question paper (if any) should be sent to the Controller of Examinations.
  - iii. The envelopes containing the question papers should be opened by the Centre Superintendent in the Examination centre in presence of Assistant Centre Superintendent & two invigilators. The envelopes should be slit opened and the seals be left unbroken. The invigilator and the Centre Superintendent should affix signatures at the place provided on each cover after being satisfied that correct envelope is being opened and no envelope is tampered with.
  - iv. The question papers should be counted and the number should be tallied with the figures given on the face of envelope containing the question papers. Before distributing the question papers to candidate it has to be made sure either by personal inspection or through invigilators that the correct question paper for the session is being given to the candidates in the Examination hall. If the number of the question papers in any envelope falls short of the required number, the question papers may be Xerox and the Controller of Examinations should immediately be informed of this fact by phone.
- IV. The safe custody of question papers once handed over to the Centre Superintendent shall be his responsibility. He shall keep them under lock and key with full secrecy and security.
  - V. The Centre Superintendent shall ensure entry of candidates to the exam hall only 15 minutes before the scheduled time of the examination.
  - VI. The teachers/academic staff members of the college appointed by the Centre Superintendent shall perform as invigilators in different halls/rooms. The Duty Roster of the Invigilators must be maintained by the Assistant Centre Superintendent.
  - VII. Teacher of the subject of which examination is conducted, will not be appointed as invigilator.

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- VIII. The Centre Superintendent shall propose the names of the floor reliever to assist him/her and shall display the seating plan at the appropriate place so that the candidates can see it easily.
- IX. Candidates and invigilators are not allowed to use/carry mobiles in the examination hall.
- X. It is to be ensured that all invigilators perform their duty with all alertness for smooth and fair conduction of examinations and check the use of unfair means during examination of any type.
- XI. Entry without admit card is not permissible. In case any candidate is found without the admit card, the Centre Superintendent is authorized to issue duplicate admit card on payment of prescribed fee. In case he/she does not possess money at that time then after due verification he/she can be allowed temporarily on an undertaking that the fine shall be deposited by him/her in the next paper.
- XII. Late entry up to 30 minutes is permissible in the examination hall by the Centre Superintendent.
- XIII. Sufficient provision for drinking water is to be made.
- XIV. Before the start of the examination, there must be a proper warning and announcement to the fact that the use of unfair means is prohibited and any one found guilty / using such means would be punished as per the university rules. Printing material to this effect shall also be prominently displayed at different places in the examination centre.
- XV. Answer sheets shall be collected and arranged separately, course wise and code wise in ascending order of roll numbers.
- XVII. If a candidate leaves the examination centre without handing over his / her answer sheet to the invigilator, then a case of UFM shall be filed against the student and a report shall be furnished to the Vice Chancellor. The copy of the same report is to be submitted to the COE Office for the purpose of record.
- XVIII. The answer sheets are to be bundled in such a way that the bundles must not carry more than 50 answer sheets. The answer sheets shall be bundled code wise and course wise.
- XIX. The used answer sheets and course & code wise absentee statements from the examination centre shall be deposited in the COE office the same day. A copy of the absentee statement should also be kept in record with examination centre for future reference.
- XX. All the unused question papers along with question paper envelopes are to be returned to the COE office after all examinations are over.
- XXI. The video recording of opening of question papers should be maintained and CD of the same will be submitted to the COE Office after the examinations are over.

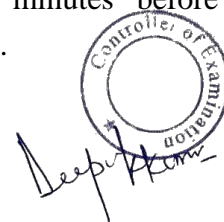


Controller of Examinations

- XXII. There shall be proper record of used and unused answer sheets date wise. The unused answer sheets shall be kept in safe custody and in no circumstance be in the reach of the candidates. After the conclusion of the examination the remaining / cancelled answer sheets shall be returned to the COE office.
- XXIII. The attendance of candidates should be properly recorded by the concerned invigilator and counter signed by the Centre Superintendent.
- XXIV. The Centre Superintendent and Assistant Centre Superintendent must ensure that the answer sheets are matched with the attendance sheet and packed and sealed immediately after the examination.
- XXV. The attendance sheets should also be packed separately in a cloth lined A3/ A4 size envelope and duly sealed. A certificate from the Centre Superintendent duly filled in must accompany the packet of Answer sheets.
- XXVI. The Centre Superintendent and invigilators should assist the flying squad deputed for ensuring and reporting about the smooth and fair conduct of the examination in performing their duties.
- XXVII. No person will be allowed in an examination room during an examination except the students concerned, invigilators and the persons authorized to do so by the competent authority.
- XXVIII. No change in the question paper however trivial can be announced directly by the faculty or invigilators without bringing it to the notice of the controller of examination / centre superintendent.
- XXIX. Complaints against the question paper if any shall be submitted by the student at the end of the examination to their respective Deans for onward transmission to the Controller of Examination with their comments for consideration and decision of the Complaints Committee.
- XXX. One Invigilator will be appointed up to 30 students and subsequently it's multiple. Minimum two Invigilators must be there in a room / exam hall.

**b) Seating Arrangements**

- I. Normally one student will be allowed to sit on a bench. For multiple seating desks, there should be minimum one meter gap between each student. A room generally used for a class of 60 students shall accommodate only 20 students per course during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day.
- II. The rooms should be kept locked and only opened 30 minutes before commencement of the examination in the presence of invigilator.



The image shows a handwritten signature in blue ink, which appears to read 'Deep Kumar', written over a circular official stamp. The stamp contains the text 'Controller of Examination' around its perimeter.

- III. A consolidated room-wise seating arrangement will be displayed at prominent places / multiple notice boards of the college for guiding examinees to respective rooms.

**c) Checking of Students at Main Entry Point of Examination Centre**

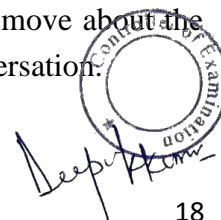
A team of senior faculty members (male & female) to be deputed on the main entry point for the purpose of checking of examinee. Special emphasis to be given that following items are not carried: Cell phones / Any Other Electronic Device, Programmable calculator, any other printed material/ hand written material except College I-Card, Admit Card, Calculator (if allowed) and writing/drawing materials.

**d) Guidelines for Invigilators**

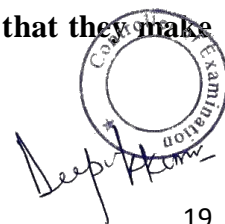
- I. No Invigilator should absent himself/herself from Invigilation duty without the prior permission of the Centre Superintendent of the Examination Centre at which he/she has been deputed for invigilation work.
- II. Invigilators are required to report at the control room at least 45 minutes before the scheduled time of examination.
- III. The invigilators shall collect answer sheets, question papers and other exams related materials from the examination control room.
- IV. The invigilator shall ensure distribution of papers and materials appropriately (according to the seating plan).
- V. Entry of the students to the examination hall is to be permitted on production of valid Admit-Card.
- VI. Students shall not be allowed to carry prohibited items such as books, written papers, mobile phones, electronic gadgets or any other type of incriminating material at the examination venue.
- VII. Before the commencement of the examination the invigilator shall check to the satisfactory arrangement of examination table and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
- VIII. Answer sheets shall be distributed 15(fifteen) minutes before the start of examination. Students are asked to read and follow instructions printed on the answer sheet and check the answer sheet for number of pages and for its condition before writing.
- IX. After opening the packet of question paper and before distributing the question papers to the students, the invigilators shall verify that the same tallied with the particulars written on the envelope. In case of any doubt they shall immediately seek clarification from the Centre Superintendent.

A circular stamp with the text "Controller of Examinations" around the perimeter. Overlaid on the stamp is a handwritten signature in blue ink that appears to read "Deepu Kumar".

- X. Exchange or borrowing of pen, pencil, eraser, scale, calculator, etc. during examination is prohibited. In emergent situations these may be permitted through the invigilator only.
- XI. **Invigilators must check that the entries on the cover page of the answer sheet have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her enrolment number. In case of any discrepancy found on the cover page of answer sheet, which may lead to non-declaration or delay in the declaration of result, the invigilator as well as student shall be responsible. To avoid any trouble in future invigilators must verify before signing the cover page of the answer sheet that students have correctly filled in the required particulars.**
- XII. Normally, when a candidate goes out to the washroom the invigilators must ensure that the answer sheet and the question paper of the candidate has been left behind on her / his seat in the examination hall. He/she should fill the Students Movement Record while going out in the Invigilator's Report.
- XIII. No student should be permitted to leave the examination hall during the first hour and last 30 minutes of the examination. No student shall be allowed to leave the examination hall before the time is over. In case of emergent conditions, a candidate may be allowed to leave exam hall with the permission of Centre Superintendent after submitting question paper and answer sheet.
- XIV. In case of any doubt in the question paper no advice should be given by the invigilator and the matter shall be reported to the centre superintendent for clarification.
- XV. The invigilator shall not leave the examination hall during the examination. In an emergency, one invigilator can be permitted by the Centre Superintendent by deploying another invigilator in his/her absence.
- XVI. Absentee statement should clearly indicate the student's absent in a particular paper by encircling ABSENT in capital letter in the column of signature for eg. (ABSENT). The entry should be marked by Red ink only.
- XVII. **Supplementary sheet (B answer sheet) will not be provided to the student. Rough work can be carried out on the right hand side margin or at the end of the answer sheet.**
- XVIII. In UFM cases, every page of the recovered material must be signed by the invigilator as well as student and countersigned by the Centre Superintendent.
- XIX. Invigilators are not allowed to carry or use mobile phones in the examination hall.
- XX. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation.

A circular stamp with the text "CENTRE SUPERINTENDENT" around the perimeter and "EXAMINATION" at the bottom. A handwritten signature, "Deepu Kumar", is written across the stamp.

- XXI. As soon as the time allotted is over, the invigilator shall collect the answer-sheets, arrange them in serial order and deposit the same with the faculty authorized by the Centre Superintendent.
- XXII. The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination shall end at the scheduled time unless extra time has been added due to a delay in starting or any other exceptional circumstances. The Invigilator shall ask candidates to remain seated and be silent until all answer sheets have been collected and matched with the record.
- XXIII. At the end of the examination, no candidate should be allowed to leave the room till all the answer sheets are collected, counted and found correct. If a candidate forces his way out with the answer sheet, the complete statement explaining the circumstances under which the candidate has left with the answer sheet should be made out. In no case this provision should be used to cover up the loss of answer sheet. The statement should also contain the time of the incident and details of the case as to how the candidate took away the answer sheet as also efforts made to recover the issue.
- XXIV. Each invigilator will count the number of answer sheets issued to the students in his/her room, head count the number of students actually present and then tally the same with the attendance chart and the total number of answer sheets that were issued from the centre superintendent.
- XXV. Invigilators shall bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. These situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.
- XXVI. No person shall be allowed in an examination room during an examination except the students concerned, invigilators or the persons authorized to do so by the competent authority.
- XXVII. Students shall be specifically instructed by the invigilator not to make any type of identification mark on the answer sheet as that would be considered as an act of use of unfair means.
- XXVIII. Any student found to have indulged in use of unfair means in the exam shall be immediately issued a new answer sheet by writing UFM across on the title page of the original answer sheet.
- XXIX. Invigilators must get the attendance sheet signed personally from the students rather than passing on the same to the students so that they make entries and sign against relevant columns only.**

A circular stamp with the text "Centre Superintendent" around the perimeter. Inside the circle, there is a handwritten signature that appears to be "Deep Kumar".

XXX. The invigilator shall adopt correct procedures in case a candidate falls ill, is distressed or behaves in a way perceived to be misconduct and liaison with the examination control room as necessary.

**XXXI. Submission of Material by the Invigilator**

Hand over the following to the control room after completion of the exam:

- i. Answer sheets arranged subject wise(subject-code)/branch wise/ course wise in the attendance sheet serial order.
- ii. Attendance sheet.
- iii. Spare copies of the question paper (if any).
- iv. Any other material related to examination.

**e) Duties of Floor Reliever**

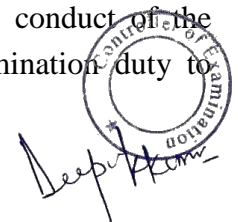
- I. The floor reliever shall take rounds on the floor allotted to him/her to oversee the conduct of the examination on the said floors.
- II. In case of any query, need for substitute invigilator or any exigency, the floor reliever shall coordinate between the invigilator and the Centre Superintendent / Assistant Centre Superintendent.
- III. The floor reliever shall ensure that no student roams outside the examination hall after the commencement of the examination.

**f) Appointment of Flying Squad**

The Vice Chancellor shall constitute a flying squad team consisting of senior faculty members to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates.

**I. The duties and responsibilities of the flying squad are as follows:**

- i. To ensure that no unauthorized person is appearing in the examination. For this purpose, the members of the flying squad shall check the attendance of the genuine candidates which is the primary duty of the invigilators assigned in each room.
- ii. To ensure that no books, calculators, mobile phones, other electronic item or any other material except writing board and writing material i.e. pen, pencil etc. is being carried by candidates into the examination hall.
- iii. To ensure that no student takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the squad will also have the authority to inspect and search any person/candidate in the event of suspicion. Female member of the flying squad is only authorized to search a girl student.
- iv. The members of the flying squad shall also observe the conduct of the invigilators and other functionaries deployed for the examination duty to

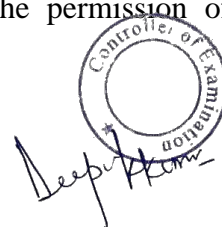
A handwritten signature in blue ink is written over a circular official stamp. The stamp contains the text "Controller of Examinations" around its perimeter. The signature appears to be "Deep Kumar".

ensure that no one helps any candidate directly or indirectly. Any violation (if observed) should be brought to the notice of the Centre Superintendent.

- v. The members of the flying squad must also check that no unauthorized person is moving around or present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized person is having been spotted necessary action be initiated through Centre Superintendent.

## 8. Instructions for the Candidates

- a) Enter examination hall 15 minutes before the scheduled time. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the examination.
- b) Occupy the assigned seats only.
- c) All the students must carry their University Identity Card and Admit Card along with them. Without I-card and Admit Card, no student will be permitted to enter the Exam Hall. In case if a student has lost college I-card, other valid identity proof (Aadhar Card / Driving License / Voter Card) can be used for the purpose of personal verification of the candidate. On the day of next examination student must carry provisional college I-card issued from the Dean of the College.
- d) Read all instructions carefully written on the answer sheet & complete all entries of the cover page carefully. It is the responsibility of the student to fill all the particulars in the answer-sheet correctly. **In case of any discrepancy found on the cover page of answer sheet, which may lead to non-declaration or delay in the declaration of result, the student shall be solely responsible. To avoid any trouble in future the student must fill all the entries on the cover page of the answer sheet carefully.**
- e) Use of mobile phones and other electronic gadgets are prohibited in the examination hall.
- f) The students should not carry any other material which may directly or indirectly amount to use of unfair means in the examination.
- g) The students should bring their own pen, pencil, eraser, general or scientific calculator (if permitted), scale & other materials required for the examination.
- h) The students must behave decently & cooperate with the invigilator(s) or members of the flying squad in performing their duties.
- i) The flying squad members and invigilator are authorized to conduct a thorough physical check of clothes, shoes etc. during the examination.
- j) Murmuring or talking with fellow students comes under UFM rules.
- k) The candidate shall not leave the examination room without the permission of the invigilator.



The image shows a handwritten signature in blue ink, which appears to be 'Deepu Kumar', written over a circular official stamp. The stamp contains the text 'Controller of Examinations' around its perimeter.

- l) The candidate shall not write his/her name or leave any identification mark in the answer sheet. Any such act will be deemed to be use of unfair means.**
- m) Calculation etc. can be done in the answer sheet itself. No separate sheet will be given for the same. Cancelled portion will not be marked by the evaluator.
- n) No student shall loiter around stairs, veranda and in front of the exam room, after the commencement of the examination.
- o) Students are not allowed to leave the examination room before the time is over. In case of emergent conditions, a candidate may be allowed to leave examination hall with the special permission of Centre Superintendent after submitting question paper and answer sheet.
- p) Writing anything on the desks or walls of the exam hall/room is also considered as malpractice / UFM.
- q) If a candidate is caught resorting to UFM, he/she will be provided with a new answer sheet to continue his/her examination. Candidates need not repeat answers which he/she had already answered in the first answer sheet. Evaluator will mark both answer sheet. But the result will be declared after the decision of the unfair means committee / examination discipline committee.
- r) Students must wear their I-Cards or keep them on their table during the time of examination.
- s) Students must write their roll number on the top given right side of the question paper before starting to attempt the same. Except roll number nothing should be written on the question paper otherwise it will be a case of UFM.

## **8.1. Rule to Provide Writer to Divyangjan/Disabled/Injured Candidates in Examinations**

### **8.1.1 Who can avail the facility of a WRITER?**

- a) A candidate who is Divyangjan / disabled / injured and not in a position to write his / her examination on his / her own.
- b) A candidate who is permanently orthopedically challenged OR orthopedically injured in such a manner that he / she cannot sit and write his / her examination on his / her own.
- c) A candidate who is not in a position to write his / her examination because of such accidental injury on his / her fore hand (writing hand)

### **8.1.2 Documents required availing facility to a WRITER**

- a) Request letter from the candidate to avail such facility of WRITER for his / her Examination, along with Medical Certificate duly signed by the Civil Surgeon / Residential Medical Officer of Government Hospital regarding the disability and /or



injury and its due consequences with clear recommendations to avail facility of a WRITER for his / her Examinations.

- b) Request Letter duly recommended by Concerned Dean / Director / Principal of the college(s) / school(s) along with all documents to be forwarded to Controller of Examination, for the approval of Vice Chancellor.
- c) Controller of Examination will hand over the approval letter to concerned centre superintendent.
- d) Details of the person who gives consent to be a WRITER, like complete bio-data, ID proof, educational details.
- e) Candidate's Affidavit duly attested by notary stating no relationship with the writer to be attached with the request application.

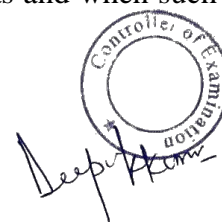
### **8.1.3 Conditions for the WRITER**

- a) A person who is going to be the WRITER of a physically challenged / disabled candidate should not be in his / her blood relation directly or indirectly.
- b) The WRITER should not be more qualified than the candidate, who is going to appear in the particular examination conducted by the University.
- c) The WRITER will write only such matter as an answer which is narrated by the candidate at the time of examination.
- d) Physically challenged / disabled candidate shall not be permitted to change his / her WRITER during the span of the whole examination, however under unavoidable circumstances if arises Controller of Examination of the University is empowered to permit to do so with the knowledge and permission of the Vice Chancellor.

### **8.1.4 Other facilities towards enhancement of the Physically Challenged/disabled Candidate**

- a) He / She will be given additional 30 minutes after the completion of specified time duration of the paper.
- b) Centre Superintendent will arrange separate block at ground floor for such Physically Challenged / disabled Candidate who is going to appear in the examination with pre – sanctioned WRITER.
- c) In case of orthopedically injured, disabled candidate is / her attendant other than WRITER will be allowed only upto the entrance of the exam hall and as the candidate secures his / her seat attendant has to leave the premises thereof. Parents / Guardian of such Physically Challenged / disabled Candidate will furnish all contact details to the Centre Superintendent so that in case of emergency he will be in a position to contact.
- d) General out lines stated in (a) to (c) are subjected to modification as and when such circumstances will arise.

## **9. Process and regulations of Unfair Means**



Controller of Examination  
University of Delhi

a) **Procedure for dealing with cases of unfair means**

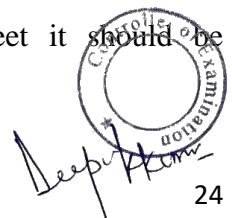
A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The unfair means committee / examination discipline committee appointed by the Vice Chancellor shall be entitled to decide the case on the basis of record and recommend penalty, if any.

b) **Offences during the examination which amount to use of unfair means**

- I. Writing name or putting signature or any other mark in the answer sheet which may disclose, in any way, the identity of the candidate or writing enrollment number in answer sheet at a place other than the space provided for it.
- II. Found sitting in a room or at a seat other than the allotted one without permission of the Centre Superintendent.
- III. Having in his / her possession of book(s), notes, papers or any other like material connected with the examination.
- IV. Receiving or giving assistance in copying.
- V. Using abusive/derogatory language orally or in writing in the answer sheet against the Centre Superintendent/examiner/invigilator or threatening/using violence towards Centre Superintendent/invigilators.
- VI. Impersonation, i.e. sending some other person to take the examination.
- VII. Communicating with the examiner or any other person connected with the examination for favour.
- VIII. Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- IX. Writing questions and answers on any paper other than the answer sheet.
- X. Unethical and unlawful conduct with the faculty and staff involved in the conduct of examination.
- XI. Any other case of Unfair Means detected at any stage during or after the examination.
- XII. Smuggling in or out of the examination hall of Answer Sheet in whole or part or tampering with it in any way.

c) **Procedure for booking of cases of use of Unfair Means at the examination centre:**

- I. **Issuance of Second Answer Sheet:** As soon as any case of unfair means comes to the notice of the centre superintendent/ invigilator of the examination centre he shall take possession of the answer sheet of the candidate along with paper or other material found in his possession and provide the candidate with a second answer sheet immediately. On the top of the answer sheet it should be



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superscribed“**SECOND ANSWER SHEET**”. The Centre Superintendent shall record on the first answer sheet the time when the case was brought to his notice. He shall also record the time on the second answer sheet when it was issued to the candidate.

- II. Explanation of the candidate:** While issuing the second Answer Sheet the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the invigilator/s be attested by the Centre Superintendent.
- III. Statement of the Invigilator:** The Invigilator, who detects the use of UFM by a candidate, shall also record his statement which shall be verified and signed by the Centre Superintendent.
- IV. Material found from the candidate:** As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the invigilator/s. The copying material so detected by an invigilator should also be signed by the invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the answer sheet duly signed by the invigilator and Centre Superintendent.
- V. Procedure to be followed in case of smuggling out of an answer sheet:** In case a candidate has smuggled out an answer sheet, the Centre Superintendent should call for the candidate directly and try to procure the answer sheet. In case of non-availability of the answer sheet, the matter should be reported to the Controller of Examinations as well as a complaint must be lodged against the candidate by the Centre Superintendent in the police station. A copy of complaint lodged with detailed report along with the statement of the invigilator present in the room shall be submitted to the COE Office after the examination is over.
- VI. Procedure for dealing with Impersonation:** In case of impersonation, the procedure as mentioned in clause 9.c must be followed. A copy of the statement of person found to be impersonating, the invigilator/s and the real candidate, if possible, copy of complaint lodged in police station & photograph shall be taken and sent along with the report of Centre Superintendent is to be submitted to the COE office after the examination is over.

A circular stamp with the text "Controller of Examinations" around the perimeter. Overlaid on the stamp is a handwritten signature in blue ink that appears to read "Deep Kumar".

**VII. Procedure for dealing with cases of misconduct:** In case of misconduct of a serious nature, the matter should be reported to the Chief Proctor of the University for Disciplinary Action. A report of the same shall be submitted to the COE office after the examination is over.

**d) Documents required to be sent in UFM cases**

I. All cases of UFM should be recorded in the prescribed form for reporting UFM cases. The form shall be accompanied by the following documents:

- i. First and/or second answer sheet
- ii. Explanation of the candidate
- iii. Statement of the invigilator
- iv. Incriminating material found from the student
- v. A copy of complaint lodged (if any) to police station

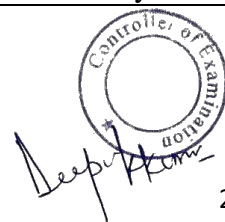
**II. Submission of Unfair means cases:** A separate sealed envelope / packet should be sent to the office of Controller of Examination along with the prescribed Performa in each case booked daily under UFM. The UFM envelope / packet should bear a prescribed proforma.

A circular stamp with the text "Controller of Examination" around the perimeter. Overlaid on the stamp is a handwritten signature in blue ink that reads "Deep Kumar".

**e) List of penalties for different types of offences under UFM**

<b>Offence(s)</b>	<b>Penalty</b>
Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked in the question paper.	Issue of warning not to repeat the same.
Relevant material written by the candidate on any part of body, wall, door of the room, table or desk <b>OR</b> Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc, <b>OR</b> Possession of any message, mutual conversation by words of mouth or gestures, <b>OR</b> Recovered material is related to the subject, but not used. <b>OR</b> The candidate is showing his answer sheet to the other candidate to copy from his answer sheet <b>OR</b> The candidate is copying from the answer sheet of another candidate <b>OR</b> Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, laser pen or other electronic device in the examination hall <b>OR</b> Writing by the candidate even after the stipulated time is over despite being reminded by the invigilator repeatedly not to do so. <b>OR</b> Keeping cash in the answer sheet, writing request in form of letter or disclosing his identity by writing his/her name/roll number etc. in the answer sheet <b>OR</b> Recovered matter is related with subject and is being used. <b>OR</b> Recovered material is copied on the answer sheet before distribution of question paper. <b>OR</b> Candidate is caught with a material which he has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents and also misbehave with the invigilation staff <b>OR</b> Replacement or exchange of answer sheet, exchange of answer sheet with other student, addition of extra pages in the answer sheet, smuggling of answer sheet.	Cancellation of the concerned paper or more (as the recommendation of Examination Discipline Committee)
Manhandling with staff on duty or creating disturbance in the examination hall/centre.	Cancellation of entire examination and further debarring for two semesters & Complaint may lodged against the candidate in police station as per the decision of Examination Discipline Committee
Running away with answer sheet from examination hall. <b>OR</b> Impersonation	Complaint lodged against candidate in Police Station & cancellation of entire examination and further debarring the candidate for two years.

**f) IMPORTANT NOTES:**



Handwritten signature: Deepa K. K.  
Circular stamp: Controller of Examinations

- I. The fact that a particular roll no., booked as UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of answer sheet to the Controller of Examination.
- II. Candidates found involved in the UFM case are not to be debarred from appearing in the remaining papers.

## **10. Evaluation Procedure**

### **a) After getting Answer sheets from the Examination Centre:**

- I. The selection of evaluators for evaluating answer sheets shall be in the ratio of 50:50 i.e. 50% evaluators will be external (or as per the instruction issued from the office of the Hon'ble VC).
- II. Answer sheets shall be coded (to hide the details of students) in COE office (Secrecy Section) before handing them over to the evaluator.
- III. Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.
- IV. Marks shall be entered for each question in the space provided and total marks on the cover page of answer sheet in addition of awarding them at the end of the answer. Sign of tick mark and cross mark shall be avoided on the answer sheet while evaluation.
- V. Decoding shall be done in the COE Office before tabulation.

### **b) Important instructions for evaluators**

- I. No question or part of a question should remain unevaluated. In particular, extreme care should be exercised in case where there are multiple choice / very short answer type questions.
- II. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page of answer sheet against the serial number of the question.
- III. There should be no mismatch between the marks given and entered i.e. on the cover page of the answer sheet and where the question is written. Transfer marks carefully on the cover page of the answer sheet.
- IV. Ensure that marks are correctly counted before writing the total sum on the cover page.
- V. Overwriting / corrections must be avoided. However, where correction becomes unavoidable it should be encircled and authenticated by signatures of the evaluator on the right side of the circle.
- VI. While evaluating an answer sheet if any new page(s) is found, inserted or any handwritten chit pasted on any page of the answer sheet, it should be brought to the notice of the Controller of Examinations through the Head Examiner. Same

procedure should be followed if there is any evidence of double handwriting in any answer sheet.

- VII. If the candidate has attempted more questions than asked for, the marks of best attempted / scored requisite number of questions must be granted on the cover page and word “over attempted” be mentioned at the end of those answers which have not been taken into account.
- VIII. Assignment of evaluation should be completed within the stipulated period.
- IX. For evaluation of answer sheet, red pen will be used.
- X. Award step-wise marks for each solved question.
- XI. Blank pages should be struck and signed by evaluator of the answer sheet.
- XII. The evaluator shall neither put any comment nor any right / wrong symbol in the answer sheet. He/she shall place the marks for answers in specified spaces where the student has not written the answer.
- XIII. He/she, who handled the answer sheets later, should hand over valued answer sheets to concerned officials.
- XIV. Due to RTI in operation, Xerox copy of any evaluated answer sheet could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honor and integrity of the evaluator on one hand and name and fame of the University on the other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.
- XV. In certain cases, a student also leaves a few blank pages and then writes the answer of a fresh question, hence all the pages of the answer sheet must be checked, if blank pages found, all the blank pages must be crossed. Word “END” should be written at the end of the last attempted answer.

#### **c)Important Roles and Responsibilities of Head Examiners**

- (i) The Controller of Examinations shall appoint a senior person in the rank of Dean / Director / Principal / Vice-Principal / Professor / Head of Department / Associate Professor / Senior Assistant Professor of an affiliated school / College as Head Examiner for a particular subject - category / Discipline.
- (ii) The Head Examiner shall be responsible for ensuring uniform evaluation of Answer Sheets as per the final marking scheme as per evaluation scheme of the program. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.



Deepu Kumar

- (iii) The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
- (iv) The Head Examiner shall report to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the University or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the University.
- (v) No person whose ward or relation or the ward of whose near relation is appearing in the examination shall be appointed as Head Examiner / Evaluator.
- (vi) The Head Examiner shall be the custodian of all answer Sheets entrusted to him/her for evaluation at the evaluation centre and shall provide such physical and administrative facilities with the help of Controller of Examinations as are necessary to ensure quick, smooth and fair conduct of evaluation.
- (vii) The Head Examiner shall treat all information provided to him/her and all materials supplied to him /her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorized by the University.
- (viii) The Head Examiner shall invite / arrange the Answer Sheet Evaluators from outside the University for External Evaluation of his/her respective field for completion of Evaluation with in time.
- (ix) The Head Examiner shall prepare the solution / answer keys of all the Question Papers with the help of evaluators before starting the evaluation process.
- (x) The Head Examiner will put his / her signature on answer sheets and award sheets to ensure the proper evaluation of answer sheet in such a manner that the posting of marks at cover page of answer sheet, award sheet and internally in the answer sheet, is same.
- (xi) The Head examiner shall use a pen of green color for the purpose of signature and other works.
- (xii) As per the volume of answer sheets Dy. Head may also be appointed to assist the head examiner with the approval of Controller of Examination.

## **11. Practical examinations**

- a) Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor and should be conducted strictly according to the curriculum and evaluation scheme.
- b) Consolidated Practical AwardSheets along with the attendance sheet must reach the COE office after the conduction of the practical examination.



**12. Student grievances with respect to Question paper**

In case of any written representation / complaints received from the students within seven days after completion of the examinations regarding setting up of question paper etc. along with specific recommendations of the Dean / Director / Principal of the College / School and remark of Subject Teacher and Head of the Department, the same shall be considered by the Vice Chancellor. The Vice Chancellor shall take appropriate decision or may refer the case to the specially made committee for the purpose and can take the decision on the recommendation of committee.

**13. Declaring of End Semester / Annual Examination Result**

**a) Criteria for passing**

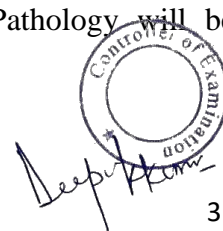
- I. The minimum pass marks in each theory subject (including sessional marks) shall be 40% with a minimum of 30% marks in theory paper and 50% in aggregate in the end semester examination except in B.Pharm. / M.Pharm. / D.Pharm. (as per PCI norms) / B.Sc. (Nursing) [as per Indian Nursing Council (INC) norms] / BPT / MPT / BNYS / B.OPTOM / BMLT where the minimum passing marks shall be 50% in each of the theory (including sessional) and practical papers separately. In audit / qualifying paper the minimum pass marks shall be 30% (in external examination) & 40% (external+internal).

**II. For B.Sc. (Nursing) Course as per INC**

- (a) Minimum pass marks shall be 40% in English only and to be conducted as college exam and marks to be sent to the University for inclusion in the marksheet.
- (b) Minimum pass marks shall be 50% in each of the theory & practical paper separately.
- (c) A candidate has to pass in theory & practical exam separately in each of the paper.
- (d) If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (theory & practical).
- (e) Theory & Practical Exams for Introduction to Computer to be conducted as college exam and marks to be sent to the University for inclusion in the marksheet.
- (f) Candidate must pass in Internal & External Examinations in each of the papers separately.
- (g) Maximum number of candidate for Practical Examination should not exceed 20 per day under any circumstances.

**For Post Basic B.Sc. (Nursing) as per INC**

- (a) Teaching of Anatomy, Physiology, Pharmacology and Pathology will be integrated with clinical subjects.

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- (b) A minimum of 80% attendance in theory and Practical / Clinicals in each subject is essential for appearing in the examination.
  - (c) 100% attendance in practical / clinical in each clinical area is essential before award of degree.
  - (d) 50% of minimum marks in each theory and practical paper separately is required for passing.
  - (e) A candidate has to secure minimum of 33% in qualifying subject for passing.
  - (f) A candidate shall pass all the papers of the previous examination before appearing for the second year examination.
  - (g) The maximum period of complete the course successfully should not exceed 4 years from the date of admission.
- III. The minimum pass marks in a project/practical subject (including sessional) shall be 50%.
- IV. Minimum pass marks in Seminar, Industrial Training and Educational Tour, Viva-Voce etc shall be 50%.
- V. No provision of upgradation of sessional marks(except B.Pharm/D.Pharm).
- In Case of B.Pharmas per PCI Norms :** A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.
- In case of D.Pharm Course:** Candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, cannot be improved unless he/she attends regular course of study again.
- In case of B.Sc. (Nursing):** No Institutions shall submit average internal marks of the test students more than 75% i.e. if 40 students are admitted in a course, the average score of the 40 students shall not exceed 75% of total internal marks. (Example of 5 students: A=2, B=20, C=22, D=21, E=24 average score = 89.6% this will not be accepted by the State Nursing Registration Council.
- VI. No provision of upgradation of sessional marks.



The image shows a handwritten signature in blue ink, which appears to be 'Deepu', written over a circular official stamp. The stamp contains the text 'Controller of Examinations' around the top inner edge and 'Government of Karnataka' around the bottom inner edge. There is also a small star symbol in the center of the stamp.

## **b) Promotion Policies**

- I.a) A candidate satisfying all the requirements under clause 13.a shall be promoted to the next academic year/semester of study with PASS status except B.Sc. (Nursing)/B.Pharm/M.Pharm/D.Pharm/BPT/MPT/BNYS/B.OPTOM/BMLT.
- I.b) If a student is not regular during the semester/ year, and is not fulfilling the attendance criteria in the semester / year and has neither filled examination form nor his / her sessional marks are submitted by the College to COE Office, he / she has to repeat the same semester / year in N+2 years where N is the actual duration of the programme (except B.Sc. (Nursing)/ B.Pharm/ M.Pharm/ D.Pharm/ BPT/ MPT / BNYS / B.OPTOM / BMLT).
- II. The candidate will be promoted in the next semester / year even if he/she fails in the semester concerned except B.Sc.(Nursing)/B.Pharm/M.Pharm/D.Pharm/BPT/MPT / BNYS / B.OPTOM / BMLT. The candidate can reappear in the carryover paper (s) of the concerned semester with odd / even semester respectively as may be organised by the University.
- III. **In case of B.Sc. (Nursing) (as per INC)**
  - (a) A candidate shall be promoted to the next year if he/she failed in one or more subjects
  - (b) A candidate shall pass all the papers of the previous examination before appearing for the final year examination.
  - (c) The maximum period to complete the course successfully should not exceed 8 years from the date of admission.
  - (d) The candidate may take any number of attempts within duration of the course.

**In case of Post Basic B.Sc. (Nursing) (as per INC)**

  - (a) A candidate shall pass all the papers of the previous examination before appearing for the second year examination.
  - (b) The maximum period of complete the course successfully should not exceed 4 years from the date of admission.
- IV. **In case of B.Pharm (as per PCI norms)**
  - a) A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
  - b) A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

- c) A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
- d) A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
- e) A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

**V. In case of M.Pharm (as per PCI norms)**

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

**VI. For D.Pharm (as per PCI norms)**

All candidates who have appeared for all the subjects and passed the Diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent. **A candidate who fails to pass D. Pharm Part - I exam.in four attempts shall not allowed to continue the course.**

**VII. For BPT/ MPT / BNYS / B.OPTOM / BMLT**

- a. If a student fails in upto 4 subjects, he/she shall be promoted to the next academic year of study with PCP status.**
- b. If a student fails in more than 4 subjects, he/she shall be declared as FAIL and shall not be promoted to the next academic year of study.
- c. A student shall be eligible to carry forward all the courses of first year to second year annual examinations. However, he/she shall not be eligible to attend the courses of third year until all the courses of first year are successfully completed.
- d. Likewise the candidate shall not be eligible to attend the courses of fourth year until all the courses of second year are successfully completed.



e. The candidate shall not be eligible to get the award of course completion certificate until he/she clears all the courses of first year to final year successfully.

c) **Re-Admission in the College:** A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

I. A candidate is declared fail.

II. A candidate has own desire to abandon the performance of the semester(s).

e) **The result shall be declared within 15 days from the date of completion of the theory and practical examination.**

#### 14. Award of Division & Grading System for the Program

a) The division shall be awarded on the basis of final year result.

b) If a candidate passes all examinations and secures 50% or more marks but less than 60% marks, he/she shall be placed in SECOND DIVISION.

c) If a candidate passes all examinations and secures 60% or more marks, he/she shall be placed in FIRST DIVISION.

d) If a candidate passes all examinations in first attempt without grace and secures 75% or more marks, he/she shall be placed in FIRST DIVISION WITH HONOURS and the candidates at first two top positions amongst First Div. with Honours only will be awarded medals viz. Gold and Silver respectively in order of merit.

e) (i) Based on the Percentage of Marks obtained in subject, a Letter Grade is awarded. Each Letter Grade has the Performance Level and Grade Point as given in the following Table:

Marks Obtained (in Percent)	Letter Grade	Grade Point	Performance Level
> = 90	A+	10	Outstanding
> = 80 and < 90	A	9	Excellent
> = 70 and < 80	B+	8	Very Good
> = 60 and < 70	B	7	Good
> = 50 and < 60	C+	6	Average
> = 40 and < 50	C	5	Below Average
< 40	D	0	Fail
-	S	-	Satisfactory (Only for Dissertation)
-	U	-	Unsatisfactory (Only for Dissertation)

(ii) **Semester Grade Point Average (SGPA)** is the weighted average of the grades for the subjects registered in a Semester and is computed as follows:

$$SGPA = \frac{\sum_i (C_i \times G_i)}{\sum_i (C_i)}$$

$C_i$  denotes the Credits (or Units) assigned to the  $i$ th subject and  $G_i$  indicates the Grade Point Equivalent to the Letter Grade obtained for the  $i$ th subject.

(iii) Cumulative Grade Point Average (CGPA) is the weighted average of all the grades for the subjects registered in all Semesters.

**(iv) Equivalent Percentage of Marks =  $(10 \times \text{SGPA/CGPA})$  percent.**

### **15. Awarding Grace Marks**

Any examinee/student of the courses of University shall be eligible for getting Grace Marks, as per the following guidelines:-

1. The grace marks of maximum 5 marks shall be given in two subjects in a semester in semester based programmes and three subjects in a year in annual programmes, if the student is fail only in two subjects in a semester in semester based programmes and fail only in three subjects in annual programmes. Grace marks shall only be incorporated in the mark-sheet at the time of printing of final semester / year mark-sheet.
2. At the time of printing of final semester / year mark-sheet, grace marks of maximum 10 marks on mercy ground can also be awarded in one subject if student has passed all other subjects.
3. If student will avail the facility of grace marks in final semester / year, that will be reflected in the mark-sheet.
4. Grace marks are not a matter of right of the student but the discretion of the University.
5. Further, benefit of grace marks may be given only to the candidate who will pass the entire concerned examination of the **semester\*/ year** after awarding the grace marks and not for the purpose of promoting the student to next year with back papers or for improvement of division of percentage.
6. It is mandatory to pass in Theory, Practical or Sessional Examinations separately to get the benefit of grace marks which shall be given only in Theory examination.
7. For B.Sc. Nursing the provision of awarding grace marks is as per the INC guidelines.

### **16. Approval and Moderation of Result**

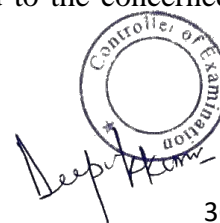
- a) Before declaration, the results of examination together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Vice-Chancellor.
- b) If the Vice-Chancellor feels, on scrutiny of the figures submitted that there is a distinct change of standard in the examination as a whole or in a particular subject, he may refer the matter to the examiners concerned for a report or may take such action as he considers appropriate or if he does not feel the need of any change may order for declaration of the results.

### **17. Declaration of Result**

The Controller of Examinations shall declare the results of various examinations in such manner as may be directed as per evaluation scheme as per the ordinance.

Simultaneously with their declaration, the results shall be communicated to the concerned Dean / Director / Principal of the Colleges.

### **18. Provisional/Confidential Result**

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In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor may order for the declaration of result of the individual or a group of students provisionally.

**19. Issue of Mark Sheets**

The Mark Sheets will be issued to the candidates at the earliest after the declaration of the results. Mark Sheet will be printed on semester basis. A Mark Sheet may be withheld by the Controller of Examinations on reasonable grounds.

**20. Issue of Duplicate Mark Sheets**

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the Notary / First Class Magistrate, showing that the original has been lost / destroyed.

**21. Transcript**

There is also provision of conversion of multiple marks sheets to consolidated marks sheet in each passing year by submitting all the original marks sheets of the concerned year along with prescribed fee.

**22. Award of Degree**

The student shall have to apply for a degree in the prescribed format along with the prescribed fee.

A student shall be awarded a degree if:

- a) He/she has enrolled himself/herself, undergone the course of studies, completed the project report / training report specified in the curriculum of his / her programme within the stipulated time, and secured the minimum marks prescribed for award of the concerned degree.
- b) There are no dues outstanding in his/her name.
- c) No disciplinary action is pending against him/her.
- d) Normally a degree shall be awarded during the convocation.

**23. Scrutiny**

- a) No application will be considered unless the college dues have been cleared by the student.
- b) Scrutiny shall be allowed only in theory papers.
- c) A candidate shall be entitled to have his / her answer sheets scrutinized. A candidate may apply, within **two weeks** from the date of the declaration of the result, for Scrutiny of the Examination answer sheets of a specific course(s) on the payment of prescribed

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fees. Scrutiny shall mean verifying whether all the questions and their parts have been duly evaluated and marks given as per the question paper and the totaling of the marks.

- d) In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the results as well as marks sheet of the concerned examinations.

The Hon'ble Vice-Chancellor / Examination Committee shall have power to dismiss the result of a candidate after it has been declared, if:

- I. A mistake is found in his result.
- II. He is found ineligible to appear in the examination.

#### **24. Re-evaluation**

- a) No application will be considered unless the college dues have been cleared by the student.
- b) Re-evaluation shall be allowed in only theory papers. For re-evaluation of the Examination answer sheets of a specific course(s) on the payment of prescribed fees.
- c) The re-evaluation will be done by a second independent examiner.
- d) While re-evaluation of the answer sheets, the title covers of the same will be folded with fevicol/gum stapled and strips of black or brown papers will be pasted over the marks inside to conceal these so that the re-evaluator(s) may do independent marking on separate award lists question-wise.
- e) Provided that if the marks are increased due to re-evaluation of answer sheet by more than 10% of the maximum marks of the paper and also if the marks are decreased due to re-evaluation of answer-sheet by more than 10% of the maximum marks of the paper, the answer sheet will be sent to the second re-evaluator. Average of the two higher awards given by the Re-evaluators/Examiner will be taken into consideration but the candidate will be allowed minimum pass marks if any of the three examiners (including the two re-evaluators) awards minimum pass marks or more than pass marks. Fractional mark if any shall be rounded to next full mark.
- f) Increase/Decrease in marks due to re-evaluation will be taken into account. The result/marks of a candidate will be revised on the basis of re-evaluation score only if the score increases/decreases by 10% or more of the maximum marks allotted to the concerned paper or if on re-evaluation the character of the result changes (character means 'Fails' to 'Pass' or change in division) or in the case of a candidate for Master's Degree Examination the aggregate comes to 54.5 or 55%. Provided that in case of failure in a subject, if the candidate still remains fail after re-evaluation, the increase/decrease in marks if any, will not be shown on the marksheet since the result remains unaffected.
- g) The result of re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.

- h) If as a result of re-evaluation, candidate passes the Examination, and he/she becomes eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her, his/her attendance in the higher class shall be counted from the date of his/ her admission.
- i) A candidate whose answer-sheet is not available for re-evaluation due to any reason, may be allowed by the Vice Chancellor either:
  - I. To re-appear in the same paper at the next examination without payment of examination fee and in that event his / her result shall be determined on the basis of the marks secured by the candidate in the paper in which he / she reappears.
  - Or
  - II. Minimum passing marks or average marks on the basis of marks in other subject may be awarded to the candidate.

**25. Storage of Answer Sheets**

- a) Answer sheets of University Examination will be kept safe in record for a minimum period of two years after completion of the course of the batch in which the student is studying.
- b) Any above mentioned facilities can be obtained by the student till the copy is available in the record.

**26. Signatory Authorities**

- a) All DMCs will be issued under the signature of Controller of Examinations.
- b) All Diploma Certificates and Degree (except M.Phil/Ph.D and Honoris Causa Degrees) will be issued under the signature of Controller of Examinations, Registrar and Vice-Chancellor.
- c) All M.Phil/Ph.D. and Honoris Causa degrees will be issued under the signature of Registrar, Vice-Chancellor and Chancellor.

**27. Maximum Duration of Course**

A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. General formula therefore should be as follows:

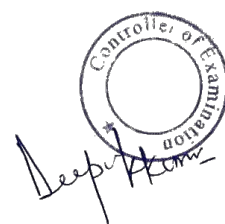
- a) Time Span =  $N+2$  years for the completion of programme,  
where N stands for the normal or minimum duration prescribed for the completion of the programme.
- b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.

- c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

**The maximum period to complete the course successfully should not exceed 8 years in case of B.Sc. (Nursing) as per the norms of INC.**

**For B.Pharm / M.Pharm Course :** The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

- 28. *Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of difference of interpretation the Vice Chancellor may take a decision, after obtaining the opinion / advice of an Examination Committee. The decision of the Vice Chancellor shall be final.***

A circular official stamp of the Controller of Examinations is located in the bottom right corner. The text "Controller of Examinations" is written around the perimeter of the circle. A handwritten signature, which appears to be "Deep Kumar", is written across the center of the stamp.