

EXAMINATION MANUAL

Version-3.1



SRI SRI UNIVERSITY

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EXAMINATION MANUAL

INTRODUCTION

The examination center of Sri Sri University has been automated with 100% integration of ERP and TCSion EMS for transparency, accuracy and mass data handling in examination system. Examination center has developed in house ERP software to automate the process of examination system. The student life cycle management system is fully implemented and the entire examination system of the university is fully automated to a reasonable extent. Examination software is complete and customized software solution for examination and result related process and work. The ERP and TCS ion software includes the user friendly menus can easily generate all the reports.

DATA FLOW DIAGRAM AND WORK INFORMATION OF EXAMINATION SOFTWARE

Data flow diagram and work information (in brief) of various pre and post examination modules of examination system and process have been explained in diagram next page



SRI SRI UNIVERSITY – EXAMINATION WORKFLOW



A. PRE-EXAMINATION PROCESS MODULE

The pre examination process module includes the student master, subject master (program-semester-course), Registration master etc.

B. POST EXAMINATION PROCESS MODULE

The post examination process module includes the mark data master, marks conversion and range master (Programme-semester-course) and various reports of result analysis.



SALIENT FEATURES OF OUR EXAMINATION SYSTEM

- Continuous Internal Assessment System
- e- governance in office administration
- Transparent, efficient examination and Evaluation system
- Conducting examinations in a secure and efficient manner is the core aspect of examination
- Automated process of examination, evaluation and declaration of results.
- Biometrics and Iris restricted access will be implemented soon to prevent impersonation.
- Digital display of Answer scripts (Script view) for students will be implemented to address grievances.
- Academic awards will be available in NAD-Digi locker

At Sri Sri University, each program is OBE (Outcome Based Education) as the basic premise. Program Outcomes (POs) for each program designed, after the finalization of the nomenclature and decision taken to offer a program, the objective of the program is first defined. The POs are then formulated based on the objectives. The PSOs are defined outlining competencies and shared with students. The complete course handout is then compiled and handed over to the students. Outcomes of every course are discussed with students by the end of the course session.

The main objectives of the Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs offered by the University have been specified and these are included in the course handbooks of respective programs which are distributed among all concerned students and faculty members. These are also uploaded in the University website under the specific program offered by respective Schools.





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SRI SRI UNIVERSITY

EXAMINATION MANUAL

1. WORK TO BE ATTENDED BY THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

- 1.1. Issue of calendar of events and schedule of examinations, inviting applications from the eligible candidates for University examinations.
- 1.2. Preparation of detailed time - tables and their notification in time, based on schedule of examinations.
- 1.3. Fixing up of centers for theory and practical examinations.
- 1.4. Scrutiny of examination application forms of candidates at least 30 days before the commencement of examinations with respect to the following items:
 - 1.4.1. Name of the candidate, including correct spelling and initials;
 - 1.4.2. Scheme, subjects, and papers offered at the examination by the candidate;
 - 1.4.3. Previous attempts with regard to repeater's Register No., Month and Year;
 - 1.4.4. Checking cross reference in respect of candidates appearing simultaneously in a particular examination along with other subjects of previous year examination;
- 1.5. Releasing the list of Candidates Department wise and issuing of the same to the center of examination.
- 1.6. Preparation of the subject wise, paper wise and date wise statement to print question papers and arrangement of sending them to the centers of examination.
 - 1.6.1. Note: Question papers to be printed shall be 10% in excess of what is actually required in each subject.
- 1.7. Indicating on question paper packets, the subjects, subject codes, date of examination, time of examination, Number of question papers in each packet etc.
- 1.8. Printing of various kinds of Forms, Registers, Marks Sheets, Provisional Passing Certificates, Degree Certificates etc.
- 1.9. Appointment of Centre Superintendent, Invigilators and other staff required to conduct examinations.
- 1.10. Arrangements for coding of answer scripts & dispatching answer scripts.
- 1.11. Preservation of valued answer script for TWO years after the announcement of results and their disposal thereafter.
- 1.12. Arrangement for writing/computer printing and distribution of marks cards, correction of mistakes in marks cards, and other certificates to be issued to the candidates.



- 1.13. To assist the Board of Studies in constitution and appointment of the Question Paper Setters and Examiners.
- 1.14. Announcement of selection and issue of orders to the Heads of the Departments and members of the squad team, Internal and External examiners, Paper-Setters etc.
- 1.15. Forwarding the lists of examination work done by paper setters and examiners to the Finance Section for payment of remuneration as per rules duly certified by Controller of Examinations.
- 1.16. Printing, supplying of answer books and various other forms to the centre of examination at the appropriate time.
- 1.17. Dealing with unfair means cases detected before, during and after examinations as per Rules.
- 1.18. Announcement of examination results, relating to the withheld cases and announcement of follow up work in cases of discrepancies.
- 1.19. Issue of Passing Certificates, Marks Cards, Consolidated Marks Cards, Provisional Degree Certificate, Rank Certificate, Corrected Certificates etc. and Duplicate Marks Card, Certificates, if any, as per Rules.
- 1.20. Arrangements of the work for dispatching of all examination material to examination centers.
- 1.21. Arrangement for conducting examination, collection of answer papers, Marks lists, processing and declaration of results.
- 1.22. Work related to Convocation as under:-
 - 1.22.1. Preparation of Eligibility list for convocation, year wise.
 - 1.22.2. Preparation and presentation of lists year wise in person and in absentia separately.
 - 1.22.3. Preparation of list of prizewinners, and medal winners.
 - 1.22.4. Printing the list of students attending the convocation and preserving the bound volume of such list.
 - 1.22.5. Writing/printing of Degree Certificates/Rank Certificate/Prize or Medal certificate, Ph.D. certificate.
 - 1.22.6. Intimating to the candidates through Notifications, date and venue of convocation and other literatures relating to swearing etc.

2. POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS

- 2.1. The Controller of examinations shall prepare periodically, list of those persons who have failed in discharging the examination related responsibilities entrusted to them and refer them to the Enquiry Committee of the University with the approval of the Vice-Chancellor and thereafter place it before the Board of Studies for taking appropriate action against them.



- 2.2. The Controller of examinations shall be responsible for maintenance of records, maintenance of marks lists and evaluated answer scripts. The evaluated answer scripts shall be preserved for two years, after the announcement of results and thereafter dispose them off through tenders, except the scripts regarding which court cases are pending.
- 2.3. He shall arrange to fix the rate of remuneration payable to the persons other than the staff, deputed for various works connected with the examinations, and shall have to issue sanction order after the approval of Vice Chancellor.
- 2.4. He shall prepare and notify Calendar of events for various examinations in the beginning of each Academic Year. It is incumbent on the part of the Controller of examinations to ensure adherence to the Calendar of events.
- 2.5. He shall be responsible for announcement of results expeditiously and arrange for the distribution of mark sheets to the departments.
- 2.6. He shall arrange to prepare the eligibility list of candidates for each Convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.
- 2.7. He shall arrange to prepare the merit list and rank list and list of prize winners and medal winners.
- 2.8. He shall arrange for redressal of grievances of students relating to evaluation of answer scripts.
- 2.9. Make enquiries about all types of unfair means committed during examination, evaluation and in the processing of results etc.
- 2.10. He shall arrange for printing of question papers and supply them to the centre of examination.
- 2.11. He shall arrange for the preparation of statements, department wise, subject wise, paper wise and date wise for printing the question papers.
- 2.12. He shall arrange for issue of Mark Sheets, Duplicate Mark Sheets, Consolidated mark sheets and Rank Certificates and Duplicate Degree Certificate.
- 2.13. He may make any structural changes in the examination administration as and when required.
- 2.14. He shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

3. ROLE OF EXAMINATION CONDUCTING AUTHORITY

3.1. Centre Superintendent

- 3.1.1. The controller of examination shall appoint the Centre Superintendent where the examination is to be conducted.



- 3.1.2. The center superintendent is responsible for overall conduct of examination. He/ she will ensure that all rules and regulations stipulated by Sri Sri University are followed.
- 3.1.3. The center superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.

3.2. Handling of Confidential Material for the Examination

- 3.2.1. Question Papers in sealed packets will be sent to the Centre Superintendent and the material will be stored under safe custody of the Centre Superintendent only during the examinations.
- 3.2.2. For each subject, adequate number of question papers (5% in excess of the total number of candidates appearing / eligible to appear according to the roll sheet) shall be available with the Centre Superintendent in the sealed packets. The questions for a particular subject shall be packed in a single envelope. The name of the paper shall be written on the envelope.
- 3.2.3. Question Paper packet shall be opened by the Centre Superintendent in the presence of TWO invigilators 10 minutes before the start of examination.
- 3.2.4. The unused papers are to be counted, packed and returned to the Controller of Examinations office. The information regarding unused question paper to be intimated to COE office.
- 3.2.5. The Main answer books and additional answer books shall be opened by the Centre Superintendent in the presence of the Invigilators 30 minutes before examination. The remaining answer books should be returned back to the COE office after the examinations. Centre Superintendent shall be accountable for the same.

3.3. Examination Supervising Squad

- 3.3.1. One or more senior faculty members shall be nominated by the Vice-chancellor, to be in the Examination Supervising Squad to observe the conduct of semester examinations.
- 3.3.2. He / She shall also ensure that the students are not resorting to unfair means. In case of any incidence, the matter has to be represented to the COE.
- 3.3.3. He / She shall give a written report after the Semester examinations in a sealed envelope to the Vice Chancellor.

3.4. Guidelines to Invigilators

Invigilators of Examinations play a central role in ensuring the sanctity of the Examination system; they ensure that the examinations are conducted in a fair manner.

Invigilators should not cause any unnecessary disturbance in the examination hall. Soft-soled shoes should be worn and any discussions between invigilators or invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not



read (other than if directly related to the examination), eat or otherwise engage in activities which may distract the examinees.

Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behavior. Situations should be dealt with in a sympathetic and supportive manner, which minimizes any adverse effect on other candidates and maintains sanctity of the examination.

All Invigilators are required to familiarize themselves with the Guidelines and Rules governing the Conduct of Examinations before the commencement of the examination

Responsibilities of invigilators

- 3.4.1. To collect examination papers from the Centre Superintendent,
- 3.4.2. Ensure papers and materials are distributed appropriately (according to the seating plan).
- 3.4.3. Ensure that the students have occupied their seats as per the seating arrangements made by the Centre Superintendent and the same is notified to the students in front of the examination Hall [A sample of the Seating Arrangement Plan of the Examination Room is attached in **ANNEXURE – XI**]
- 3.4.4. Ensure and verify that the students are filling up all the information as required to be written in the Main answer scripts [The approved design of the Main Answer Script is attached in **ANNEXURE – I**], additional answer scripts [The approved design of the Additional Answer Script is attached in **ANNEXURE – II**] and questions papers.
- 3.4.5. Should demand the students produce the ID card and Hall ticket [A sample of the Hall Ticket Issued to the students is attached in **ANNEXURE – VI**] and ensure that the student has written his name clearly and registration number in the space provided.
- 3.4.6. Should ensure that the students are adhering to the instructions strictly as specified on the reverse side of their hall ticket [Instructions printed on the backside of the Hall Ticket Issued to the students is attached in **ANNEXURE – VII**].
- 3.4.7. To authenticate the main answer scripts, additional answer scripts by signing in the space provided for the invigilators only after verification and on satisfaction of the information provided by the students and that the students has filled up the necessary information as required in the Attendance Sheet. [A sample of the Attendance sheet is attached in **ANNEXURE – X**]



- 3.4.8. Make announcements to candidates as and when necessary.
- 3.4.9. Conduct invigilation in such a way as to cause minimum disturbance to candidates
- 3.4.10. In case of any mal practice or unfair means detected by the invigilators he / she should immediately seize the main answer scripts / additional answer scripts used by the student until the time of detection of the same. However, the invigilator should allow the student to continue to appear the examination by providing additional answer scripts to the students.
- 3.4.11. The Invigilator should report the same incident to the Centre Superintendent and submit the answer scripts of the said student along with the report of Mal Practice in specific format (ANNEXURE - VIII) available with the Centre Superintendent.
- 3.4.12. Collect and deliver completed answer scripts and attendance sheets to the Centre Superintendent.
- 3.4.13. Adopt correct procedures in case a candidate becomes ill, distressed or behaves in a way perceived to be misconduct and liaison with the Centre Superintendent, as necessary.
- 3.4.14. Ensure that instructions to invigilators and Rules Governing the Conduct of Examinations are followed.

EXAMINATION PROCEDURE

- 3.4.15. **Preparedness of room:** Administrative staff will set up the venue for the conduct of examination(s) and are responsible for the general tidiness of the room as per the direction of the Centre Superintendent.
- 3.4.16. The Administrative Departments shall be informed of the rooms being used for examination purposes well in advance by the Centre Superintendent for ensuring that no maintenance work takes place during the examination which may cause disturbance to candidates.
- 3.4.17. Invigilators are required to report to the Office of the Centre Superintendent 30 minutes prior to the start of the examination.
- 3.4.18. Invigilators must carry the following items to each examination room:
 - 3.4.18.1. Answer Scripts
 - 3.4.18.2. Additional Answer Scripts
 - 3.4.18.3. Attendance sheets
 - 3.4.18.4. Graph paper, if relevant
 - 3.4.18.5. Seating plan (if relevant)
 - 3.4.18.6. Temporary Absence Forms



- 3.4.18.7. Charts or tables if required
- 3.4.18.8. Books of statistical tables (if relevant)
- 3.4.18.9. Important Venue Information (Telephone Number of Centre Superintendent, Examination Office and COE etc.)
- 3.4.19. The Invigilator is responsible for ensuring conditions appropriate for the conduct of examination before the examination begins. The invigilator shall take up concerns if any regarding the venue that he / she encounters on arrival in the room with the Centre Superintendent.
- 3.4.20. On arrival at the Exam Hall, ensure that the seating plan prepared by the Centre Superintendent has been displayed at the entrance to the room.
- 3.4.21. Invigilators to place the answer books in accordance with the seating plan.
- 3.4.22. Question papers should be handed over to the students in time.
- 3.4.23. Inform the Centre Superintendent immediately if there is any observation on question paper, material or venue.

Admitting the Candidates

- 3.4.24. The Invigilator shall allow the entry of the candidates to the examination room Fifteen minutes before the published start time depending on the size of the venue.
- 3.4.25. Invigilator shall announce the rules and conduct of the examination. [Please note that mobile phones, wallets, carry bags are not permitted inside the examination hall.] Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items in the possession of the candidate shall be taken away. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangement for candidates who cannot see the clock.



3.4.26. INSTRUCTIONS TO EXAMINEES (STUDENTS)

DOs

1. Report to the Examination Hall 15 minutes before the commencement of the examination.
2. Carry your Identity Card and Hall Ticket/ Admit card with you.
3. Occupy the seat where your roll number is marked.
4. Carry your own stationery and calculator if allowed.
5. Check the answer booklet before use. Return damaged/torn answer booklets.
6. Read the instructions on your answer booklet carefully.
7. Write your roll/registration number only at the designated place in the answer booklet.
8. Verify whether you have received the correct and complete question paper.
9. Write answers with a blue/black pen.
10. Medium of examination is English. Answer booklet written in any other language is liable to be rejected.
11. Use both sides of answer booklet.
12. Securely attach graph paper, drawing sheet etc. after folding it to the size of the answer booklet.
13. Submit answer booklet immediately upon completion of examination time.
14. Collect all personal belongings, identity card and Hall Ticket/ Admit card before exiting the Examination Hall.

DON'Ts

1. Be late.
2. Carry any electronic gadgets/chits/reading or written material inside the Examination Hall.
3. Make/Write any noting/rough work on the question paper.
4. Make/write religious symbols/prayers on the answer booklet/graph papers/drawing sheets.
5. Write / make extraneous (irrelevant/unrelated) notes/remarks. Write / make appeal for marks etc.
6. Exchange stationery or calculator.
7. Talk/communicate with other examinees.
8. Tear / carry any page from the answer booklet including graphs papers/drawing sheets etc.
9. Leave seat without permission.
10. Tear/damage the roll numbers marked on the desk.
11. Misbehave/argue with invigilators and other staff members.
12. Forget your identity card and Hall Ticket/ Admit card



Starting the Examination

- 3.4.27. The Invigilator shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time with information to Centre Superintendent.
- 3.4.28. Invigilators should position himself / herself in a manner, so as to ensure a clear view of all the candidates.

Checking Toilets

- 3.4.29. When candidates are seated and the examination has commenced, the Centre Superintendent should ensure that the security staff checks the nearest toilets to ensure they contain no notes / books or other material which could be referred to by students taking toilet breaks during the examination.

During the Examination

- 3.4.30. **Conduct of Invigilators:** All activities carried out during the examination shall be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive.
- 3.4.31. **ID Checks:** All students must be able to confirm their identity by presenting University Registration Number Card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. [However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the Centre Superintendent, obtain a signed slip and present it to invigilators on their return. The slip is valid for one examination only and must be taken back from the student.]
- 3.4.32. **Candidates Arriving Late:** No candidate shall be allowed to enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.
- 3.4.33. **Supervising Candidates:** As early as possible during the course of the examination, invigilators should check that the students are not carrying any unauthorized material. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator may leave the room in order to clarify a question or other emergency for which reliever invigilators will be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.
- 3.4.34. **Confirming Attendance:** 30 minutes after the start of the examination, an Invigilator should collect completed attendance sheets. **"Absent"** is to be marked against "absentees".
- 3.4.34.1. Any student appearing in the examination whose name is not on the attendance sheet for certain reasons should be reported to the Centre Superintendent and on



approval of the same his/her name should be added as Additional Candidates in the sheet provided separately.

- 3.4.35. **Suspected Irregularity or Misconduct:** If an Invigilator suspects a candidate of misconduct, he or she must inform the same to the Centre Superintendent. The directive of Centre Superintendent shall be final in this case. A written report should be prepared by the Invigilator and submitted to the Centre Superintendent after the examination. The Invigilator shall take possession of any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.
- 3.4.36. **Problems with Question Papers:** Where candidates raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the Invigilator shall immediately notify the same to the Centre Superintendent who will endeavor to obtain and convey the necessary information to the student(s). The Centre Superintendent must be informed immediately of every such case. Invigilators shall not advise on meaning or interpretation of questions.
- 3.4.37. **Additional Paper:** Additional sheet will be provided if it is required during the examination, it may be supplied along with a tag to tie / stitch these sheets to the main answer book. Ensure all unused additional papers are collected at the end of the examination before candidates leave the hall.
- 3.4.38. **Disturbances:** In the event of noise or other external factor causing a disturbance in the room, notify the Centre Superintendent immediately.
- 3.4.39. **Illness:** Inform the Centre Superintendent in the case of illness of an examinee for immediate action.
- 3.4.40. **Toilet Arrangements:** Students are not allowed to take any papers or notes out of the examination room during the examination. If invigilator suspects a student might have notes in his / her possession (e.g. if he or she is wearing a jacket with pockets), the student should be asked to empty their pockets or to confirm they do not have any notes. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.
- 3.4.41. **Eating and Drinking:** Candidates are permitted to drink water in the examination room but should be asked to cease any activity which causes a disturbance e.g. rustling papers etc. All other activities are not permitted in the examination hall.
- 3.4.42. **Leaving Early:** Without the special permission of the Invigilator any candidate shall neither leave the examination room until 1 hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposes other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator.



3.4.43. After the Examination

3.4.44. Ending the Examination: 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 scripts have been collected.

3.4.45. Administration of Completed Scripts: Before Students Leave the Hall: It is very important that all answer books and additional sheets (whether used or not) are collected before students leave the hall. In no circumstances students are allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Students who have used additional sheets should attach them to their answer book with the tag provided. When all answer books are collected, the Invigilator should count the answer books and ensure that they tally with the number of students appeared in the examination.

3.4.46. Administration of Completed Scripts - Packaging the Papers: Invigilators should hand over the following to the Centre Superintendent after completion of the exam:

- 3.4.46.1. Answer books arranged subject wise in the attendance sheet serial order
- 3.4.46.2. Attendance sheet
- 3.4.46.3. Temporary Absence Statement
- 3.4.46.4. Unused Main Answer Scripts (if any)
- 3.4.46.5. Unused Additional Answer Scripts (if any)
- 3.4.46.6. Spare copies of the question paper (if any)
- 3.4.46.7. Any other material related to examination

3.4.47. Invigilator's Report: Invigilators may submit a report on short-comings / suggestions, if felt and submit it to the Centre Superintendent.

Conduct of Examination

3.4.48. General Conducts: A Student must enter the examination hall 10 minutes before starting the examination. He/ She is not allowed to take anything except Pen / Pencil / Non- programmable Calculator besides his / her Admit Card and University Registration Card. Mobile Phone is strictly prohibited inside the examination hall. Students are not allowed to talk to each other in the examination hall. No exchange of question papers/ calculators is allowed. In case a student has any doubt he/ she should stand up to draw the attention of invigilator. Invigilators or any other teacher will not help any candidate in explaining the questions or in giving any hint. However a detailed instruction of the general conduct of the students during the examinations shall be mentioned on the backside of the Hall Tickets Issued to the students [ANNEXURE - VII]



- 3.4.49. **Requirements / Guidelines for Examination Hall:** Roll list of the students permitted to appear at an examination will be sent along with examination material. Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination. Depending on the room size, the number of candidates per room will be decided by the Centre Superintendent ensuring that there is no scope for cheating / copying and also to ensure that the students are seated comfortably. Seating arrangements will be made serially according to the registration number. The registration number of eligible students must be pasted / indicated on the respective allotted desk in the examination hall. A list containing the Room Numbers with seating arrangement, Names of the Invigilator for each paper shall be sent to the COE office. For every 30 students, there will be an invigilator, who must be a teacher of the University. All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall. For the purpose of temporary absence, each reliever invigilators shall be appointed by the Centre Superintendent. The invigilator should ensure that the student has entered all relevant details in the Answer book as well as on the top of the Question Paper.
- 3.4.50. **Seating Arrangements:** Two students in maximum shall be allowed to sit in one bench. However, there should be minimum one-meter gap between each student. 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. The rooms should be kept locked and only opened 15 minutes before commencement of the examination. A consolidated room-wise seating arrangement will be displayed at prominent places of the Centre of Examination for guiding examinees to respective rooms.
- 3.4.51. **Gate Checking:** A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:
- 3.4.51.1. Cell phones, Wallets, Programmable calculators (If not authorized by the center superintendent)
 - 3.4.51.2. Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.
- 3.4.52. **Attendance:** Each page of the attendance sheet contains names and Registration numbers of 10 students. [Format of the same is attached in ANNEXURE - X]The invigilators are required to take attendance of the students after checking the University registration Card and the admit card of the students. The invigilator must mark the Absentee student with 'ABSENT' (in Capital letters) against his/ her name. The counts of students present and students absent in each attendance sheet should be recorded and signed by invigilator(s) on the attendance sheet. No student shall be allowed to go with the question paper to toilet. Not more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination by specifying the details as required in the Temporary



Absence Statement available at the Examination Room [A sample of the Temporary Absence Statement is attached in ANNEXURE – IX]. No student will be allowed to go to toilet in the last 15 minutes of the examination. No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/ her question paper and answer book to the Invigilator.

3.4.53. Collection, Packing and Forwarding of Answer Sheets: The invigilators shall arrange the answer books serially according to Registration numbers as appeared in Attendance Sheet and hand it over to the Centre Superintendent. The Centre Superintendent must ensure that the answer books are matched with the attendance sheet and packed and sealed immediately after the examination. 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. The attendance statement (for each individual subjects) duly countersigned by Centre Superintendent should be submitted in a separate packet at the time of dispatch of answer scripts. (This is mandatory)

3.4.54. Water Arrangements: Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

3.4.55. Toilets: Toilets should be cleaned and opened only 10 minutes before the commencement of examinations.

3.4.56. Barricade: If necessary barricades are to be placed by the Administration at relevant places to ensure that only bona fide students eligible to appear in the examination are allowed after checking

4. CONFIDENTIALITY SYSTEM

4.1. Coding Process

4.1.1. After the examination, once the answer sheets are deposited by the centre superintendent the office of the controller of examinations generate encrypted coding stickers for each answer script. The coded sticker to be pasted in the specified place on the answer scripts.

4.1.2. The unique code number pasted on the student information space of the answer script will be removed from the answer booklet before sending it for Valuation.

4.1.3. A copy of the assigned code number will also be pasted on a separate sheet containing the details of the students for record keeping, future checking and verification, if necessary.

4.1.4. Once this process is completed, Subject wise coded answer scripts without the information of the students shall be delivered to the assigned evaluator for evaluation purpose.



- 4.1.5. Thereafter, the answer scripts will be recognized only through the random code numbers by concealing the identity of the student without registration number or the name. This system and process guarantee the anonymity of the script at the time of valuation.
- 4.1.6. The code slips shall not be removed by any person. No marks of any kind shall be made on any of the answer booklets.
- 4.1.7. Coded Mark foils: Coded mark foils shall be sent along with the corresponding answer scripts for the valuation by the examiners. The marks awarded shall be entered against the corresponding Code in the mark foil. Detailed instructions to the examiners regarding evaluation shall be issued along with the Mark foils for strict compliance.
- 4.1.8. Return of Answer booklets: On completion of the evaluation, the answer booklets shall be enclosed in the covers in which they had been received and sent to the Office of the COE and the receipt of the same should be obtained.

4.2. Post Assessment Work

- 4.2.1. The assessed answer book shall then be rearranged and stack them subject wise.
- 4.2.2. The same shall be preserved for a minimum of two years after the completion of the examinations of a particular batch

5. GUIDELINING UNFAIR MEANS IN EXAMINATION

- 5.1. **Unfair Means by Candidates:** Unfair means and includes any one or more of the following acts by a candidate appearing for the University Examinations:
 - 5.1.1. Being in possession of any book, notes or paper with scribbling relating to the subject in the examination hall which might possibly be of assistance.
 - 5.1.2. Exchange of writing materials, mathematical tables, question papers etc., while in the examination hall.
 - 5.1.3. Speaking to or communication in any way with, any other candidate while the examination is in progress.
 - 5.1.4. Taking with him/her answer book written or blank answer book while leaving the examination hall.
 - 5.1.5. Copying or attempting to copy from any paper, book notes, from any other students answer scripts; or allowing any other candidates to copy from his/her answer book.
 - 5.1.6. Use of Modern gadgets, instruments, such as digital watch, electronic diary, cellular phones, pagers etc. in the examination.
 - 5.1.7. Writing on any other paper other than the main answer sheets clues or points which might possibly be of help to any other candidate during the examination.
 - 5.1.8. Using or attempting to use any unfair means like smuggling in any answer book written outside or substituting the answer scripts, or inserting in answer scripts/sheets not supplied in examination hall.



- 5.1.9. Carrying the answer scripts supplied in the examination hall written, unwritten, out of the examination hall.
 - 5.1.10. Disclosing in his/her answer books(s) his/her identity or making any relative marks such as letter, symbols, drops of ink lines, etc. and whatever else that in the opinion of the Committee might constitute an attempt at helping identification of authorship.
 - 5.1.11. Using abusive or obscene language or being guilty of any other misconduct.
 - 5.1.12. Assaulting in any form or manner any official involved in the conduct of the examination,
 - 5.1.13. Disobeying instruction issued by the Invigilator, Squad members or the Centre Superintendent or being guilty of rude behaviour or even found staring at the Invigilators in a threatening manner inside or within the precincts of the Examination hall.
 - 5.1.14. Impersonating another, or allowing any other person to impersonate him/her in the Examination hall.
 - 5.1.15. Approaching directly or indirectly to teachers, officers, officials or examiners, or bringing pressure or influence upon them for favors in the examination.
 - 5.1.16. Committing other act of commission or commission intending to gain an advantage or a favor from the examiners or authorities of the University.
 - 5.1.17. Any other act on the part of the candidates which amount to malpractices in the opinion of the staff (Supervision) in charge of conduct of examination, as reported to the Registrar (Evaluation) by the concerned with such evidence as are necessary for action.
- 5.1. Constitution of Flying Squad to overview and supervise the conduct of examination so as to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates. The Flying Squad constitutes Deans and four Professors from different Faculties.
- 5.1.1. Role of Flying Squad:**
- i) Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.
 - ii) Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
 - iii) Ensure that the examinee does not write anything on the question paper supplied to him/her.
 - iv) Conduct themselves at the examination center with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.



- v) Not cause any kind of harassment either to the students or to any of the officials of the examination center.
- vi) Inspect the examination center regularly, go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vii) Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
- viii) The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to COE.
- ix) The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.
- x) The vigilance squad shall not release any press statement under any circumstances.

5.2. Procedure for Reporting Unfair means

- 5.2.1. In case of any mal practice or unfair means detected by the invigilators he / she should immediately cease the main answer scripts / additional answer scripts used by the student till the time of detection of the same. But the invigilator should allow the student to continue to appear the examination by providing additional answer scripts to the students.
- 5.2.2. In case of any mal practice detected by the invigilators in reference 5.1.6 the gadget should be seized and should be submitted to the Centre Superintendent and the Centre Superintendent should deposit the same at COE office for further action.
- 5.2.3. The Invigilator should report the same incident to the Centre Superintendent and submit the answer scripts of the said student in separate along with the report of Unfair mean in specific available with the Centre Superintendent.
- 5.2.4. The Centre Superintendent should send all those answer scripts booked under the mal practice to the office of controller of examination in a separate packet with a statement mentioning the details of such incidents.

5.3. Procedure for conducting enquiry

- 5.3.1. Constitution of Examination Committee for Unfair means (Section 5), the Committee members on Ad Hoc basis
 - i. Controller of Examinations – Chairman
 - ii. Senior Faculty/ faculty members nominated by Dean and approved by the Hon'ble Vice Chancellor
 - iii. Assistant Registrar –Examination (Ex officio Member)
- 5.3.2. All the unfair means cases should be reported to the Examination Committee. The committee should be appointed by the Vice Chancellor.



- 5.3.3. The Controller of Examinations – Chairman shall fix a date for the conduct of inquiry in respect of each case. If required, the candidates booked for Unfair Means Case has to appear before Examination Committee for enquiry.
- 5.3.4. If a person served with the notice of enquiry fails to appear before the committee on the prescribed date but sends a written submission accepting the charges and admitting that he/she is guilty of committing the act/s of indiscipline or unfair means, he/she is charged with, the committee shall submit its report and recommendation in respect of the case to Vice-Chancellor on the basis of the submission received from the candidate.
- 5.3.5. A person served with the notice of enquiry shall personally appear for the enquiry. If a person fails to appear before the Examination Committee the committee shall proceed to decide the case and on due consideration of the merits of the case, may make its report and recommendation in respect of the case to the Vice-Chancellor.
- 5.3.6. If the committee finds it necessary to examine or enquire any other person with regard to the matter enquired into, the committee may do so.
- 5.3.7. In all cases of indiscipline or unfair means the accused shall defend his/her case personally and no other person shall be allowed to represent the accused.
- 5.3.8. After the completion of the enquiry the Committee shall submit its report to the Vice-Chancellor at the earliest for needful action.

5.3.9. Result Declaration Committee:

As per the approval of competent authority, Result Declaration Committee (Passing Board) has been constituted for approving the end semester results of different faculties.

The followings are the list of members of Result Declaration Committee (Passing Board):

- i. Hon'ble Vice Chancellor – Chairman (By default)
(Any other member nominated by the Hon'ble Vice Chancellor)
- ii. Executive Registrar
(Any other member nominated by the Executive Registrar)
- iii. Concerned Dean from Faculty/Department
{Any other member (senior faculty member) nominated by the Dean}
- iv. Controller of Examinations

6. SUBJECT WISE REGISTRATION AND ELIGIBILITY TO APPEAR AT EXAMINATIONS

- 6.1. All Students of the university have to register for each of the subject they are required to study and appear at examination before commencement of a semester. Except in the 1ST Semester, where a student is automatically registered for all subjects of the Semester, a student has to apply to the HOD in a specified format [ANNEXURE - III] for subject wise registration for the semester. The same will be scrutinized and registration confirmation will be given to each student.



- 6.2. **Registration for Electives:** In the succeeding years, the students are required to register for subjects in the elective areas as per the schedule drawn for the program in specific formats available for the purpose. No subject in the elective area will be allowed for registration if there are less than TEN students opting for the particular elective subject. Similarly, no combination in the elective area will be allowed for registration if there are less than TEN students opting for the particular combination of elective subjects. However, if the number of students admitted in the program is less than ten then only one elective shall be allowed.
- 6.3. A student who has been promoted with **DEFICIT** shall first register his present semester subjects and thereafter register his **DEFICIT** papers of the previous year for the corresponding semester in the specific format [ANNEXURE - IV].
- 6.4. A student shall be admitted to examination in a subject only if he/she has registered for that subject, paid necessary registration and examination fee in the beginning of the semester.
- 6.5. A candidate shall be allowed in an examination only after he/she is issued an Admit Card for the relevant examination by the department.

7. ATTENDANCE AND ELIGIBILITY TO APPEAR AT THE EXAMINATIONS

- 7.1. The student admitted in any course applying to appear in any of the semester examinations need to attend ALL (i.e. 100%) of the scheduled lecture, tutorial and practical classes of a regular course. However, a relaxation up to 25% can be considered for specific cogent reasons out of which a 15% of the same may be allowed by the approval of the Dean/HODs of the departments with prior application, and 10% of the same may be permitted without taking any prior application. The cogent reasons for relaxation may be as per the followings:
- 7.1.1. Participation in Educational excursions, workshops, seminars, events which form a part of the teaching in any subject conducted on working days duly certified by the Dean / HOD of the department.
 - 7.1.2. Participation in National / Interstate / Interuniversity level sports tournaments duly supported by a participation letter from the concerned authority.
 - 7.1.3. Participation in Annual Cultural fest / Annual Sports meet duly supported by a participation letter from the concerned authority.
- 7.2. However, a minimum of 75% of attendance is mandatory requirement in all lectures, tutorial and practical classes of a regular course pursued by any student for appearing in any semester examinations held during the academic calendar of the semester conducted by the University.
- 7.3. The attendance shall be considered from the date of commencement of the classes in a particular semester. The schedule of classes to be notified through a time table before the beginning of classes in the Semester by the respective departments.



- 7.4. The attendance of a newly admitted candidate shall be counted from the date of his/her admissions or the date of commencement of the classes whichever is later.
- 7.5. In case of students promoted to the succeeding semester / succeeding year, after declaration of the result, the attendance shall be counted from the date of commencement of the classes.
- 7.6. **Concessions in Attendance:** A student is eligible to register for the End-Semester Examinations despite attendance shortage with a compensatory attendance allowed to him/her on the following grounds.
- 7.6.1. A maximum of 10% concession in attendance may be given to the student under special circumstances for prolonged illness duly certified by the Resident Medical Officer of the University or any registered Medical practitioner, provided such certificate is submitted to the Dean / HOD in time.
- 7.6.2. Under exceptional circumstances the Dean / HOD may recommend for an additional 5% concession in attendance, but such approval shall be at the discretion of the Vice Chancellor.
- 7.7. Students, who fail to meet the minimum attendance requirement [with shortage of attendance below 65%], calculated on the basis of combined schedules of Lecture, Tutorial & Practical hours of any registered paper, will not be permitted to appear in the final Semester Examinations/ University Examinations for the said academic year.
- 7.8. An attendance monitoring committee has to be constituted at the department level with the chairmanship of the Dean / HOD to execute the same.

8. ELIGIBILITY TO APPEAR THE BACKLOG EXAMINATION.

- 8.1. A student who is deprived of appearing the examinations of a particular course(s) in semester because of shortage of attendance shall be allowed to appear the same course(s) in the succeeding academic year only on satisfaction of the following conditions.
- 8.1.1. The student needs to register for the backlog courses by paying a Course Registration Fee of Rs. 10,000/- per course which may amount maximum up to 50% of the Tuition fee.
- 8.1.2. Special classes shall be arranged by the Dean / HOD and Faculty members are to be allotted for conducting the backlog courses. A minimum of 20 Hours Sessions can be allotted for each backlog courses during the semester.
- 8.1.3. The student need to attend all the Sessions of the Assigned Faculty Mentor, and on the completion the student need to produce a document of his / her attendance eligibility duly approved by the Assigned Faculty Mentor.
- 8.1.4. Similarly, if a lateral entry student has not yet gone through a course in the previous institution and is appearing in the backlog examination for the same course in our university, he/she will be treated under this category and need to pay Rs. 10000/- per course and attend the Special classes before appearing in the examination.



8.1.5. But in contrary, if the student has gone through a course in the previous institution and completed the desired number of credits (classes) for completion of the course but could not pass or appear in the examination, he/ she may appear in the backlog examination for the same course in our university by paying Rs. 500/- per course provided he/she submits his/ her attendance for the same course endorsed by the competent authority of the previous institution.

8.1.6. The guideline for reappearing an examination is as follows:-

As per the UGC DO No.F.1-1/2020 dated 29.04.2020 UGC Guidelines on Examinations Para 6.1 " A student has to reappear in an examination in which he or she failed or remain absent whenever the said examination is held next".

9. DEFINITION OF TERMS:

9.1. **Program:** A Program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. For example, MBA in General Management, MBA in Agri Business Management etc. would be called as 'Programs'.

9.2. **Course:** A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence. For instance, Managerial Economics, Organisational Behaviour, Marketing Management etc. included under the MBA in General Management would be called as 'Courses'.

9.3. **Credit:** This has a reference to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Although there is no hard and fast rule regarding how many credit points a single course should have, but according to the Model Curriculum of AICTE/UGC **1 credit is construed as corresponding to approximately 10 learning hours for theory courses and 20 learning hours for practical courses. 1 credit in terms of teaching load is equivalent to 1 hour per week for theory and 2 hours per week for practical courses.**

9.4. **Credit completion and Credit accumulation:** Each course of an academic program that has been assigned specific credit points also has a certain scheme of learner evaluation as well as certain specific criteria defining successful completion. Credit completion or Credit acquisition may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course.

Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of



credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus he 'accumulates' course wise credits.

9.5. **Grade:** A Grade is a method of reporting the result of a learner's performance subsequent to his evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the amount of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

9.6. **Grade Point:** Integer corresponding to each letter grade.

9.7. **Credit Point:** [CREDIT] X [GRADE POINT] for each course item.

9.8. **Credit Index:** Summation (Σ) of CREDIT POINTS of courses in a semester.

9.9. **Grade Point Average:** [CREDIT INDEX] / [Σ CREDITS of courses in a semester].

9.10. **Semester Grade Point Average (SGPA):**

[CREDIT INDEX for a semester] / [Σ CREDITS of courses in that semester].

9.11. **Cumulative Grade Point Average (CGPA) :**

[Σ CREDIT INDEX of all previous semesters up to a particular semester] / [Σ CREDITS of courses of all previous semesters up to that semester].

NOTE: After calculating the SGPA for an individual Semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table as per the **Eight (08) Points Grading System** and expressed as a single designated GRADE such as O++, O+, O etc....

10. GRADING SYSTEM:

The Absolute Grading system of Eight (08) Points with a base of 10 shall be adopted by the University from the Academic Year 2020 onwards. Categorization of the grades and their correlation shall be as under:

| Marks in % | Grades | Grade Points | Description |
|------------|--------|--------------|---------------------------------|
| 100 | O++ | 10 | First Division with Distinction |
| 90 - 99.99 | O+ | 9 to < 10 | First Division with Distinction |
| 80 - 89.99 | O | 8 to < 9 | First Division with Distinction |
| 75 - 79.99 | A++ | 7.5 to < 8 | First Division with Distinction |
| 70 - 74.99 | A+ | 7 to < 7.5 | First Division |
| 60 - 69.99 | A | 6 to < 7 | First Division |
| 50 - 59.99 | B | 5 to < 6 | Second Division |
| 0 - 49.99 | F | 0 | Fail |



| CGPA / SGPA | Grades | Description |
|-------------|--------|---------------------------------|
| 10.00 | O++ | First Division with Distinction |
| 9.00 – 9.99 | O+ | First Division with Distinction |
| 8.00 – 8.99 | O | First Division with Distinction |
| 7.50 – 7.99 | A++ | First Division with Distinction |
| 7.00 – 7.49 | A+ | First Division |
| 6.00 – 6.99 | A | First Division |
| 5.00 – 5.99 | B | Second Division |
| < 5.00 | F | Fail |

Note: The Grading Systems for the Faculties such as Faculty of Agriculture and the Faculty of Architecture shall be adopted as recommended by the Affiliating Bodies.

Note: Grade B shall be Pass Grade for theory and for other items such as practical or/and internal assessment component of the paper etc.

11. RULES FOR EXAMINATIONS

11.1. All the programs of the University shall consist of following items.

11.1.1. Theory Courses

11.1.2. Practical/Laboratory Courses

11.1.3. Projects (Summer Internship Program, Capstone Project etc.)

11.2. The schedule for these items along with their credit points for each semester shall be as per rules approved by the University from time to time.

11.3. At the end of each semester, there shall be an examination (herein after called End-Semester Examination) to be conducted by the Controller of Examinations of the University.

11.4. Two sets of Question Papers would be procured from the concerned course faculty members, which is to be submitted at least 20 days before the commencement of end semester examination. The Dean/HOD of every department will nominate one/two Senior Faculty member of the department to moderate the Question paper for every end semester examination.

11.5. There are 3 levels of moderations:

- i. Question paper moderation
- ii. Assessment Moderation (Evaluated answer sheets moderation)
- iii. Result Moderation:

In case of poor result in a particular course/subject based on grievance from faculty/student/Dean recommendations or from Result Declaration Committee/ Passing Board, maximum +1 to +5 marks will be added, if the results clear from more than 20% in a course/subject.



- 11.6. There shall be a **SPECIAL** examination to be conducted in the month of July / August after the publication of the results of all Semesters for a particular batch. A student, who failed in maximum up to **25%(for Post Graduate Programme) and 50% (for Undergraduate Programme), which is truncated to the next whole number in case of fractions**, of theory / practical / internal examination components will be entitled to register for the SPECIAL Examination and clear a failed subject(s) by paying the necessary examination fees and filling up the registration form [ANNEXURE - V].
- 11.7. Any student who has failed in more than **25% (for Post Graduate Courses) and 50% (for Undergraduate Courses), which is truncated to the next whole number in case of fractions**, of all the theory / practical / internal examination components will have to repeat the year as a regular student by paying the necessary tuition fees. A student who does not pass in any theory papers or practical / internal evaluations even after appearing in SPECIAL examinations will have to repeat the year as a regular student by paying the one-year tuition fees.
- 11.8. However, no student shall be allowed to appear at the End-Semester Examinations or SPECIAL Examinations failing to meet the minimum attendance requirements as mentioned earlier in any of the registered subject.

12. EVALUATION

12.1.Evaluation Of Theory Papers

The performance of a student in a course shall be evaluated based on following components:

End-Semester Examination : 40%/50%/60% * Weightage of the total marks.

Internal Assessment : 40%/50%/60% * Weightage of the total marks.

* As per the Board of Studies (BOS) approval

12.2. Internal Evaluation should be on the following parameters:

- Faculty members of the concerned Course shall conduct written test, surprise test/quiz, Article Review, Live Projects (Group), Exercises, Assignments (Group/Individual), Presentation (Group/Individual), Case lets etc. and submit the marks for the Internal Assessment.

12.3. The internal evaluation of the course shall be done by the concerned Faculty and he/she shall show the evaluated answer paper to the students and discuss the test problems in the class. However, the Departments shall maintain all records at least for one year for inspection by the competent authority.

12.4. Evaluation of Summer Training Project

The evaluation of Summer Internship Project Report and Defense of the same shall be carried out by a Committee comprising the Guide, Experts drawn from Industry (not below the rank



of Manager) and/or Academy (not below the rank of Asst. Professor / Asso. Professor / Reader) at the department level.

The Chairman of the Committee shall submit a copy of the score to the Head Of the Department and the Head Of the Department shall forward the score to the Controller of Examinations within the prescribed date. He/She shall also maintain all records at least for one year for inspection by the competent authority.

The summer project will be evaluated on the following parameters:

| Sl. No. | Evaluation Criteria | Marks |
|---------|---|--------------------------|
| 1. | Presentation | : 10 Marks |
| 2. | Topic, Content design, Rationale and Research design, Context: Understanding of organisation and relevant situation of the topic from macro and micro perspective | : 10 Marks |
| 3. | Correlation and consistency of report writing: Objective, Methodology, Findings, Summary and Conclusion | : 40 Marks |
| 4. | Project Defense Viva-voce | : 40 Marks |
| | | Total : 100 Marks |

12.5. Evaluation of Capstone Project / Dissertation

The evaluation of Capstone Project / Dissertation shall be carried out by a Committee comprising the Faculty Experts (not below the rank of Asst. Professor / Asso. Professor / Reader) at the department level.

The capstone project will be evaluated at Four Different levels at four different time zones such as:

| Sl. No. | Phase | Activity | Marks |
|---------|-----------|-------------------------------|--------------------------|
| 1. | Phase I | Submission of Plan | : 100 Marks |
| 2. | Phase II | Presentation (Mid Term) | : 150 Marks |
| 3. | Phase III | Presentation (Pre submission) | : 100 Marks |
| 4. | Phase IV | Evaluation of Project Report | : 150 Marks |
| | | | Total : 500 Marks |

The Chairman of the Committee shall submit a copy of the marks to the Dean/Head of the Department and the Dean/Head of the Department shall forward the marks to the Controller of Examinations within the prescribed date. He/She shall also maintain all records at least for one year for inspection by the competent authority.



Evaluation of Laboratory Works

The performance of the student in a Laboratory paper shall be based on assignments/ experiments assigned by the Faculty. The Faculty concerned shall evaluate each such assignment/experiment based on quality of result, report and general understanding and on completion of the evaluation, the scores will be sent to the Controller of Examination for necessary action. The concerned Faculty shall maintain such records for a period of one year for surprise checks by the competent authority.

12.6. If students fail in a particular semester, "Fail" should not be displayed on the mark sheet, instead of this **"Passed with ATKT"** (Allowed to keep Term) or **Promoted** should be displayed.

12.7. The Result in the Mark sheet should be as per the secured SGPA in that particular Semester beside the SGPA and Semester Result, the CGPA should be displayed.

12.8. Evaluation Responsibility

The Faculty imparting instruction is solely responsible for evaluation of all internal evaluation. He/ She is also responsible for maintaining all records to justify his/her evaluation scheme and score thereof.

Neither the Head of the Department nor any other competent authority shall have right to change the score assigned by a faculty. However, if the Head of the Department is convinced that the scores assigned by a faculty is biased, he/she shall appoint a committee where that Faculty concerned will be a member for review. The decision of the committee shall be final and binding. The decision with revised score shall be sent to the Controller of Examination for necessary action.

The Head of the Department is responsible for sending all the marks of the Internal Evaluation / Practical or Lab assignments / Summer Internship / Capstone Project and Viva-voce to the Controller of Examination within the stipulated time.

12.9. Role of Evaluators for End Semester Examinations

12.9.1. The concerned examiner/evaluator has to collect the Answer Sheet from the Office of the COE and submit the evaluated answer sheets with the Mark Foil within seven days from the last date of the respective end semester examination.

12.9.2. The entry of marks against each question and their addition must be performed carefully.

12.9.3. The Evaluator has to fill in the boxes representing the Question No. and the Marks secured for each Question on the first page of the answer book. He has to write the Total Marks secured.



- 12.9.4. The evaluator should also post the marks secured by the students in the coded mark foil provided along with the Answer Scripts.
- 12.9.5. After evaluation of Answer Script, the same along with the Coded Mark foil should be deposited at the office of the controller of examinations.
- 12.9.6. Decimal marking to be avoided.
- 12.9.7. The concerned examiner/evaluator are required to capture the Marks (Internal/Practical/Semester) through the ERP portal.

13. PROCEDURE FOR OBTAINING PHOTO COPY / RE-TOTALING / REVALUATION

- 13.1 The online/offline facility of re-totalling, revaluation shall be extended to theory examinations only where answer scripts are valued by only one examiner. However, the issue of photocopy of the evaluated answer scripts and any challenge thereof shall be extended to all theory courses. The said facility shall not be applicable for the examinations conducted for any certificate courses conducted at the University level.
- 13.2 The said facility can be availed by any student who has enrolled for the examinations of such courses provided that the student has achieved the regular minimum prescribed attendance as per the attendance rules of the university and has appeared in any of the examination/s conducted by the University at any time of the academic year.
- 13.3 The student who is found to have indulged in any malpractices/ misconduct in the examination and has been punished thereby shall not be eligible to apply re-totalling / revaluation / issue of photo copy of answer book.
- 13.4 Re-totalling / revaluation of Internal/Practical/Lab/Project/Seminar marks are not permitted.
- 13.5 A candidate applying for reevaluation should note that the results of the revaluation shall be binding on him/her. The revised marks obtained by the candidate, if only higher, shall be taken into account for the purpose of amendment of his / her results.
- 13.6 The re-totalling and revaluation of the answer scripts of the theory examinations shall be deemed to be an additional facility provided to the students with a view to help them to improve their examination results. It is to be understood that any delay in the declaration of re-valuation results for any reason whatsoever shall not confer any right upon them for admission to the next class or for any kind of claim. Such matters shall be dealt as per the rules and regulations framed by the University in this regard.
- 13.7 **Provisions for obtaining Photocopy of the Answer Scripts**
 - 13.7.1. Any candidate can submit the online application for obtaining photocopy(ies) of the answer scripts, in prescribed format only of the last semester examination, by paying prescribed fee of **Rs. 1000/- (One Thousand Only) per answer script**, within 10 days from the date of announcement of the result, to the Controller of Examinations through the Head of the Department. Photocopy of the answer script will be supplied within 2 (TWO) weeks after the receipt of the application. The candidate, if he/she wants, can apply for re-totalling and/or revaluation within 3 (Three) days from the date of obtaining the photocopy/digital copy of the answer scripts.



- 13.7.2. The photo copy of written parts of answer script shall be provided through the HOD of the Department and that they shall obtain a written acknowledgement of the receipt of the photo copy (ies) of answer script/s.
- 13.7.3. No photo copy (ies) of blank pages of answer script/s shall be provided.
- 13.7.4. Photo copies of the answer book shall be made available to the student after making necessary corrections if any, due to re-evaluation. The identity of the examiner shall be concealed before the answer book is photo copied.
- 13.7.5. The student shall be the sole custodian of the photo copy (ies) supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever it may be. The student shall further refrain from putting such photo copy (ies) to any misuse that might jeopardize the reputation of SSU. In case of misuse of photo copy (ies) by the student, SSU shall take necessary action as deemed fit against such candidate(s).

13.8 Provisions for Re-totaling

- 13.8.1. Any candidate can submit the online application for re-totaling of marks of a course(s) in the prescribed form only, enclosing the photo copy of the mark sheet with the prescribed fee of **Rs. 200/- (Two Hundred Only) per course**, to the HOD within 15 (Fifteen) days from the date of announcement of the examination results. Each application shall be countersigned by the HOD and he shall maintain the record of such applications for future reference. The HOD/Student shall send the online applications of such students in one lot to the Controller of Examinations within fifteen days from the date of announcement of the examination results.
- 13.8.2. The re-totaling of the examination answer scripts of said courses shall be conducted in presence of the students. The students who have applied for re-totaling shall be called in batches to the Office of the Controller of Examinations on the dates fixed for re-totaling of marks with prior intimation. The students shall be given their answer scripts to verify the followings.
- 13.8.2.1 Whether or not the total marks in the given paper awarded to the student on the statements of marks matches with the marks awarded to the student on the cover page of the answer scripts.
- 13.8.2.2 Whether or not the question wise marks awarded to all the questions inside the answer book are correctly carried over to the cover page.
- 13.8.2.3 Whether or not the total of the question wise marks on the cover page is correct.
- 13.8.2.4 Whether or not all the answers or parts thereof in the answer book have been assessed by the examiner.
- 13.8.3. In case the student finds any discrepancy in re-totaling of marks the same shall be corrected or any part of the answer paper if is not valued, the same shall be got valued and immediate measures will be taken in these regards.
- 13.8.4. The change, if any, on the counts mentioned above, shall be informed to the student and corrected mark sheet shall also be issued free of charge to the student on surrendering the original mark sheet through the Department.



13.9 Provisions for Revaluation of answer scripts

- 13.9.1 Any candidate can submit the online application for re-evaluation of any course(s) in the prescribed form only, enclosing the photo copy of the mark sheet with the prescribed fee of **Rs. 1000/- (One Thousand Only) per course**, to the **Controller of Examinations** within 15 (Fifteen) days from the date of announcement of the examination results.
- 13.9.2 All the answer scripts taken up for revaluation shall be referred to suitable examiners only after adequately masking suitably all awards made in the original valuation of the paper and after ensuring secrecy about the candidate and the examiners.
- 13.9.3 Answer scripts for revaluation may be referred to examiners different from the Moderator / Examiners who were associated with the valuation of the said answer scripts concerned and such examiners will be chosen by the Vice-Chancellor for each paper from a panel of suitable examiners to be prepared and submitted by the Controller of Examinations.
- 13.9.4 Revaluation shall be arranged at the University under the supervision of the Controller of Examinations or at the places of examiners by deputing officials of the University. This arrangement will be made by Controller of Examinations depending upon the exigencies, in consultation with the Vice-Chancellor.
- 13.9.5 Revaluation will be done on the basis of the detailed scheme of valuation followed originally, for the paper concerned.
- 13.9.6. Revaluation of Answer books shall be permissible in not more than 25 % of the theory papers in which candidate actually appeared at an examination. Where the number of papers in which a candidate at an examination happens to be an odd number i.e. if an examination consists of 5 papers, the candidates can apply for revaluation of answer books up to 2 papers. However, Fees for Revaluation remain unchanged.
- 13.9.7. Notwithstanding the aforesaid provisions, revaluation of answer books, shall not be permitted in respect of i) Internal Assignment (ii) practical papers (iii) Project Report (iv) Dissertation (v) Viva-voce (vi) Due papers, boycotted papers, special examination and Improvement Papers etc.
- 13.9.8. A candidate who wishes to apply for revaluation of his answer-books must submit online/off line application with details together with the requisite fee. Application not received with details by the due date or without the requisite fee shall be rejected. Incomplete application will also be rejected
- 13.9.9. The time for apply for revaluation shall be 15 days from the date of declaration of result.
- 13.10.1.If the award of second examiner (re-valuator) is more than the award of the first examiner subject to a limit of 20 % of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on evaluation. In case the award of the second examiner (re-valuator) exceeds the above limit of 20 %, the answer books shall be referred to a third examiner and the average of the three awards shall be taken into account.
- 13.10.2.The answer book(s) shall not be subject to any inspection or production before any



- 13.10.2. The answer book(s) shall not be subject to any inspection or production before any External or Internal Authority except at the instance of the Vice-Chancellor.
- 13.10.3. If the marks awarded in revaluation are less than the original award, the original award will be retained.
- 13.10.4. The change, if any, on the counts mentioned above, shall be informed to the student and corrected mark sheet shall also be issued free of charge to the student on surrendering the original mark sheet through the Department.

14. PASS IN A SUBJECT (THEORY/PRACTICAL/PROJECTS)

- 14.1. A candidate shall pass (clear) a subject if -

Anybody getting less than 40% marks in a subject either in internal components or End Semester examinations will be treated as failed in that course. The minimum marks to qualify in each course is 40% marks in each segment (Internal as well as Semester) and overall 50% marks.

- 14.2. A student needs to secure a minimum of 50% Marks (i.e. a minimum Grade B), to be declared as 'PASS' in the subject considering both in Internal Examination marks and End Semester Examination marks taken together. The above rule is applicable for all the programs of the University unless and otherwise specified by the regulatory bodies.

Considering the recommendations of Council of Architecture for the Faculty of Architecture the pass percentage shall not be less than 45% in each subject and shall not be less than 50% in aggregate.

- 14.3. The student secures a minimum of 50% Marks (i.e. a minimum Grade B) in a Practical / Laboratory Paper / Summer Internship Project and Capstone Projects and declared as 'PASS' in the subject.

15. Grace Marks:

- 15.1 A **maximum of five (5) grace marks** in total is awarded to a student in a Year wise/Semester pattern with the following condition:

15.2. Grace marks will be awarded to a student only in **theory courses (Internal or Semester)** who has **failed not more than 25% of the total courses in Post Graduate (PG)** and **not more than 50% of the total courses in Undergraduate (UG) Courses**, which is **truncated to the next whole number** of Courses to be taken while calculating the percentage of the courses.

15.3. Anyone getting **less than 40% marks** in a course either in **internal components or End Semester** examination will be **treated as fail** in that course. Grace marks as per the above guidelines will be applicable only to the students who are eligible to clear/pass the entire Year/Semester after awarding Grace Marks.

15.4 A student who fails to score the aggregate pass marks for the semester after award of grace marks will not be eligible to award of grace marks..



16. PROMOTION FROM THE 1ST YEAR TO 2ND YEAR AND ONWARDS.

- 16.1. A student shall be promoted to the next academic year provided he/she has registered and appeared all the Internal Examination Components and Semester Examinations of all papers in the academic year and has secured a CGPA ">5". The student clearing every paper of the registered course of the academic year shall be marked "PASS".
- 16.2. Any student who has registered and appeared all the Internal Examination Components and Semester Examinations of all papers in the academic year and has secured a CGPA ">5", but has failed in more than **25% (for Post Graduate Courses) and 50% (for Undergraduate Courses), which is truncated to the next whole number in case of fractions**, of all the theory / practical / internal examination components shall be marked as "FAIL" and the student shall not be promoted to next academic Year hence has to repeat the year as a regular student by paying the necessary tuition fees.
- 16.3. A student, who failed in maximum up to **25% (for Post Graduate Courses) and 50% (for Undergraduate Courses) , which is truncated to the next whole number in case of fractions**, of theory / practical / internal examination components but has secured a CGPA ">5", shall be promoted to next academic Year and shall be marked as **"Passed with ATKT" (Allowed to keep Term) or Promoted**. In such case the student, need to register for the said failed courses to reappear the same as Backlog courses in the succeeding academic year only.
- 16.4. A student, who has failed to get promotion to the next academic year in view of ineligibility as indicated above, can re-register for the courses of the same year of the program afresh in failed subjects of respective semesters in subsequent years by the payment of necessary examination fees, but he/she has to complete the program within the stipulated period of **(n + 2) Years, where "n" is the duration of the Programme in years**.
- 16.5. Once such a candidate clears all his first year papers and obtains eligibility to go to the next academic year, he/she shall be allowed to register for the next academic year program like a regular student of the next academic year. However, such a student has to complete his program within the stipulated time of his/her taking admission in to the first year.
- 16.6. A candidate shall be eligible for promotion to the next higher year if he/she satisfies the conditions laid down under the rules formulated by the University from time to time.



17. QUALIFICATION FOR DEGREE

- 17.1. In order to pass the program a student must secure at least **Grade B** with a minimum of **CGPA ">5" in aggregate**. Further, he/she must have fulfilled the academic requirements to be eligible for award of the degree.
- 17.2. The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the program.
- 17.3. A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.
- 17.4. A student who has not secured **Grade B** with a minimum of **CGPA ">5"**, shall have to repeat the year by paying necessary tuition fees.
- 17.5. Overriding the conditions mentioned above discretion lies with the Vice Chancellor and/or Academic council to declare the result of a student, notwithstanding the above, to be pass if he / she earns a minimum Credit points required for the award of the degree both by way of minimum attendance and minimum academic requirements.

18. DEGREE REQUIREMENTS

- 18.1. A student shall be eligible to be awarded the degree of the University provided he/she
 - 18.1.1. Has cleared the minimum prescribed credit requirements with minimum Grade B in each Theory subject and other subjects (Practical / Lab / Summer Internship / Capstone Project etc.).
 - 18.1.2. Has passed the Programme.
 - 18.1.3. Has no disciplinary or court cases relating to University matters pending against him/her,
 - 18.1.4. Has not been convicted for any cognizable offence.

19. AWARD OF DEGREE

The final degree certificate shall be awarded by the University on successful completion of the Programme. The Consolidated Grade Sheet and the Degree Certificate will be issued to the student in the Convocation.

20. TIME PERIOD FOR COMPLETION OF THE COURSE

A student registered under SSU can complete the regular program within a maximum period of **(n + 2) Years, where "n" is the duration of the Programme in years**. If he/she fails to clear the program within the maximum permissible period, he/she would be deemed to have abandoned the course and his/her name shall be deemed to have been struck off from the register of the University.





SRI SRI UNIVERSITY

"Sri SriVihar", Bidyadharpur, Arilo, Ward No. 3, Cuttack – 754006 (ODISHA)

Main Answer Sheet

(To be filled by the Candidate)

Course: Course Code:
 Semester: Date of Examination: / /
 Serial Number(s) of Additional Answer Books used:

INSTRUCTIONS TO CANDIDATES

1. The candidate has to fill all entries on the Main and Additional answer sheets.
2. Candidates are instructed to write their answers on both sides of the answer paper except the Cover page of the Main Answer Books.
3. The candidate is not allowed to use pen with red ink.
4. Candidates may secure another copy from the invigilator in lieu of the defective one.
5. Candidates are strictly prohibited from putting any distinguishing mark, religious or otherwise, or any other symbol not connected with the answers anywhere in the answer books which may disclose their identity.
6. The answer sheets are not allowed to be taken out of the examination hall.
7. The candidate will be responsible for handing over his/her answer sheets to the invigilator.
8. Infringement by a candidate of any of the rules printed above will render him liable to expulsion from the examination hall and such other penalty as the University may deem fit to impose.

| Question No | Marks Awarded |
|-----------------------|---------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| Total Marks | |
| Marks in Words: | |
| | |
| | |

FOR OFFICE USE ONLY

I have seen the evaluation and satisfied

(Signature of the Candidate)

(Name and Signature of the Examiner with Date)

FOR OFFICE USE ONLY

(To be filled by the Candidate)

Name: Registration No:
 Department: Programme:
 Course: Course Code:
 Semester: Date of Examination: / /

(Signature of the Candidate)

(Signature of the Invigilator with Date)





“Sri SriVihar”, Bidyadharpur, Arilo, Ward No. 3, Cuttack – 754006 (ODISHA)

Additional Sheet

(To be filled by the Candidate)

Course: Course Code:

Main Sheet No.: Date of Examination: / /

Signature of the Invigilator



**SRI SRI UNIVERSITY**

<<NAME OF THE DEPARTMENT>>

APPLICATION FOR REGULAR SEMESTER SUBJECT REGISTRATION

- Instruction**
- Application shall be forwarded by the HOD / Coordinator to the Controller of Examinations
 - Fees as per Academic Regulation of University.

- A. Name of the Student : _____
- B. Registration Number : _____
- C. Name of the Department : _____
- D. Discipline & Branch: _____

- E. Batch : _____
- F. Semester : _____

| Serial No | Subject Code | Subject | Credits |
|-----------|--------------|---------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

- G. Mode of Payment:

(i) Cash: _____ (in Rupees)

(ii) Demand Draft / Cash Receipt): No. _____ Date: _____

Date:

Signature of the Student

Date:

Coordinator





SRI SRI UNIVERSITY

<<NAME OF THE DEPARTMENT>>

APPLICATION FOR BACKLOG SUBJECT REGISTRATION

- Instruction**
- Application shall be forwarded by the HOD / Coordinator to the Controller of Examinations
 - Rs. 500/- Per Subject in shape of DD / Cash is to be deposited in the respective Department and the Department will submit a Consolidated draft for each Semester.

- A. Name of the Student : _____
- B. Registration Number : _____
- C. Name of the Department : _____
- D. Discipline & Branch: _____
- E. Batch : _____
- F. Semester : _____

| Serial No | Subject Code | Subject | Credits |
|-----------|--------------|---------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

- G. Mode of Payment:

(i) Cash: _____ (in Rupees)

(ii) Demand Draft / Cash Receipt): No. _____ Date: _____

Date:

Signature of the Student

Date:

Coordinator





SRI SRI UNIVERSITY

ANNEXURE - V

<<NAME OF THE DEPARTMENT>>

APPLICATION FOR SPECIAL EXAMINATION SUBJECT REGISTRATION

- Instruction**
- Application shall be forwarded by the HOD / Coordinator to the Controller of Examinations
 - Rs. 800/- Per Subject in shape of DD / Cash is to be deposited in the respective Department and the Department will submit a Consolidated draft for each Semester.

- A. Name of the Student : _____
- B. Registration Number : _____
- C. Name of the Department : _____
- D. Discipline & Branch: _____
- E. Batch : _____
- F. Semester : _____

| Serial No | Subject Code | Subject | Credits |
|-----------|--------------|---------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

G. Mode of Payment:

(i) Cash: _____ (in Rupees)

(ii) Demand Draft / Cash Receipt): No. _____ Date: _____

Date:

Signature of the Student

Date:

Coordinator



Serial No. 2203POAG00941



SRI SRI UNIVERSITY



ADMIT CARD / HALL TICKET

Semester - V EXAMINATION , DECEMBER 2022

Name : Niroj Sahu
 Son/Daughter of : Mr. Durga Prasan Sahu
 Registration No. : SSU-2020-00363 Roll No. : FAG-BAG-2020-24-005
 Program Name : B.Sc (Hons.) Agriculture
 Department : Faculty of Agriculture
 Examinee Category : Regular Gender : MALE



Niroj Sahu

| Course Code | Course Name |
|-------------|--|
| PLP 104 | Principles of Integrated Pest and Disease Management |
| SAC 102 | Manures, Fertilizers and Soil Fertility Management |
| AET 102 | Pests of Crops and Stored Grain and their Management |
| PLP 102 | Diseases of Field and Horticultural Crops and their Management-I |
| GPB 104 | Crop Improvement-I (Kharif Crops) |
| AEX 104 | Entrepreneurship Development and Business Communication |
| AGR 109 | Geo-informatics and Nano-technology and Precision Farming |
| AGR 106 | Practical Crop Production - I (Kharif crops) |
| IPR 103 | Intellectual Property Rights |
| AGC 301 | AGROCHEMICALS |

Date of Commencement: Jan 3, 2023

SIGNATURE OF THE STUDENT

CONTROLLER OF EXAMINATIONS





SRI SRI UNIVERSITY

<<NAME OF THE DEPARTMENT>>

INSTRUCTIONS TO THE STUDENTS

The following instructions regarding the examination are to be followed:

1. The students are not allowed to enter the examination hall without the admit card / hall ticket and university registration card.
2. A Student must enter the hall not earlier than 15 minutes from the scheduled starting hour.
3. A Student is not allowed to take anything except pen / pencil / Non-Programmable Calculator
4. Mobile Phone is strictly prohibited inside examination hall. Taking Mobile Phone or any other electronics devices inside the examination hall is an offence and will attract disciplinary action as per the Mal-Practice rules.
5. They are not allowed to carry digital watch, calculators, bags and money bags to the examination hall.
6. They are not allowed to talk inside the examination hall during the examination
7. They are not allowed to exchange any items like pen, pencil or any other items.
8. In case a student has any doubt he/she should stand up to draw the attention of invigilators.
9. They are not allowed to use any other paper for rough works except the answer script.
10. They are not allowed to exchange their seat during the examination except the permission of invigilator.
11. The student should carefully go through the instruction given on the page of Answer Book.
12. The student has to enter the answer book number and put his/her signature in the space provided on the attendance sheet. In case he/she uses additional paper he/she should also enter the serial number of all the additional sheets taken in the space provided for it.
13. No student should be allowed to enter the examination hall after 15 minutes of commencement of Examination.
14. No student should be allowed to leave the hall before 1 hour of completion of examination.
15. No student should be allowed to go with question paper to the toilet. No more than one student should be allowed to leave for toilet at any time.
16. No student will be allowed to go to toilet during the last fifteen minutes of completion of the examination.





SRI SRI UNIVERSITY

<<NAME OF THE DEPARTMENT>>

REPORT OF UNFAIR MEANS AT THE MIDSEM / ENDSEM EXAMINATIONS

1. Name of the Department:
2. Examination of the Semester / Year:
3. Date of Examination and Sitting:
4. Subject of Examination and Code:
5. Name of the candidate:
Registration No. / Roll No:
6. Time of detection of unfair means:
7. Particulars of the incriminating material recovered from the candidate (if the incriminating material consists of writing on walls desks, body of the candidate etc. such that it cannot be sent in original, certified copies of such writings should be forwarded).
 - a)
 - b)
 - c)
 - d)
8. The exact place/places from where the incriminating material was recovered.
9. If the candidate is guilty of misconduct, give details here
.....
.....
.....
.....
10. Name of the invigilator / Supervisor who detected the unfair means
.....
.....
.....
.....
11. Report of the Invigilator(s) (If the space provided is not sufficient, it may be written on a separate piece of paper).
.....
.....
.....
.....
.....

Signature of the Invigilator / Supervisor
with date

Signature of Centre Superintendent
with date





SRI SRI UNIVERSITY

<<DEPARTMENT>>

<<PROGRAMME>>

Batch: <<BATCH>>

<<SEMESTER EXAMINATION>>, <<MONTH, YEAR>>.

Date: _____

Time: _____

Hall No: _____

Course: _____

Course Code: _____

TEMPORARY ABSENSE STATEMENT

| Sl. No. | Registration No. | Name of the Student | Time Out | Time In | Signature |
|---------|------------------|---------------------|----------|---------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

Signature/s of the
InvigilatorSignature of the
SupervisorSignature of the
Centre Superintendent



SRI SRI UNIVERSITY
 <<DEPARTMENT>>
 <<PROGRAMME>>

<<SEMESTER EXAMINATION>>, <<MONTH, YEAR>>.

ATTENDANCE SHEET

Date: <<DATE>>

Time: <<TIME>>

HALL NO: <<HALL NO>>

Course: <<COURSE>>

Course Code: <<COURSE CODE>>

| S.No | Registration Number | Name of the Candidate | Main Answer Sheet Number | Additional Answer Sheet Number | Signature of the Student | Remarks |
|------|---------------------|-----------------------|--------------------------|--------------------------------|--------------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Number of Students Present

Number of Students Absent

Cumulative Present

Cumulative Absent

Signature/s of the Invigilator/s

Signature of the Supervisor

Signature of the Centre Superintendent



SRI SRI UNIVERSITY
<<DEPARTMENT>>
<<PROGRAMME>>

<<SEMESTER EXAMINATION>>, <<MONTH, YEAR>>

Date: <<DATE>>

Time: <<TIME>>

HALL NO: <<HALL NO>>

Course: <<COURSE>>

Course Code: <<COURSE CODE>>

SEAT CHART

| <u>Column 1</u> | <u>Column 2</u> | <u>Column 3</u> | <u>Column 4</u> | <u>Column 5</u> | <u>Column 6</u> | <u>Column 7</u> | <u>Column 8</u> |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |
| <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATI ON NO>> | <<REGISTRATIO N NO>> | <<REGISTRATIO N NO>> |