

## **DISCIPLINARY CONTROL OF STUDENTS DURING EXAMINATIONS**

1. During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, s/he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.
2. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

### **Acts of Disorderly Conduct in the Examination:**

Acts of disorderly conduct in an examination include:

- (a) Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- (c) Causing damage to laboratory equipments, books in library and other properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.

### **Acts of Unfair Means**

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre and taking away, tearing off or otherwise disposing off the same or any part thereof.

- (c) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (g) Possession by a Candidate or having access to books, notes, paper, whether written, inscribed or engraved, mobile phones, calculators (unless advised) which could be of help or assistance to him/her in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person.
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks or favourably evaluate or to change the award in favour of the candidate.
- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
- (l) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- (ii) Abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself/herself or impersonating for other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations.

### **MEDALS CRITERIA FOR CONVOCATION CEREMONY**

1. Gold Medals to the toppers in each programme if a number of students in the programme is 10 and more.
2. Silver Medals to those students who secure second position in each programme, if a number of students in the programme is more than 10.
3. Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.
4. Students are not eligible for the medal if he/she has Reappear (fail & absent), Repeat (debarred), UFM Cases and Absent in the examinations.

Note : If the student class strength is between 5 to 9, Silver Medal will be given to the class topper.

## **ISSUE OF GRADE SHEETS & FINAL DEGREE**

1. The total marks obtained in internal continuous evaluation and end semester examination of a course shall be converted into letter grades as per University regulations. The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An overall CGPA shall also be shown.
2. Duplicate grade sheet shall be issued against payment of fee as prescribed by the University.
3. Students can download the semester-wise Grade Cards from the ERP and the grade cards can be attested and stamped from the Examination Department on request basis.
4. The final list of eligible students (UG/PG/Diploma) for the award of degree will be considered till the Special Supplementary Examination of the academic year and no name will be added in the convocation list after the special supplementary examination. In the case of Ph.D, the research scholar name will be added in the convocation ceremony list till the last day of September month of the year.
5. Final Degree will be issued to the eligible students only on the day of Convocation Ceremony or after the convocation. If found any error in the final degree, students need to pay the requisite fee for the correction in the degree. Students can apply for the Provisional Degree Certificate (PDC) once they meet the eligibility requirements of the PDC.

## **RECHECKING/RE-EVALUATION OF ANSWER BOOKS**

1. The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, s/he may apply to the Controller of Examinations through Head of School on prescribed application form for re-checking of his/her answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
2. The Controller of Examinations may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.
3. Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
  - (a) There is no mistake in the grand total on the title page of the answer book;
  - (b) The total of various parts of a question has been correctly made at the end of each question;
  - (c) All totals have been correctly brought forward on the title page of the answer book;
  - (d) No portion of any answer has been left un-evaluated;

- (e) Total marks in the answer book tally with the marks sheet;
  - (f) The answer book or any part thereof has not been changed/ detached;
  - (g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book
4. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
  5. If the re-checking revealed, subject to the provisions made under University regulations above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

## **GENERAL INSTRUCTIONS FOR STUDENTS RELATING TO EXAMINATIONS**

**Note: Please read the following instructions carefully and comply with them during the conduct of examinations.**

1. During the course of conduct of examinations, the student will be under disciplinary control of the Examination Centre Superintendent and the Invigilator. Therefore, s/he will follow their directions.
2. He/She should report to the Examination Centre at least 15 minutes before the scheduled time of commencement of the examination and occupy the seat allotted to him/her in the examination hall. In extreme emergency and on merits of each individual case, the Invigilator may permit his/her admission to the examination hall if s/he is late upto a maximum of 30 minutes. No compensation or extra time will be given to him/her for his/her late coming.
3. He/She should be in possession of University Identity Card and Examination Admit Card. S/he will show his/her Examination Admit Card issued by the University/Institution to the Invigilator or any other authorized Officer of the University. Impersonation or impersonated by somebody in the examination is an offence.
4. He/She is allowed to carry with him only pen, pencil, eraser, sharpener, foot rule, scale and other instruments (wherever the use of the same is permitted during the Examination) in the examination hall. Exchange of such items, question papers and answer books is strictly forbidden.
5. He/She will not carry any textual material, printed or written, bits of papers or any other material except the Admit Card/University Identity Card inside the Examination Hall. The Invigilator, Observer, University Representative may conduct search in person, if required.

6. He/She must ensure that no incriminating material is kept in and around his/her desk in the examination hall.
7. He/She is not permitted to carry mobile phone/pager/lap/palm top computers or any other electronic device. If found, the item will be confiscated in addition to the disciplinary action. Use of scientific or ordinary calculator as applicable is permitted if recommended in the question paper.
8. He/She will maintain complete silence and discipline in the examination hall. If s/he wants to have any clarification s/he should not discuss with other students taking examination. Instead, put his/her queries direct to the Invigilator on duty.
9. He/She will not be allowed to leave the examination hall during first one hour. Thereafter, s/he can be permitted to leave his/her seat (only once) with permission of the Invigilator for not more than five minutes. If s/he keeps himself out of the examination hall for more than five minutes, s/he will not be allowed to write his/her examination further and disciplinary case will be instituted against him/her.
10. Instructions printed on cover page of the Answer Book should be read carefully and made sure that it contains number of pages including title page printed on the answer book. If any discrepancy is noticed, the student should get the answer book replaced before writing on it.
11. He/She must read the question paper carefully and ensure that s/he has received the relevant question paper. In case s/he finds that the question paper is not related to his/her course, or there is any misprint, s/he should make a request to the Invigilator to replace the question paper.
12. He/She should write the Enrolment/Roll number on the question paper, answer book immediately before responding to question paper. University will not be responsible for any inaccuracy of Enrolment/Roll number.
13. Course Code, Course Title and other details relating to the examination should be clearly written with ink/ballpoint pen only.
14. He/She should ensure that answer book and continuation sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be instituted against him/her as per Regulations of the University.
15. Writing anything in the answer book (except the details given on cover page of the answer book) before distribution of question paper is strictly prohibited. Write on both sides of the answer book only. Writing answers or anything else on the question papers or on the foot-rules, scales, cardboard, desk and other instruments (except where the use of the same is permitted during the examination) is strictly prohibited.
16. He/She can use last page of the answer book for rough work which should be crossed after completion.
17. He/She should not forget to mention the number of continuation sheets used in the space provided on the cover page of the answer book.

18. He/She should not tear out or fold the page(s) of the answer book/continuation sheet or any other response sheet. S/he should not leave any page blank unnecessarily.
19. He/She should properly tie up his/her answer book, continuation sheet, graph paper, map or any other response sheet at least 15 minutes before concluding the examination and handing it over to the Invigilator.
20. He/She should not ask for continuation sheet until all the pages in the main answer book are exhausted.
21. He/She will not be permitted to leave the examination hall before half the time allotted to the question paper is over and without handing over the answer book to the Invigilator.
22. He/She should not write his/her name or put any identification mark or special marks inside his answer book/continuation sheets. If s/he does so, it will be considered as unfair means.
23. He/She will not be allowed to take eatables/refreshments into the examination rooms during the examination hours.
24. As soon as the allotted time gets over, s/he should stop writing further and hand over the answer book to the Invigilator.
25. If use of any unfair means, misbehaviour or misconduct or an act of disorderly conduct is reported against a student, disciplinary action will be taken against him/her as per University Regulations.

### **Examination Admit Card**

1. Students who are eligible for any end term examination will be issued an Admit Card who will meet eligibility requirements. Students can download/generate the Admit Cards from the online portal services of the University. The Exam Admit Card will be issued by the University based on the attendance criteria in each course unit with no dues against the student. All the University's students have to fill up the Examination Registration Form for Regular/ Reappear/ Repeat/Improvement courses and have to complete the courses registration process.