

Manual of Rules Governing the Constitution, Powers, Functions and Business of Board of Examinations



Sri Siddhartha Academy of Higher Education Deemed-to-be-University

***Established under Section 3 of the UGC Act, 1956
MHRD, GOI No. F.9-31/2006-U.3 (A) Dtd. 30th May 2008***

Agalakote, B.H. Road, Tumkur – 572107, Karnataka, India

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION



(“Deemed to be University u/s 3 of the UGC Act, 1956”)

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.

No.SSAHE/ACA/31/2019

Date: 05/07/2019

NOTIFICATION

Rules Governing the Constitution, Powers, Functions and Business of Board of Examinations

1. Short Title and Commencement:

- a) These regulations shall be called the Board of Examinations of the Academy.
- b) They shall come into force with immediate effect.

2. Definitions:

In this Ordinance relating to the rules for conduct of examinations of Sri Siddhartha Academy of Higher Education, Tumkur unless there is anything repugnant in the subject or context,

- 1) “Academy” means Sri Siddhartha Academy of Higher Education
- 2) "Academic Year" means a year commencing on such date in July / January and ending with such date in June / December of the following year as may be decided by the Academic Council for the courses except the medical, dental and engineering courses where the academic year will start from August/September and ends at July/August of the year following the admission made after Counseling as per the norms.
- 3) "Student" means and includes a person who is enrolled as such by the Academy for receiving instructions, qualifying for any degree, diploma or certificate awarded by the Academy while pursuing the studies at the Academy campus or off-campus or enrolled under a programme run by the Academy.
- 4) "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the Academy.
- 5) "Applicant" means a person who has submitted an application to the Academy in the prescribed form for admission to an examination.

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- 6) "Candidate" means an applicant who has applied for an admission to Academy examination through a Dean, Faculty / Principal, constituent institute / Faculty in which he / she has been pursuing a regular course of studies and includes the student studying at the off campus centers of the Academy.
- 7) "Candidate of the Academy" means a student, who has been pursuing the course of studies in the Sri Siddhartha Academy of Higher Education campus or off campus.
- 8) "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations.
- 9) "Examinee" means a person who actually presents himself / herself for an examination or a part thereof to which he / she has been admitted for particular qualification.
- 10) "Examination fee" means the total fee chargeable from students for examination by the Academy from time to time.
- 11) "Repeater Student" means a student, who, having once been admitted to an examination of this Academy is again required to take the same examination / paper by reason of his failure (back in the paper) or absence thereat and shall include a student who may have joined a Faculty again in the same class.
- 12) "Under Graduate Examination" means an examination leading to the Graduate Degree of the Academy.
- 13) "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the Academy.
- 14) "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the Academy.
- 15) "Research programme" means study / research leading to Degree of Doctorate of Philosophy.
- 16) "Internal Examiners": means a person who is a teacher in the Academy.
- 17) "External Examiners" means The teachers in other colleges / universities in the state or outside the state

18)"Verification" means recounting and re-totaling of marks of all answer(s) evaluated earlier., including reassessment and allotment of marks.

19)"Attempt" means appearance and participation by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.

20)"Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted / indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance / regulation by the Vice-chancellor.

21)"Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.

22)"Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, MCI, DCI, etc. or any other regulatory body constituted by the Government of India for the purpose or any other regulatory body formed by replacing these exiting one.

23)"Campus" means On-Campus (Sri Siddhartha Medical College, Sri Siddhartha Dental College) / Off-Campus (Sri Siddhartha Institute of Technology)

24)"Ex-student" (Except Engineering) means a candidate who fails to pass an examination of this University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the Academy in accordance with the regulations that may be framed in this behalf.

3. Constitution of Board of Examinations:

There shall be a Board of Examinations, which shall consist of the following members:

- i) Vice-Chancellor – Chairman
- ii) Dean(s) / Principal(s) constituent colleges
- iii) Registrar
- iv) Two persons from Faculty members to be nominated by the Vice-Chancellor
- v) Controller of Examinations shall be the Member-Secretary.

4. Powers and Duties of the Board of Examinations:

- 4.1 The Board of Examinations shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Board of Examinations shall also oversee and regulate the conduct of examinations in the centers of various departments.
- 4.2 The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- 4.3. The Board shall meet at least once in each academic term.
- 4.4 The Board shall have the following powers and perform the following duties:
 - a). To ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results;
 - b). To appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective
 - c). Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, referred to in sub-section (f), to remove them or debar them;
 - d). To undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
 - e). In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person;
 - f). In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-in-Charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called —Examination related Lapses and Malpractices Enquiry Committee.

- g). Such a Committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.
- h). The Board shall prepare the financial estimate for incorporation in the budget of the Academy and shall submit the same to the Finance and Accounts Officer; and
- i). The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

5. Rules and Procedure for Conduct of Business at the Meeting of Board of Examinations.

- 5.1 The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Vice-Chancellor provided that the Board Room convenes a meeting of the Board of Examinations, as and when required.
- 5.2 The Controller of Examinations shall be the Member Secretary of the Board of Examinations. He / she shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- 5.3 Not less than ten clear days' notice of the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least five clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
- 5.4 No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.
- 5.5 Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least three clear days before the date of a meeting, except for an emergency meeting.
- 5.6 A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.
- 5.7 The Vice-Chancellor shall preside over every meeting of the Board of Examinations and, in his absence, a member chosen by the members present from amongst themselves shall preside.

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- 5.8 All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
- 5.9 The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Vice-Chancellor in accordance with the rules laid down. The Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.
- 5.10 Two-third of the total members of the Board of Examinations shall constitute a quorum.
- 5.11 Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairman shall fill up the vacancy so caused, before the next meeting.
- 5.12 The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.
- 5.13 **Quorum:** One third of the members of the Board of Examinations shall form a quorum for its meetings.
- 5.14 **Joint meetings :** Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene Joint Meetings of two or more Board of Examination and the Vice-Chancellor shall appoint the Chairman for any such meeting
- 5.15 **Frequency of Meeting:** The committee shall meet as when required.
- 5.16 **Opinion by Circulations:** The Vice-Chancellor may in urgent cases, obtain the opinion of the Board of Examinations by circulations of any proposal among the members in urgent cases. Such opinion together with the action taken thereon shall be communicated to all the members.

6. Examinations System:

- 6.1 The Academy prepares and publishes a schedule of examinations for each and every course conducted by it before the examination along with the schedule for practical examination.

- 6.2 A candidate, desirous of taking an Academy examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one or more faculties programme of the Academy leading to the examination for which he / she applies for not less than the period prescribed in the concerned Ordinances / regulation.
- 6.3 Only such candidates who have regularly and satisfactorily undergone the course of study by attending theory and practical classes and possessing the required attendance as prescribed by respective council / board / regulatory bodies in each subject in every semester / academic year / Phase, shall be eligible to appear for the Academy examination.
- 6.4 A candidate / Off-centre candidate shall submit his / her application form for admission to the examination through the Dean, Faculty / Principal, constituent institute / In-charge of Off-Centre of the Academy along with prescribed examination fees.
- 6.5 The Dean, Faculty / Principal / Director of constituent institute, In-charge of an Off-campus of Academy shall send to the Controller of Examinations of the Academy, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the Academy, exam forms and fees to the Academy on or before the date notified by the Academy.
- 6.6 Application forms received after the prescribed date shall not be accepted.
- 6.7 A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his / her fees.
- 6.8 If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fee paid by him / her shall be forfeited. He / she may be debarred for one term or more from appearing in further examination and / or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
- 6.9 Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the Academy examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognized as equivalent to that examination

- 6.10 **Engineering** : The Academy shall hold examinations normally at the end of each semester. Regular semesters are conducted during AUGUST to December (called ODD semester and from JANUARY to MAY (called Even semester) every year. Students shall be notified about the exam separately from time to time. Students who have failed in the semester end examination during regular semester will have to appear for summer semester and take summer semester end examination for those subjects. Number of subjects that students can register in summer semester is governed by the decision of the Academic council.

For all other courses The Academy shall hold examinations normally two times in a year; one in May / June / July and second in December / January / February or as prescribed by a regulating body. There can be a supplementary examination to be held within six months of result declaration of main examination. for phase –I. The Vice-Chancellor may allow the conduct of a special examination on the recommendation of Controller of examination in special circumstances

7. Conduction of Examination:

- 7.1 The Vice-Chancellor shall ordinarily appoint the Dean, Faculty / Principal / Director, constituent institute / Sr. Professor of the constituent department / In-charge of an Off-campus Centre, who is designated as the Centre-in-Charge for the Academy Examination at the centre of examination. The Vice-Chancellor shall also appoint a suitable person as a Centre Observer who along with Centre-in-Charge shall have joint responsibility for smooth conduct of examination.
- 7.2 The Controller of Examinations or any other authority of Academy so designated by Vice-Chancellor / Chairperson shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the Academy.
- 7.3 The Centre-in-Charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the Academy as per rules. The Centre-in-Charge shall submit a detailed audited account of the expenses incurred by him / her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-Charge by the accounts section of the Academy along with the cheque / cash towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in Charge.

- 7.4 In exceptional cases, the Vice-Chancellor may appoint a person as the Centre-in-Charge for the Academy examinations at a centre even though he / she may not be a teacher in that faculty / Off-Campus Centre.
- 7.5 No person other than the examinees, invigilators and such other persons as may be authorized by the Centre-in-Charge or the Academy permitted by the Centre-in -Charge of a centre, shall be allowed to enter the premises of the examination centre. The Centre in-Charge shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.
- 7.6 Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.

8. Theory Examination: Engineering

- 8.1 Examinations shall be conducted with utmost care. The examination conduction team comprises of the Chief Superintendent, Deputy Chief Superintendents, Squad, Room Superintendents, Relieving Superintendents, office staff and class four staff among the employees of the college as per the guide lines below.
- One Deputy Superintendent for every 300 candidates
 - One Room Superintendent for every 25 to 40 candidates
 - One Relieving Superintendent for every 150 candidates

The team should be vigilant all through the examination period and look for the proper conduction of Examination. The squad consists of two members out of which one shall be a lady faculty. They shall initiate action to control malpractice like copying, possession of incriminatory materials related to the examination.

9. Theory Examination: Medicine and Dentistry

- 9.1 As per Examinations manual general guidelines for conduction theory examinations and as statutory body of MCI & DCI

10. Appointment of Paper Setters / Examiners:

- 10.1 Each Board of Studies shall submit, to the Committee constituted by Board of Examinations, a panel of names, along with their addresses, suitable for appointment as Paper Setters / Examiners in each paper of each subject / Practical assigned to that Board of Studies.

- 10.2 The panel shall be approved by Academic Council or by the Vice-Chancellor on behalf of the Academic Council. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the Vice-Chancellor.
- 10.3 Academy may also appoint —Internal Examiner from outside Academy, from other colleges / institute / universities
- 10.4 The Controller of Examinations or any other authority of Academy so designated by Vice-Chancellor / Chairperson shall maintain and submit a list of teachers in the Academy and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Board of Examinations.
- 10.5 Examiners shall be appointed by the Academic Council or by the Vice-Chancellor / Controller of Examination or any other authority of Academy so designated by Vice-Chancellor on its behalf on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Vice-Chancellor / Chairperson shall appoint substitute examiners with the approval of the Vice-Chancellor
- 10.6 Intimation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or any other Academy authority so designated by Vice-Chancellor / Chairperson
- 10.7 The questions shall be set without having any ambiguity like involving the sensitive issues like religious faith and / or belief on the part of the examinee
- 10.8 Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by Vice-Chancellor / Chairperson, the required number of copies of question papers that he / she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He / she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set. Copyright of any question paper set by an examiner shall vest with the Academy.

- 10.9 Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by Vice-Chancellor/ Chairperson within the prescribed time limit, shall cease to be examiners
- 10.11 Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees
- 10.12 No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, etc. shall be ordinarily made at any time by the Board of Examinations with the approval of the Vice-Chancellor
- 10.13 The teachers of SSAHE appointed by the Academy as paper setters / examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the Academy, in the prescribed time limit.
- 10.14 The paper setters / examiners / moderators shall follow all the instructions given by the Academy from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- 10.15 The Examiner shall have to furnish an undertaking that no blood relation is appearing in the said examination.
- 10.16 The question papers, unless otherwise specified, shall be set in English.

11. Question Paper Pattern:

- 11.1 **Engineering: Mid Term Examination** : For both UG and PG courses, the concerned faculty shall set mid term question paper comprising of five questions. The question may consist of subdivisions. Each main question carries ten marks. A student has to answer all the five questions. The duration of the examination shall be of Ninety minutes duration.

- 11.2 **Semester End Examination:** For UG courses, the question paper shall consist of 10 questions (20 marks each) with choice in each unit. [1 or 2 , 3 or 4, 5 or 6, 7 or 8 and 9 or 10]. The questions shall cover the entire syllabus, unit wise. A student has to answer all the questions taking the benefit of internal choice.

For PG courses, the question paper shall consist of 8 questions (20 marks each) covering the entire syllabus. Questions are shuffled to encourage students to read complete syllabus. A student shall answer any 5 questions of his/her choice

The duration of the examination shall be 1.5 hours to 3 hours for UG and 3 hours. PG courses. However, for drawing courses the duration of the examination shall be 4 hours.

Change in Question paper pattern if any shall be brought to the notice of the stakeholders by all means.

- 11.3 **Number of Question Papers to be set Semester End Examination:** For both UG and PG courses, minimum of two set of question papers shall be set, one by the internal faculty and the other by an external faculty from a reputed institution.

- 11.4 **Scrutiny of Question Papers :** Scrutiny of the Question Papers shall be carried out by the team of subject experts appointed for the purpose under the supervision of the Controller of Examinations or any other university authority so designated by Vice-Chancellor / Chairperson. The Scrutiny team comprises of the Head of the Department, internal senior faculty members and desired number of subject experts from reputed institutions.

After scrutiny, major corrections and suggestions (if any) shall have to be documented properly. The Head of the Department along with the senior faculty member shall take the responsibility of incorporating the changes suggested by the subject experts in the question papers. Finally, the sealed question paper packets shall have to be handed over to the Controller of Examinations or to any other university authority so designated by Vice-Chancellor / Chairperson.

Selection of Question papers for the Examination : One among the set of question papers shall be selected randomly by the Controller of Examinations or any other university authority so designated by Vice-Chancellor / Chairperson for the examination

11.5 Medical and Dental Education: Number of Question Papers to be set Annual & Supplementary Examination.

For both UG and PG courses, minimum of Five sets of question papers shall be set, by both the internal faculty and the external faculty from a reputed institutions.

Scrutiny of Question Papers : Scrutiny of the Question Papers shall be carried out by the team of subject experts appointed for the purpose under the supervision of the Controller of Examinations or any other university authority so designated by Vice-Chancellor / Chairperson. The Scrutiny team comprises of the Head of the Department, or internal senior faculty members and desired number of subject experts from reputed institutions.

After scrutiny, major corrections and suggestions (if any) shall have to be documented properly. The Head of the Department along with the senior faculty member shall take the responsibility of incorporating the changes suggested by the subject experts in the question papers. Finally, the sealed question paper packets shall have to be handed over to the Controller of Examinations or to any other university authority so designated by Vice-Chancellor / Chairperson.

11.6 Selection of Question papers for the Examination: One among the set of question papers shall be selected randomly by the Controller of Examinations or any other university authority so designated by Vice-Chancellor / Chairperson for the examination.

12. Evaluation Procedure:

12.1 Theory :

Notification: The Academy shall notify the venue for central valuation and the dates for valuation.

12.2 Appointment of Support Staff:

- 1) The Academy shall appoint a suitable person as Custodian, in overall charge of the Valuation, for the entire duration of the valuation.
- 2) The Academy shall also appoint the following support staff:
 - i. Coordinators
 - ii. Clerks One each per session or as required.
 - iii. Attenders

- 12.3 **Timings:** The Valuation centre shall be functional on all appointed days. The timings of center shall be displayed prominently near valuation center. Separate staff may be appointed for morning and afternoon session.
- 12.4 **No of days for valuation:**
Valuations are carried out to ensure that result of the academy is announce at the earliest. Following guideline is used
- a) Up to 500 scripts – 5 days
 - b) 501 to 2500 – 10 days
 - c) 2501 to 5000 – 15 days
 - d) 5001 and above – 20 days
- 12.5 **Appointment of examiners for Valuation:** The Academy shall appoint Internal and External Examiners for valuation of theory scripts. Valuation is compulsory for Internal examiners

13. Valuation Procedure ,Systems and Declaration of Results

- 13.1 **Coded Answer Booklets:** Subject/ paper-wise answer booklets are coded and are placed in a labeled covers. Each cover containing maximum 12 to 15 answer scripts. These shall be checked by the custodian and certificate rendered for correctness. The code slips shall not be removed by any person. No marks of any kind shall be made on any of the answer booklets.
- 13.2 **Valuation Slips:** Coded valuation sheets shall be sent along with the corresponding covers for first and second valuation. The marks awarded shall be entered in the corresponding portions of the valuation sheet. Detailed instructions to the examiners regarding valuation shall be separately issued along with the valuation sheets, for strict compliance. The valuation sheets of first and second valuation shall be separately enclosed in the covers provided for the same and the covers appropriately super scribed. They shall be in turn enclosed in the outer cover provided for the same, sealed and sent to the Controller of Examinations every day or any other authorities appointed for that purpose.
- 13.3 **Return of Answer booklets:** On completion of the valuation, the answer booklets shall be enclosed in the covers in which they had been received and sent to the Academy and receipt obtained.
- 13.4 **Daily Progress report:** Report on the number of answer booklets valued once/twice and balance thereof, subject / paper-wise, shall be sent by the Custodian to the Controller of Examinations, every day.

- 13.5 **Engineering: UG and PG Courses:** For UG and PG courses, the answer scripts will be evaluated by two examiners (one being the internal faculty and the other from an external reputed institution). The average of the two evaluations is considered final.

However, if the difference between the marks of the two evaluations is greater than 12, the script shall be evaluated by a third examiner (external). In such case, the average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. If one of the three marks falls exactly midway between the other two, then the higher two marks shall be considered for averaging.

For mandatory non credit audit courses, single valuation shall be adopted.

13.6 **Medicine and Dentistry:**

- 1) **UG Courses** Each answer booklet shall be subject to two valuations, once each by an external and an internal examiner.
- 2) **PG Degrees and PG Diplomas (Medicine and Dentistry):**
There shall be four valuations of each answer booklet, once each by all four examiners, except where specified in Regulations.
- 3) **PG Degree Engineering** Each answer booklet shall be subject to two valuations, once each by an external and an internal examiner.

13.7 **Award of Class (Engineering):**

Class shall be awarded on the basis of Cumulative Grade Point Average(CGPA) obtained at the end of the successful completion of the course after earning the minimum credits as stipulated by the Academy as per the guidelines of the monitoring bodies.

Cumulative Grade Point Average(CGPA)	Percent age of marks	Class
5.75	50	Second Class
6.75	60	First Class
7.75	70	First Class with Distinction

In general CGPA is converted into percentage with a formula
Percentage = (CGPA – 0.75) X 10

- 13.8 **Medical and Dental:** Class shall be awarded on the basis of aggregate of all the subjects phase wise in medical and year wise in dental

First Class — 65% and above.

Second Class — 50% and less than 60%.

Or

As per norms laid down by respective council and / or approved by Academic Council.

- 13.9 **Distinction:** The candidate securing 75% or more marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he / she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.

Or

As per norms laid down by respective council and / or approved by the Academic Council.

13.10 **Rejection of Results**

Engineering : A candidate if desires, shall reject the results of whole semester irrespective of performance of any individual subject. However, there is no provision for the rejection of results of any individual subject. Such rejection shall be permitted only once during the entire course of study.

A candidate can reject the semester results and can take readmission. In such cases, candidate should attend the classes and obtain new internal assessment marks. For such rejection application shall be sent to the Registrar (SSAHE) within 15 days from the date of announcement of results.

Medicine and Dentistry: There is no provision for the rejection of results

- 13.11 **Discretionary Marks:** The Grace Marks policy for a particular faculty shall be followed as prescribed and modified from time to time by the Academic Council. The present policy for all faculties is as under:-

The Discretionary Marks up to a maximum of five may be awarded to a student who has failed in only one subject but has passed in all other subjects of the semester / year. Provided student passes after awarding these marks.

- 13.12 **Amendment of Results: Due to errors:** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Vice-Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations which will convey its decision to the Vice-Chancellor to take final decision.

Error means:

- Error in computer / data entry, printing or programming and the like.
- Clerical error, manual or machine error, in totalling or entering of marks on ledger / register.
- Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

- 1) Due to fraud, malpractices etc.: In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Board of Examinations, been a party or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.
- 2) If a situation arises like it has been deducted at a later stage that the examination was not fair or examinees have used fraudulent means in the examinations and enemas copying, the Vice-Chancellor, on the recommendation of Board of Examination, may cancel entire examination of the paper. If situations necessitates, the Vice-Chancellor can postpone examination scheduled on one or more days.

- 13.13 **Issue of Duplicate Marks Card:** If a student loses his marks card, provision is available for issue of duplicate marks cards. For applying for Duplicate Marks card, an affidavit on Rs.20 stamp paper giving details, such as, USN, Month & Year of passing, Course, Branch, college and how the original marks cards were lost along with a fee as announced by the university time to time. The candidate has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit.

The candidates who are in need of the same shall forward their applications along with the relevant documents through the office of the Principal, to the office of The Controller of Examinations or any other authority of Academy so designated by Vice-Chancellor.

- 13.14 **Correction of name in marks card :** The Principals are requested to suitably notify the students to check the marks card for name correction, if any, in the First Semester level. Such requests together with a copy of SSLC marks card along with the necessary fee as announced by the university time to time to be submitted to the office of The Controller of Examinations or any other authority of Academy so designated by Vice-Chancellor.

- 13.15 **Rank Declaration (Engineering) :**One rank shall be awarded in each branch of Engineering/Technology provided there is minimum number of successful candidates in each branch of Engineering/Technology. A candidate shall be eligible for a rank at the time of award of degree in each branch of Engineering / Technology, provided he/she has passed in all the subjects from I to VIII semester in FIRST attempt only and securing 60% or more.

For award of rank in branch of Engineering / Technology the Cumulative Grade Point Average secured by the candidate from I to VIII semester shall be considered. In case of tie, the student possessing maximum number of highest grades in the subjects will be considered for award.

Shall not have repeated/rejected any of the lower semesters.

Shall have completed the prescribed course of study within 4 academic years.

- 13.16 **Rank Declaration (Medicine & Dentistry)** One gold medal and merit certificate awarded for UG Medical and Dental and one gold medal for PG Medical (MD/MS), one for PG Dental (MDS), to the candidate overall securing highest marks not less than 65% and passing out in first attempt and completing the course in minimal possible duration. And as per other criteria's laid down by the academy.
- 13.17 **Rules for Re-evaluation of Answer Books:** There is no provision for re-evaluation.
- 13.18 **Re-totaling.:** On application and remittance of a prescribed fee by the student within 20 days of declaration of result, the Academy shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper / papers for theory of all subjects for which the student has appeared in the Academy examination. Any error in addition of the marks awarded if identified shall be suitably rectified.

A student will be allowed to have his / her answer-books in theory papers reevaluated on submission of an application for the purpose on the prescribed form, accompanied by the original Marks Certificate (M.C.) and the prescribed reevaluation fee within 20 days of the date of publication of his / her result, as printed on the result notification or the day of dispatch of MC by the Academy Office (date as indicated on the MC), whichever is later. A candidate will not be entitled to apply for re-totalling after the expiry of the prescribed period, if his / her result has been delayed on account of his / her own fault which is to be determined by the Controller of Examinations, or to any other Academy authority so designated by Vice-Chancellor / Chairperson. The fee paid by the applicant will not be refunded. However, in such cases where an application is rejected on account of being time barred or being inadmissible, the fee will be refunded.

Late procurement of application form shall not be entertained as a plea for its late submission in any case.

- 13.19 **Terms of Tabulators and Scrutinizers:** Tabulator / Computer Programmer may be appointed by the Vice-Chancellor Tabulator / Computer Programmer may be either a teacher of constituent faculty or a staff member of the Academy office or both or an agency approved by the Vice-Chancellor.

1) The Tabulator / Computer Programmer shall perform the following duties:

- 2) Posting of marks obtained by an examinee in the Tabulation Register.
- 3) Totaling of posted marks.
- 4) Indicating failures in accordance with the provisions of the Rules / Ordinances.
- 5) Stating the result at the specified place. Explanation: The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.
- 6) Preparation of list of examinees entitled for any awards or prizes;
- 7) Preparation of the result-sheet in the proforma prescribed for its publication.
- 8) The results tabulated by the Tabulators / Computer Programmer shall be scrutinized by a person hereinafter called the "**Scrutinizer**".
- 9) "**Scrutinizer**" means a person who does the work of scrutiny of the results. "Scrutiny" means and includes:
 - 10) Checking of posting made by the tabulators from the original statement submitted by the examiner;
 - 11) Checking of totals / aggregates posted by tabulator / computer programmer;
 - 12) Checking of appropriate marking indicating failures.
 - 13) Checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and
 - 14) Checking of the list of awards prepared by the tabulators.

13.20 **Remuneration:** Remuneration for the examiners doing the valuation shall be paid at the Academy on completion of the assignment and on completion of documentary formalities, which shall be completed at the Valuation Centre. Remuneration for other staff appointed for valuation duties shall be paid from the Academy after completion of valuation, at approved rates.

14. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.:

- 14.1 There shall be two senior supervisors at each examination centre to be appointed by the Academy one of whom would be the Centre Observer and other Centre-inCharge.
- 14.2 The Dean, Faculty / Principal, constituent institute / of the Faculty (where the examination centre is located) shall normally be the Centre-in-Charge. Where substitute appointment has to be done, it shall be done only with prior permission of the Academy. However, the Dean, Faculty / Principal, constituent institute / shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of Centre-in-Charge will be the same as that of examiners.
- 14.3 The Centre Observer appointed by the Academy shall report to the Dean, Faculty / Principal, constituent institute / of the Faculty where examination centre is located one day earlier. He shall ensure that:
- 14.4 The proper arrangements for the conduct of examination are made.
- 14.5 The stationery required for the conduct of examinations, question papers, etc. are received at the examination centre.
- 14.6 The packets of question papers are intact and duly sealed.
- 14.7 The Centre Observer, during the examination, shall ensure that:
- 14.8 The question paper packets are opened in his presence 20 minutes before the start of the examinations
- 14.9 The students are not resorting to unfair means / malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations or to any other Academy authority so designated by the Vice-Chancellor/ Chairperson along with his report.
- 14.10 He shall not leave the examination centre during the examination period.
- 14.11 The answer books are distributed to the students 10 minutes before the start of the examination. The Centre-in-Charge and Centre Observer shall be responsible for the whole conduct of examination.

15. Unfair means resorted to by the Candidate:

General:

- 1) On receipt of a report regarding use of unfair means by any candidate at any Academy examination, including breach of any of the rules laid down by the Academy Authorities, for proper conduct of examination. The board of Examination shall have power at any time to institute enquiry and to punish such candidate using malpractices.
- 2) On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the Academy including breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his / her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

16. Competent Authority:

The Board of Examinations of the Academy constituted under the provision of the Rules of the Academy shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the constituent department or Institution of the Academy.

17. Unfair activities: The brief unfair activity is mentioned in Academy Disciplinary control Examination regulations.

18. System of Examinations:

There shall be following two systems of examinations. However, there can be some other systems as per the regulations of course governing councils.

(1). Semester System:

- 18.1 The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year and one supplementary semester. The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.

- 18.2 Attendance requirement for appearing in Academy examinations minimum of 85 % in each subject to become eligible to write semester end exam in the subject and there is a provision of condonation of 10% of the attendance by the Vice-Chancellor on the specific recommendation of the Dean's / Principal of the college.
- 18.3 There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).
- 18.4 There shall be a Academy examination in theory and practical at the end of each semester to be termed as End Semester Examination.
- The examination shall be conducted by means of written papers and practical tests, wherever required.
- 18.5 A student, who has been admitted to the Part-I of a course and has attended a regular course of study for 1st semester of the course Part I shall be eligible to appear at the 1st semester of that course Part-I examination. A student who has attended a regular course of study for 2nd semester of a course Part-I shall be eligible to appear at the 2nd semester of that course Part-I examination.
- 18.6 Similar rules as described in sub-clause above shall apply to subsequent parts of the course.
- 18.7 In order to pass an examination in a subject in a semester a student must secure 40% marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II & Part-III and so on.
- 18.8 The discretionary marks shall be awarded to a student as per clause of these manual/regulations.
- 18.9 Class shall be awarded as per clause mentioned in these regulations.
- 18.10 A student who has passed in at least 40% theory and practical papers shall be promoted to next higher semester and be eligible for reappearing in failed subjects at the subsequent examination of the relevant semester.
- 18.11 A student who has not passed in 40% of theory and practical papers separately in a semester shall be declared failed in the semester. He / she, however, shall be promoted to next higher semester and be required to reappear in all courses of failed semester at the subsequent examination of the relevant semester.

- 18.12 A student failing in two odd semester examinations viz; 1st and 3rd and so on, shall be allowed to appear at the lower semester (1st in this case) along with examination of 5th or higher regular semester as the case may be. Thus no student can appear at more than two semester's examinations simultaneously.
- 18.13 Similar rules shall be applicable for student failing in even semesters.
- 18.14 However, a student who fails in both the semesters of the same academic year viz; 1st and 2nd semesters or 3rd and 4th semesters and so on shall not be promoted to next higher class.
- 18.15 A student having failed in any subject can avail another chance to improve upon his / her Sessional marks.
- 18.16 There shall be no supplementary examination.
- 18.17 Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme he appeared first.

(2) Annual System:

- 18.18 The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year. The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.
- 18.19 Attendance requirement for appearing in Academy examinations shall be governed by as per the statutory bodies.
- 18.20 There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).
- 18.21 There shall be a Academy examination in theory and practical at the end of each year to be termed as End Year Examination.
- 18.22 The examination shall be conducted by means of written papers and practical tests, wherever required.
- 18.23 A student, who has been admitted to the Part-I of a course and has attended a regular course of study for 1 year of the course, shall be eligible to appear at the Part-I examination of that course.

- 18.24 Similar rules as described in sub-clause above shall apply to subsequent parts of the course.
- 18.25 In order to pass an examination in a subject in a year a student must secure 50%) marks in theory, practical separately and in aggregate in each Part i.e. Part-I, Part-II & Part-III and so on.
- 18.26 The discretionary marks shall be awarded to a student as per clause mentioned of this regulations.
- 18.27 Class shall be awarded as per the regulations.
- 18.28 A student who has passed in at least 50% theory and practical papers shall be promoted to next higher class and be eligible for reappearing in failed subjects at the subsequent examination.
- 18.29 A student who has not passed in 50% of theory and practical papers separately in a year shall be declared failed in the year and shall be required to reappear in all courses of failed year at the subsequent examination of the relevant year.
- 18.30 Similar rules shall be applicable for student failing in even semesters.
- 18.31 A student having failed in any subject can avail another chance to improve upon his / her sessional marks.
- 18.32 Student re-appearing at an examination in subsequent year(s) shall be examined in accordance with the syllabus and scheme he appeared first.

19. Dissertation for Masters' programmes:

- 19.1 Each student pursuing MD/MS/MDS/M.Tech/MCA course is required to carry out work on selected research project under the guidance of a recognized post graduate teacher. The programme of work, guide and panel of examiners should be proposed by Board of Studies and approved by the Academic Council. The results of such a work shall be submitted in the form of dissertation by the end of 4th semester. The student shall be entitled to submit dissertation only when he / she has cleared all subjects of every semester up to 3rd semester. The dissertation shall be evaluated by an external examiner and viva-voce examination shall be conducted by external and internal examiners.

- 19.2 The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and interpretation of results and drawing conclusions.
- 19.3 Student shall submit a synopsis to the Head of Department containing particulars of proposed dissertation work (synopsis) within six months from the date of commencement of the course and to be placed before the meeting of Board of Studies.
- 19.4 The synopsis shall be required to be discussed and approved by the Board of Studies and sent to Controller of Examinations for approval by the Academic Council
- 19.5 External Examiner may be an expert on the topic from reputed academic Institutions. In case the thesis is not acceptable, the student shall be asked to revise dissertation and resubmit after a period of not less than three months. If the thesis is not accepted again, the matter shall be referred to the Academic Council through Board of Studies and the Academic Council can allow one more chance for submission of thesis if considered necessary.

In General Rules & Guidelines

20. Guidelines for Conduct of Theory Examinations

- 20.1 **Examination Centers:** The Academy shall notify the examination centre for conduct of theory examinations at least forty five days prior to the theory examinations. The Principal of the college shall be appointed as the Chief Superintendent for conduct of theory examinations. He shall be responsible for the smooth conduct of the examination. Duties and responsibilities of the Chief Superintendent and other appointed staff shall be separately issued by the Academy. He shall ensure that all the appointed staff are aware of their duties and responsibilities. He shall formulate instructions to candidates based on relevant portions of these guidelines and display the same prominently at the examination hall.

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- 20.2 **Fee Structure and Schedule:** The notification shall include the Fee structure. Dates for payment of examination fees without fine and with fine shall also be specified in the notification. No candidate is exempted from payment of exam fees. Convocation fee is compulsory for all final year students. Additional postal charges as specified shall be paid for obtaining certificates by post. Fees collected from the candidates should be sent as a consolidated DD or through online/NEFT in favor of SSAHE Examination Fee account, along with statement showing the details of the candidates such as name, register number, subjects and fee paid, in triplicate.
- 20.3 **Internal Assessment Marks & Attendance Statement:** Dates for submission of attendance and Internal assessment marks shall also be notified. There shall be no provision for condoning shortage of attendance or internal assessment marks. Students with shortage of attendance and/or Internal assessment marks are not eligible for appearing in the Academy examinations. If ineligible candidates are permitted to take the exams, the Principal of the college concerned shall be held sole responsible and such students' results shall be held as null and void. Fees once paid will not be refunded or adjusted for any reason.
- 20.4 **Issue of Application Forms:** Schedule for issue of exam application forms from the Academy to the constituent colleges and Schedule for submission of application forms to the Academy shall also be notified. Examination forms duly filled, verified and affixed with latest stamp sized attested photographs of the candidate should be arranged exam wise, course wise and branch wise and submitted to the Academy by due date. Statement of non appearing students should also be submitted separately.
- 20.5 **Admission Cards:** Schedule for issue of admission cards shall be notified by the Academy. Candidates shall be in possession of Admission cards on all the days of theory examinations. In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card(Necessary fees may be charged to the student for the issue of duplicate admission card), in exceptional circumstances and after verifying the identity of the candidate.
- 20.6 **Time Table:** The notification shall also include the tentative dates of theory examinations, which shall be followed by issue of notification of detailed time table for theory examinations & tentative dates of Practical examinations. All the above mentioned contents of the Notification shall be prominently displayed for information of the candidates. If a holiday is declared after the announcement of the time table, the examination date shall not be postponed or cancelled.

- 20.7 **Appointment of Support Staff:** The Academy shall appoint a Squad chief and member(s) as well as Observer, who shall be the empowered officers of the Academy and who shall assist the Chief Superintendent in conduct of the examinations as per Academy guidelines. The Chief Superintendent shall appoint a Deputy Chief Superintendent of exams and intimate contact details to the Academy. The scale for appointment of other support staff is as under:
- 1) One Invigilators - up to forty candidates
 - 2) Room Superintendent - one for every three/four invigilators
 - 3) Clerk - one per session
 - 4) Typist/ computer operator - one per session
 - 5) Peon for Chief Superintendent – one per day
 - 6) One Attender – for every four rooms per session
 - 7) One Watchman – per session
- 20.8 **Remuneration:** Remuneration bills of Squad / Observers shall be presented to the Academy for payment. Remuneration for all other appointed staff shall be consolidated and claimed by the college/ center on completion of the examination as per approved rates in vogue which may be obtained from the Academy.
- 20.9 **Demand and Collection of Stationary:** The required number of answer booklets and other material will be demanded and obtained from the Academy by the Chief Superintendent well in time. Miscellaneous expenditure for conduct of theory examination shall be paid out of college funds and subsequently a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.
- 20.10 **Seating Arrangement:** The examination hall shall accommodate at least 30 to 60 candidates. Candidates with admit cards and appointed staff only shall be permitted to enter the hall. The examination hall shall be suitably guarded by security staff. Access to the examination hall shall be disabled friendly. The examination hall shall be free from noise and air pollution. Strict silence shall be maintained by all during the examination. Each candidate shall be provided a separate chair and table and the Register number prominently written on the desk. Each candidate shall be at least 3 feet away from another candidate. Candidates shall not be seated close to doors or windows. The seating plan shall be prominently displayed on the notice board and the appointed staff shall assist the candidates if required. A large clock showing the correct time shall be placed in the examination hall so as to be clearly visible to all the candidates. Arrangement shall be made for providing safe potable water to the candidates in the hall. Candidates shall not be permitted to use clipboards or any similar item while writing the exams.

- 20.11 **Ventilation:** Sufficient cross ventilation shall be ensured in the examination hall with provision for artificial ventilation in the form of ceiling fans depending on the seasonal weather conditions
- 20.12 **Lighting:** The examination hall shall have adequate natural lighting and artificial lighting to enable the candidates to write comfortably without eyestrain. Standby power arrangement in the form of generators shall be ensured.
- 20.13 **Toilet:** Candidates shall not ordinarily be permitted to go to the toilet during the examination. In exceptional cases they may be permitted by the Chief / Deputy Chief Superintendent to go to the toilet under escort after physical check for material that may be used for copying, both on the person of the candidate and in the toilet. Such candidates shall not be permitted to communicate with anyone during the period that they are outside the examination hall.
- 20.14 **Timings:** The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates should strictly follow the time schedules announced by the Chief Superintendent. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed. These details shall be issued separately by the Academy.
- 20.15 **Answer Booklets:** Answer books shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent or r. Each answer book shall be of 24/32/44/52 pages Strict and clear instructions shall be given to the candidates by the invigilator regarding use of separate answer books for section A and B before issue of question paper. **No additional sheets/booklets shall be provided.** The answer books are not bar coded. Unused Answer booklets shall be returned to the Academy. **No part of the answer booklet is to be detached by persons of any order.**
- 20.16 **Filling up of the Answer Booklets:** Register number, Name of the candidate, Question paper code, Examination, Degree/diploma, and Subject /paper details should be clearly written in the space provided on the cover page of the answer book, by the candidates, both in part I & II and nowhere else in the answer book. The invigilators shall read out the pertinent instructions for the benefit of the candidates and also render any other assistance thereof. The invigilators shall verify the entries and then sign in the appointed place.

- 20.17 **Opening of QP Packets:** The Chief Superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses (candidates). A certificate shall be rendered by the Chief Superintendent and the witnesses for the correctness of the question paper covers as per Academy format. Discrepancies if any shall be immediately brought to the notice of the Controller of Examinations.
- 20.18 **Issue of Question Papers:** Invigilators shall issue question papers to the candidates at the appointed time and shall ensure that question papers with codes corresponding to the codes mentioned in the admit cards are correctly issued. Unused question papers shall be returned to the Academy.
- 20.19 **Collection of Answer Books:** The invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise, branch wise etc and hand them over to the Room Superintendent, who shall in turn hand them over to the Chief Superintendent. Similar action shall be taken regarding Diary, absentee statement etc.
- 20.20 **Packing & Dispatch:** The answer books are then packed in paper covers subject/ paper wise, separately for each question paper code (not more than twenty in each cover) and in turn packed in cloth bags, both of which shall be sealed and super scribed with details of the centre, course, year or phase, subject, question paper codes, date of exam, and dispatched to the Controller of Examinations on the same day along with Check list/ daily summary and receipt obtained.
- 20.21 **Malpractice:** Candidates are prohibited from writing their names and register number, in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the Academy.

21. Guidelines for Conduct of Practical Examinations and Viva Voce

- 21.1 **Notification of Center:** The Academy shall notify the examination centre for conduct of Practical examinations and viva voce examinations prior to the Practical examinations.
- 21.2 **Appointment of Chief Superintendent:** The Principal of the college shall be appointed as the Chief Superintendent for conduct of Practical examinations and Viva Voce.
- 21.3 **Appointment of Examiners:** The Academy shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centers from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the Academy. The HOD of the concerned department / the senior most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.
- 21.4 **Appointment of Support Staff:** The Chief Superintendent shall appoint the following support staff as applicable for conduct of practical examinations and Viva Voce examination:
- 1) Expert Assistant for Medical Faculty, per subject, per day - two
 - 2) Expert Assistant for all other faculties, per subject, per day - one
 - 3) Lab / Technical Assistant – one per subject, per day
 - 4) Nurse (Clinical subjects only) - one per subject, per day
 - 5) Clerk / Typist - one per subject, per day
 - 6) Storekeeper - one per subject, per day
 - 7) Attender - one per subject, per day
 - 8) Watchman / Security - one per day
 - 9) Peon (Chief Superintendent only) - one per day
- 21.5 **Time table:** The Academy shall notify the dates of practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the College/ Chairman of the examiners. For Medicine and allied subject to a maximum of 25 candidates (UG) and 12 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations. For Engineering practical's are conducted 3 batches per lab per day with 10 to 12 students per batch.

- 21.6 **Timings:** The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.
- 21.7 **Demand of Stationery:** The required number of answer booklets and other material shall be demanded and obtained from the Academy by the Chief Superintendent well in time. Practical answer books shall be of eight pages as well as four pages and may be demanded and issued according to the departmental requirement. Viva sheet of two pages shall also be available. Candidates shall fill up the required information on the cover page. **ADDITIONAL SHEETS SHALL NOT BE ISSUED.**
- 21.8 **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bag(s) subject wise/department wise/ branch wise, super scribed appropriately and sent to the Academy after completion of the Practical examinations, through the college.
- 21.9 **Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate and enclosed separately in inner covers prescribed for the same. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall be super scribed with the details printed on each and dispatched to the Academy on daily basis.
- 21.10 **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical examinations. In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

- 21.11 **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the Academy.

Note : A Separate notification is notified for the Rule & Regulations of Malpractices in the Academy Examinations.

- 21.12 **Remuneration:** Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation at the Academy along with TA/DA as applicable. The relevant forms shall be completed and verified at the Centre, countersigned by the Chairman of the examiners and the Chief Superintendent and presented at the Academy for payment. Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the Academy on the prescribed form at approved rates. Miscellaneous expenditure for conduct of practical examination shall be paid out of college funds and subsequently a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

22. Duties and Responsibilities of Chief Superintendent of Examinations

- 22.1 The Academy shall notify the examination centre for conduct of examinations. The Principal of the college shall be appointed as Chief Superintendent of examinations.
- 22.2 He shall be present at the examination centre for the entire duration of the examination and shall be overall responsible for the smooth conduct of the examinations.
- 22.3 He shall appoint Deputy Chief Superintendent, Room Superintendents, and Invigilators, Custodian, Coordinators and other staff, under intimation to the Academy, as per Academy guidelines.

- 22.4 He shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
- 22.5 He shall inform the Academy about the number of candidates appearing for the examinations, date wise, subject wise, etc.
- 22.6 He shall be responsible for organizing seating arrangement as per Academy guidelines.
- 22.7 He shall arrange for collection of required number of answer booklets, additional sheets and other material from the Academy.
- 22.8 He shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the centre and ensure strict compliance thereof.
- 22.9 He shall ensure that only those candidates who are in possession of admit cards are permitted to enter the examination hall. He shall also ensure that only staff posted for duty are permitted in the hall.
- 22.10 In the event of non possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
- 22.11 He shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper chits or any other material which may be used for copying. He shall seize hall ticket and answer book of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the Academy. The candidate shall be booked for malpractice and not permitted any further participation in the examination.
- 22.12 On completion of the examination, he shall ensure that the answer scripts, diary, absentee statement, etc are received from each invigilator and tallied and verified by the Room Superintendent and that the answer scripts are packed in covers and they in turn are packed in cloth bags, as per Academy guidelines.
- 22.13 He shall ensure that the cloth bags are sealed and super scribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff as per Academy guidelines.
- 22.14 He shall arrange for the answer booklets and other relevant materials to be sent to the Academy on the same day and receipt obtained.

22.15 He shall send date wise details of the examination to the Academy.

22.16 The Deputy Chief Superintendent shall assist the Chief Superintendent in all the above mentioned activities and shall carry out any other activity as may be assigned by the Chief Superintendent.

1) Schedule of bell timings shall be as follows:

Bell No.	Morning session	Afternoon session
First	0830 am	0130 pm

- 1) Invigilators, Room Superintendent shall be present to check admit cards.
- 2) Candidates in possession of admit cards shall be allowed into the hall and permitted to be seated in their places.
- 3) Verification of identity card and admission cards by invigilators.
- 4) Distribution of answer scripts to candidates present only by invigilators.
- 5) Filling up of front page of answer scripts by candidates.
- 6) Verification of the above and affixing of signatures on the answer scripts by invigilators.
- 7) Filling up of students' attendance sheets, invigilators' diary.

Bell No.	Morning session	Afternoon session
Second	0900 am	0200 pm

- 1) Distribution of question papers to candidates
- 2) Commencement of exams
- 3) No candidate to leave the hall

Bell No.	Morning session	Afternoon session
Third	0930 am	0230 pm

- 1) Attendance sheet, unused answer scripts and question papers shall be returned by the invigilators to the Chief Superintendent, through the Room Superintendent
- 2) Consolidated absentee list/ attendance list subject wise submitted
- 3) No candidate shall be permitted to enter the hall

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Bell No.	Morning session	Afternoon session
Fourth	1000 am	0300pm

- 1) Candidates may be permitted to leave the hall, but shall not be permitted to take away the question papers

Bell No.	Morning session	Afternoon session
Fifth	1150 am	0450 pm

- 1) 10 minutes remaining
- 2) No candidate shall be permitted to leave the hall.

Bell No.	Morning session	Afternoon session
Sixth	1200 noon	0500 pm

- 1) End of examination
- 2) Invigilators to collect answer scripts arrange them and along with other relevant documents, hand them over to the Chief Superintendent through the Room Superintendent.

23. Duties and Responsibilities of Invigilators

- 23.1 Invigilators shall be assigned for each day of examination as per Academy guidelines, by the Chief Superintendent.
- 23.2 They shall report to the Chief Superintendent at the exam hall, before the first bell and ascertain their assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam.
- 23.3 They shall check the desks for any chits or writing material.
- 23.4 They shall physically check and initial the admit card of each candidate, on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
- 23.5 They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, Register number, course, subject, paper, date of exam etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.

- 23.6 They shall distribute the question papers according to the question paper code printed on the admit card of the candidate, at the scheduled time (second bell).
- 23.7 They shall ensure that no candidate leaves the hall, till one hour after commencement of the examination (fourth bell). Candidates shall not be permitted to go to the toilet, without the permission of Chief Superintendent.
- 23.8 They shall ensure that any candidate, who leaves the hall before the final bell, does not carry the question paper with him / her.
- 23.9 They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, photo copies or any other material that could be used for copying.
- 23.10 They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam (third bell).
- 23.11 They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice.
- 23.12 They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ news papers.
- 23.13 They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
- 23.14 They shall ensure that the candidates tick the question that they have answered.
- 23.15 After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary etc and hand them over to the Chief Superintendent, through the Room Superintendent.
- 23.16 Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
- 23.17 They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
- 23.18 They shall leave the examination hall only after performance of all their duties and after obtaining permission of the Chief Superintendent.

- 23.19 Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty they shall obtain the permission of the Chief Superintendent before leaving the centre.
- 23.20 **NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE INVIGILATORS / ROOM SUPERINTENDENT.**

24. Duties and Responsibilities of Observer

- 24.1 The Observer shall be appointed by the Academy. He shall report to the Chief Superintendent one day before the commencement of examinations.
- 24.2 He shall remain in the examination centre for the entire duration of the examination and for all the sessions
- 24.3 He shall ascertain that the Chief Superintendent has made necessary arrangement for conduct of examination, as per Academy guidelines and that the general instructions are prominently displayed at the college, hostel and examination hall.
- 24.4 He shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.
- 24.5 He shall particularly ensure that:-
- a) The bell timings and instructions are strictly followed.
 - b) Candidates with admit cards only are permitted in the
 - c) hall
 - d) Distribution of answer scripts and distribution of question
 - e) papers are being properly done.
 - f) Malpractice of any nature is not being done by any
 - g) candidate or staff.
 - h) Drinking water has been made available in the hall.
- 24.6 He shall ascertain that after completion of each session, the answer booklets / scripts and other relevant materials are packed, sealed, labeled and dispatched to the Academy, as per Academy guidelines.
- 24.7 He shall carry out any other activity as may be required, to assist the Chief Superintendent, in smooth conduct of the examination

- 24.8 At the end of each examination / session, he shall send a detailed report to the Controller of Examinations, through the Chief Superintendent.
- 24.9 At the end of the examination, he shall submit the completed remuneration bill to the Academy for payment.

25. Duties and Responsibilities of Squad Chief

- 25.1 The Squad Chief (and members) shall be appointed by the Academy.
- 25.2 He shall visit each of centers every day of the examination.
- 25.3 He shall act as the Academy empowered enforcement officer.
- 25.4 He is empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
- 25.5 He is empowered to check the assigned staff in case of suspicion of unfair practices.
- 25.6 He shall ascertain that the security measures are adequate
- 25.7 He shall intimate cases of malpractice to the Controller of Examinations by name, in writing.
- 25.8 In case of malpractice, the Squad Chief (and the members) is empowered to seize the hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ subject.
- 25.9 He shall submit daily report as per format to the Controller of Examinations.
- 25.10 At the end of the examination, he shall submit the completed remuneration bill to the Academy for payment.

26. Duties and Responsibilities of Custodian (Valuation Center)

- 26.1 The Academy shall notify the venue for central valuation and the dates of the valuation. The Custodian shall be appointed by the Academy. The Custodian shall be overall in charge of the valuation centre and shall be responsible for carrying out the valuation as per Academy guidelines

- 26.2 The Academy shall also appoint support staff as per Academy guidelines
- 26.3 The Custodian shall ensure that the valuation centre is kept open as per timings specified in the Academy guidelines
- 26.4 He shall ensure that only authorized personnel are permitted into the valuation hall.
- 26.5 He shall ensure that silence is maintained in and around the valuation hall.
- 26.6 He shall instruct all concerned to keep their mobiles switched off or kept in silent mode.
- 26.7 He shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall
- 26.8 The custodian shall receive the coded answer scripts in cloth bundles and packets from the Academy. He shall verify the number of bags and packets and the number of scripts in each packet against the statement sent by the Academy. He shall also verify that the bags, packets and the scripts have serial numbers.
- 26.9 Each packet shall have a maximum of 15 answer scripts, packed question paper code wise. Each packet shall also have corresponding Question paper, and valuation slips for valuations
- 26.10 He shall ensure that the code slips/ stickers on the answer booklets are not removed or tampered with by anyone.
- 26.11 The internal and external examiners shall be appointed by the Academy for Valuation and the Custodian shall verify the same from the appointment letter at the start of the valuation.
- 26.12 He shall ensure that each script is valued once each by an internal examiner and an external examiner in case of UG exams and by two internal and two external examiners in case in case of PG exams
- 26.13 He shall ensure that the examiners evaluate the answer scripts as per instructions issued separately by the Academy and that they correctly fill up the valuation slips. He shall ensure that all the questions have been evaluated properly. He shall also check the totaling.
- 26.14 He shall ensure that the valuation slips and the scripts are packed and dispatched to the Academy as per guidelines.
- 26.15 He shall maintain a progressive chart of the valuation, send daily progress report and ensure that valuation is completed within the stipulated number of days.

- 26.16 He shall ensure that documentation regarding remunerations for the valuation work is completed as per guidelines, before directing the examiners to the Academy for payment.

27). Duties and Responsibilities of Examiners During Practical and Viva Examination

- 27.1 The Academy shall appoint External and Internal examiners as per Academy and apex body norms
- 27.2 They shall report to the Chief Superintendent of the nominated examination centers one day before the examination. They shall be present at the examination center throughout the duration of the examination, as specified in their appointment order. Non availability of any examiner shall be reported to the Academy by the Chief Superintendent.
- 27.3 They shall ensure that the assignments of Practical and Viva examination are carried out properly as per Academy norms and guidelines, in coordination with the Chairman.
- 27.4 They shall ensure that marks are awarded as per Academy norms and that the marks are entered in words and figures in original and duplicate marks lists.
- 27.5 They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the Academy on the same day.
- 27.6 They shall carry out the valuation of theory papers on the allotted days. Valuation of theory papers by internal and external examiners is compulsory

28. Instructions to Examiners Appointed for Valuation

- 28.1 The examiners appointed for valuation of theory answer booklets shall produce the appointment letter to the custodian at the start of the valuation work.
- 28.2 They shall maintain strict confidentiality regarding their appointment. In case any candidate, parent, guardian, teacher or any other person approaches them for favours, the matter shall be intimated to the custodian immediately.
- 28.3 If the examiner suspects malpractice of any kind, he shall immediately bring it to the notice of the custodian.

- 28.4 Valuation shall be done carefully, sincerely and objectively and verified to ensure correctness of assessment
- 28.5 Discrepancy if any in the number of answer booklets or their description as compared to the legend on the cover, in which they are presented, shall immediately be brought to the notice of the custodian.
- 28.6 The valuation shall be done only in the notified Central valuation hall as per the timings announced and the answer booklets shall not be carried to any other location by the examiners for any reason whatsoever.
- 28.7 The coded Register number, Question paper code number, packet number and serial number of the answer booklets are already entered on the answer booklets and on the valuation sheets. In case of any discrepancies or omissions, the custodian shall be immediately informed.
- 28.8 Valuation shall be done only on the valuation sheets in blue or black ink and no marks of any kind shall be made on the answer booklets.
- 28.9 The examiners shall enter the marks pertaining to an answer booklet bearing a code number, carefully and correctly in the corresponding portion of the valuation sheet.
- 28.10 Each pre coded valuation sheet shall be used for entering allotted marks of fifteen candidates. The marks awarded to each question shall be entered in the corresponding block of the valuation sheet, in figures. If an answer is awarded 5 marks it shall be entered as "05".
- 28.11 The total marks awarded shall be entered in figures in the space provided. Fractions if any shall be rounded off to the next higher integer. The total marks shall be checked for correctness.
- 28.12 If an answer is not awarded any marks the word "Zero" shall be entered in the corresponding box.
- 28.13 If a question has not been attempted or answered "NA" (Not Answered) shall be entered in the corresponding box.
- 28.14 The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
- 28.15 The examiner shall affix his signature and write his name in capitals and date on each valuation sheet
- 28.16 After valuation all the answer booklets and valuation sheets shall be handed over to the custodian, before leaving the hall.

29. In General: May be discarded

- 1) The number and marking pattern (theory and practical marks distribution) of the periodical sessionals, terminal and preliminary examination shall be as per the syllabus.
- 2) One additional examination shall be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his / her genuine absence in any one of the internal assessment examinations (periodical / terminal / preliminary, etc.). The candidates whose genuineness of reason for the absence is verified and who are permitted by the Committee to appear for the additional examination can appear for such examination. Such an additional examination shall be arranged after preliminary examination and before Academy examination in any case before submitting final result of Internal Assessment Examination to the Academy. A student having failed in any subject can avail another chance to improve upon his / her Sessional marks.

30. In General: Conduct of Examinations:

- 30.1 The examination forms of the students shall be accepted by the Dean, Faculty / Principal, constituent institute / with the prescribed examination fee within the time prescribed by the Academy from time to time. The forms so accepted shall be submitted to the Academy within a week from the last day of acceptance of forms in the Faculty along with the fees so collected.
- 30.2 On receipt of the examination forms in the Academy, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned examination centres by the Academy well before the commencement of the concerned examination.
- 30.3 The Centre-in-Charge shall send the answer books in sealed cover to the Controller of Examinations or to any other Academy authority so designated by Vice-Chancellor/ Chairperson.
- 30.4 The Examiner appointed by the Academy shall receive the bundles of answer books sent by the Academy.
- 30.4 As soon as the mark lists are received in the Academy examination section, the same shall be processed immediately.
- 30.5 The results of the examinations shall ordinarily be declared as early as possible and the Academy shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the constituent Faculty / Off-Campus centres and for distributing the same to the students.
- 30.6 All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board / hand written paper or as may be prescribed by the Academy from time to time

- 30.7 All arrangements for the conduct of the examinations at the Academy level shall be made by the Board of Examinations.
- 30.8 A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by Vice-Chancellor / Chairperson for future guidance / necessary action
- 30.9 The Dean, Faculty / Principal / Director of constituent institute where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
- 30.10 The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Centre-in - Charge in reasonable time.
- 30.11 The Centre-in-Charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
- 30.12 The Syllabi and the scheme for the Academy Examinations shall be such as may be prescribed from time to time by the Academic Council of the Academy in consonance with the norms / guidelines / curriculum prescribed by regulating bodies.
- 30.13 The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the Academy conducts examination shall be determined from time to time by the Academic Council on the recommendations of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.

31. Guidelines for conducting written examination for persons with Benchmark Disabilities

As per the directions of University Grants Commission and instruction / guidelines of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi, Sri Siddhartha Academy of Higher Education has followed the guidelines for conducting written examination for persons with disabilities.

The Candidate has to produce the disability certificate issued by competent Medical Authority as per rule of IV (Annexure-I) of guidelines of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, Government of India, New Delhi.

The Academy shall provide additional time for candidates with benchmark disabilities, up to a maximum One Hour for examination of 3 hours duration as per the guidelines XII of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi

Annexure-I

Certificate regarding Physical Limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____
(name of the candidate with disability), a person with _____
(nature and percentage of disability as mentioned in the certificate of
disability), S/o, D/o. _____ a resident of _____
(Village / District / State) and to state that he/she has physical
limitation which hampers his/her writing capabilities owing to his / her
disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government Health Care Institution

Name & Designation

Name of the Government Hospital / Health Care Centre with Seal

Place :

Date :

Note : Certificate should be given by a specialist of the relevant
stream / disability (eg, Visual impairment – Ophthalmologist, Locomotor
disability – Orthopaedic specialist)

This notification shall come into force with immediate effect.


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Sri Siddhartha Academy of Higher Education
Agalakote, B.H. Road, Tumkur - 572 107.