



SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(DEEMED TO BE UNIVERSITY)

Declared under Section 3 of the UGC Act, 1956, MHRD GOI No. F.9-31/2006-U.3 (A) dated: 30/05/2008

Accredited 'A' Grade by NAAC

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

Ph. 0816- 2275516, 2275512 , 2275514 Fax : 0816-2275510 website: sahetumkur.ac.in email: info@sahe.in

No. SSAHE/ACA/07/ 2018

Date: 01.02.2018

NOTIFICATION

Sub: Conducting supplementary examination of 1st MBBS within two months of announcing results of regular examination of 1st MBBS

- Ref: 1). AC meeting proceedings and its recommendations
Dated 18 January 2018
- 2). Graduate Medical Education regulations- 1997 of clause 7(7) of amended up to July 2017 - Medical Council of India
- 3). Recommendations of the committee, constituted for the means of implementing this Scheme of examination for the 1st MBBS
Dated: 16.01.2018

In exercise of the power conferred under the section 35(1) of SSAHE Act 2008, Hon'ble Vice Chancellor is pleased to give effect to the order for conducting the supplementary examination for 1st year MBBS failed students within two months of the announcement of results of the main examination in order to rescind the odd batch in 1st year MBBS course.

The archetype for conducting such supplementary examinations shall be as follows.

- a) The supplementary examination for 1st year MBBS failed students shall be conducted within two months from the date of announcement of results of the main examination and it is effective from 2017-18 admitted batches of students.
- b) The unsuccessful students in the main (Regular) examination may appear for supplementary examination by paying the prescribed examination fees only if otherwise eligible.
- c) Successful students in the supplementary examination shall be allowed to take admission to the 2nd phase of MBBS and be allowed to attend classes/clinical / practicals along with regularly admitted students
- d) Such successful students taking admission to 2nd phase of MBBS shall be allowed to appear for the 2nd phase examinations subject to full filling the criteria (minimum 18 months duration in 2nd phase of MBBS) as specified in the SSAHE – UG curriculum and MCI – Graduate Medical Education Regulations (as updated from time to time)

Contd....2

- e) Unsuccessful candidates in the such supplementary examinations have to appear for the next regular (main) examination along with the (junior) fresh batch of students if otherwise eligible.
- f) There shall be no another examination in the end of the term i.e. at or around January for such unsuccessful students in the supplementary examinations for 1st MBBS students with effect from 2017-18 admitted batches onwards

Eligibility criteria for the supplementary examinations:-

- g) Students who have appeared & failed in the regular examinations are only eligible to appear for the supplementary examinations.
- h) Students who have filled the application forms (paid the fee) but were unable to attend the regular examination are also eligible to write this supplementary examination, provided they have the eligibility with respect to attendance and Internal Assessment and for such students it shall be considered as second attempt.
- i) No extra term fees be collected from the students appearing for the supplementary examination. However the students appearing for the supplementary examination need to pay mandatory examination fee prescribed by the university.
- j) Those students who have not taken the regular examinations due to lack of eligibility, can be allowed to appear for supplementary examinations provided they fulfill the eligibility criteria as per the SSAHE guidelines and MCI guidelines. With effect to this the concerned Head of the Institution shall certify , (classes conducted, IA conducted etc) that such students have fulfilled the eligibility criteria after the regular examinations were conducted.
- k) The failed students of various schemes of earlier batches i.e., prior to July 2017 admission will have supplementary examinations in July 2018, September 2018 and January 2019. If such students do not clear first phase supplementary examinations, thereafter there will not be any supplementary examinations in old schemes. Those students who have failed in the January 2019 supplementary examination then they will have to appear for the July 2019 examinations with regular 2018-19 batch students of running scheme i.e., RS2 in respect of UG Ist MBBS course.

As per the notification of SSAHE vide ref no. No. SSAHE/UG/Merge/ 2017-18/ Date: 22.01.2018 various schemes have been merged with the running scheme i.e with RS2 in respect of UG Ist MBBS course.

PROTOTYPE OF THE EXAMINATION IS (FOR EXAMPLE)

1. Regular Examinations

- a. Theory examinations are to be conducted from middle of July to end of July 2018
- b. Practical examinations are to be conducted from 1st week of August to 2nd week of August 2018
- c. Declaration of results – 4th week of August 2018

2. Supplementary Examinations

- a. Theory examinations are to be conducted from 3rd week of September
- b. Practical examinations are to be conducted from 4th week of September.
- c. Declaration of result – by the end of 1st week of October

THIS NOTIFICATION SHALL BE APPLICABLE FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2017-18.

Note: objections if any for notification on hand either by college or by students be submitted to university within one month from the date of notification, failing which any such objections will not be entertained in future.

By Order

**Sd/-
REGISTRAR**

**To,
The Principal, Sri Siddhartha Medical College**



SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

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No. SSAHE/ACA/06/ 2018

Date: 22.01.2018

NOTIFICATION

Sub: Merging of Various Schemes of 1st MBBS UG course with running RS2 scheme.

Ref: 1). AC meeting proceedings and its recommendations Dated 18 January 2018

2). Recommendations of the committee, constituted for the means of Implementing merging of Schemes of examination for the 1st MBBS Dated: 16.01.2018

In exercise of the power conferred under the section 35(1) of SSAHE Act 2008, Hon'ble Vice Chancellor is pleased to give effect to the order for Merging of various schemes of 1st MBBS UG course with running RS2 scheme.

The archetype for merging of various schemes such shall be as follows.

- a) The failed students of various schemes of earlier batches i.e., prior to July 2017 admission, will have supplementary examinations as follows:-
 - July 2018
 - September 2018 and
 - January 2019
- b) If students of prior to July 2017 admissions, do not clear first phase examinations, during January 2019 supplementary examination, thereafter there will not be any supplementary examinations in old schemes.
- c) If students have failed in the January 2019 supplementary examination then they will have to appear for the July 2019 examinations with regular 2018-19 batch students of running scheme i.e., RS2 in respect of UG Ist MBBS course.

Contd..2

THIS NOTIFICATION SHALL BE APPLICABLE FOR THE FAILED STUDENTS ADMITTED PRIOR TO ACADEMIC YEAR 2017-18.

Note: Objections if any for notification on hand either by college or by students be submitted to university within one month from the date of notification, failing which any such objections will not be entertained in future.

By Order

**Sd/-
REGISTRAR**

**To,
The Principal, Sri Siddhartha Medical College**



SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(DEEMED TO BE UNIVERSITY)

Declared under Section 3 of the UGC Act, 1956, MHRD GOI No. F.9-31/2006-U.3 (A) dated: 30/05/2008

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No. SSAHE/ACA/08/ 2018

Date: 22.01.2018

NOTIFICATION

Sub: Merging of Various Schemes of 1st BDS UG course with running RS1 scheme.

Ref: 1). AC meeting proceedings and its recommendations

Dated 18 January 2018

2). Recommendations of the committee, constituted for the means of Implementing merging of Schemes of examination for the 1st BDS

Dated: 16.01.2018

In exercise of the power conferred under the section 35(1) of SSAHE Act 2008, Hon'ble Vice Chancellor is pleased to give effect to the order for merging of various schemes of 1st BDS UG course with running RS1 scheme.

The archetype for merging of various schemes such shall be as follows.

- a) The failed students of various schemes of earlier batches i.e., prior to July 2017 admission, will have supplementary examinations as follows:-
 - i. July 2018
 - ii. September 2018 and
 - iii. January 2019
- b) If students of prior to July 2017 admissions, do not clear first year examinations, during January 2019 supplementary examination, thereafter there will not be any supplementary examinations in old schemes.
- c) If students have failed in the January 2019 supplementary examination then they will have to appear for the July 2019 examinations with regular 2018-19 batch students of running scheme i.e. RS1 in respect of UG 1st BDS course.

Contd...2

THIS NOTIFICATION SHALL BE APPLICABLE FOR THE FAILED STUDENTS ADMITTED PRIOR TO ACADEMIC YEAR 2017-18.

Note: objections if any for notification on hand either by college or by students be submitted to university within one month from the date of notification, failing which any such objections will not be entertained in future.

By Order

**Sd/-
REGISTRAR**

**To,
The Principal, Sri Siddhartha Dental College**

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/17/2019

Date: 01/03/2019

NOTIFICATION

Regulations pertaining to Malpractices in the Academy Examinations

1. Short Title and Commencement:

- a) These regulations shall be called the SSAHE Malpractice Regulations.
- b) They shall come into force with immediate effect.

2. Definitions

- a) "Chief Superintendent" shall mean any person appointed by the Academy to be overall in charge of the examination centre.
- b) "Academy" shall mean Sri Siddhartha Academy of Higher Education.
- c) "Disciplinary Authority" shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice.
- d) "Academy Students" or "Students" shall mean and include all students studying in the constituent colleges / Departments / Faculties of the Academy, as well as candidates who register themselves for any super specialty courses, Ph.D or other programs.
- e) "Examination Centre" shall mean any premises consisting of examination halls used for conduct of examinations.
- f) "Examination Hall" shall mean any room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations.
- g) "Misconduct" is a generic term and shall mean conduct that is a miss, wrong or improper behavior or conduct, and includes misdemeanor, delinquency, indiscipline and other acts amounting to offences involving moral turpitude, or acts which adversely affect the prestige of the institution or Academy.
- h) "Malpractice" shall mean misconduct in relation to the conduct of any examination conducted by the Academy and includes any acts of omission or commission mentioned in these regulations.
- i) "Malpractice Enquiry Committee" hereinafter referred to as MEC shall mean the committee or standing committee appointed by the BOM or the Vice-Chancellor, for enquiring into any malpractice, misconduct or lapses committed by a Academy student.
- j) "Preliminary Enquiry" shall mean a fact finding enquiry in the nature of an investigation into any complaint or report, before initiating a regular enquiry under these Regulations and none of the provisions of these Regulations shall be applicable to such preliminary enquiry.
- k) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

Contd...2

3. In General

- a) Every Academy student shall at all times take reasonable steps to ensure and protect the interest and prestige of the Academy, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, by-laws and statutes of the Academy, maintain discipline and do nothing which is unbecoming of a Academy student, contravention of which shall be deemed to be tantamount to misconduct.
- b) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Centre.
- c) Every day, before commencement of examination, instructions shall be given to all the candidates to search their pockets, desks etc and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be used to copy. Late comers may be repeated the same instructions. Being in possession of any of these items shall be considered as intent to use unfair means and shall be dealt with as malpractice and action will taken as per the regulations.

4. Some Acts of Commission and Omission amounting to malpractice are as under:

- a) Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen, scanner, Bluetooth equipment etc., other than those permitted by the Academy, to the examination hall at any time during the examination.
- b) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
- c) Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued in the examination.
- d) Copy answers of another candidate, or assisting any other candidate in copying answer either from his/her own answer book or from common or different sources.
- e) Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of himself/herself and two or more students appearing simultaneously for the examination in the same centre are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
- f) Using impersonation technique in any form to write answers in answer books.

- g) The presence of unusual marks, folding, crease, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity, or writing on the question paper or any other paper some answers to the questions set in the question paper.
- h) Altering, defacing, tampering with the answer book, identity card, or admission ticket or any other relevant document or handing over or parting with his/her identity card or admission ticket to a third party during the examination period.
- i) In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized or about to be sized.
- j) Re-entering or attempting to re-enter examination hall, during the hours of examination, after he/she had left the same earlier, without permission or without proper escort.
- k) Being in possession of answer book outside the examination hall.
- l) Using abusive or obscene language, or behaving in a disorderly or unruly manner or physical violence, in or around the examination hall.
- m) Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favor in the examination.
- n) Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
- o) Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.
- p) If the Vice-Chancellor is satisfied based on the report of the Chief Superintendent or otherwise that there has been copying on a mass scale (more than 30% students involved in copying) at a particular examination centre, he may cancel the examination of all candidates concerned.

5. Constitution of MEC

- a) The Vice-Chancellor shall constitute a Committee known as Malpractice Enquiry Committee (MEC)
- b) The Committee shall consist of five members including the Controller of Examinations who shall be the Member Secretary.

- c) At least one of the members shall be either a lawyer or an advocate, who has practiced at the Bar for not less than 10 years.
 - a. The other members may be nominated by the Vice-Chancellor from the following
 - b. Dean of Faculties
 - c. Principals of the Constituent Colleges
 - d. Chairpersons of Academy Board
 - e. Persons of eminence among members of Public
 - f. At least one member should be a lady member.
- d) One of the members so nominated shall be appointed as Chairman, by the Vice-Chancellor,
- e) The term of the Committee shall be three years, unless otherwise specified in the order constituting the committee.
- f) The Committee shall enquire into case of alleged malpractices in Academy Examinations, in accordance with procedure outlined in these regulations, and based on its finding to recommend the imposition of appropriate penalties by the Disciplinary Authority, on the concerned student.

6. Procedure for imposing Penalties:

- a) No penalties may be imposed on a candidate except after an enquiry is held by the MEC.
- b) The Controller of Examinations on getting a report of a case of malpractice, shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief and asking him to appear before the MEC on a fixed date, time and place, to show cause as to why action under the Regulations should not be taken against him. The Controller of Examinations shall place all relevant documents or other items before the MEC for enquiry.
- c) The MEC shall frame definite charges and communicate such charges together with a statement or allegations on which they are based, to the candidate in writing and he/she shall be required to submit a written statement in his defense within the time specified by the committee and also to state whether he desires to be heard in person.
- d) If the accused student fails to reply in writing and to turn upon the date fixed, the MEC, unless it decides to issue fresh notice to the concerned, may proceed *ex parte* and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.
- e) Where the accused student admits the charges of malpractices as set out in the show cause notice, in his/her written reply to the charges, the MEC may in its discretion, accept the same and make suitable recommendations to the Vice-Chancellor including the proposed penalty. The student may appear in person or chose not to appear in person for the hearing.

- f) Where the student appears on the fixed date, but denies the charges of malpractices, the MEC shall record the statement of the person accused of malpractices and fix a date for hearing and summon and examine the witness cited in the report/proceedings of the Controller of Examinations or other authority and also mark as exhibits the relevant documents and registers.
- g) The Disciplinary Authority or the Vice-Chancellor may appoint any person, to be known here after as "Presenting Officer", to present on behalf of the Academy the case in support of the charges framed.
- h) The Presenting Officer and the accused student shall have the right to examine and to cross-examine the witnesses who may have been summoned.
- i) The MEC may in its discretion, summon and examine any person not cited or any documents not produced before it already.
- j) The statements of each witness shall be recorded separately. The MEC shall proceed to record its findings on each charge after taking into consideration the representations contained in the students written reply in his defense, citing reasons for arriving at the finding. For purposes of proper identification, each witnesses examined and document exhibited shall bear an identifiable connotation and number (such as PW or DW or Exhibit No).
- k) During the course of the inquiry, or on the completion of the inquiry, if the MEC finds that any other person or persons, ought to have been named as accused of malpractice, the MEC may in its discretion submit its report against the persons already before it, or postpone the further hearing till notice to such other person to show cause. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.
- l) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he/she shall have access to the papers or other materials produced during the inquiry. However, he/she shall not be entitled to get copies of any such documents or proceedings.
- m) The MEC discretion, may also do inspection of any document, or material on grounds such as preserving the confidentially and secrecy associated with valuation or on other similar grounds and in such cases, the MEC shall not rest its findings on the documents or material whose inspection is denied to the accused student.
- n) Where the MEC finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witness, the MEC shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.

- o) Where the proceedings relate to two or more students, the MEC may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying traveling allowance, if any of the concerned witness or parties.
- p) On completion of the enquiry, the MEC shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice-Chancellor with its recommendation regarding the proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused Academy student has admitted the facts constituting them or had the opportunity of defending himself against them.
- q) The MEC may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the Academy.
- r) If on receipt of the report of MEC the Vice-Chancellor disagrees with the findings of MEC on any of the charges, he/she shall record his/her reasons for such disagreement and record his/her findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the vice-Chancellor agrees with the findings of the MEC he/she need not record his reasons for so agreeing.
- s) On the basis of such findings arrived at the Vice-Chancellor, he/she may proceed to pass one or more penalties specified in the annexure due consideration of the recommendations made by MEC. In case, the Vice-Chancellor feels that, it is necessary or advisable to leave the matter for the decision of the Board of Management, he may direct the case to be placed before the Board of Management for its decision and the Board of Management may consider and impose one or more of the said penalties.
- t) If the charges framed against the student are not established and if the student was under suspension during the enquiry, the number of days of suspension shall be added to his attendance.
- u) The proceeding and record of the MEC shall be presented for a minimum period of 5 years from the date of submission of report of MEC to the Academy.

7. Communication of Orders, Imposing Penalties

The Controller of Examinations shall communicate the final decision of the Vice-Chancellor / BOM to the concerned Academy student, to his/her parents as well as to the heads of the college/ institution to which he/she belongs.

8. Review of the Case.

A candidate may within fifteen days of the receipt of the above orders file a petition in writing to the Vice-Chancellor for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration he/she may refer the case to the MEC, which shall re-examine the case including fresh evidence and documents and submit its report. The Vice-Chancellor shall pass orders, which shall be communicated to the candidate.

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MALPRACTICE CASE REPORT FORM

(To be sent to the Controller of Examinations by name in sealed cover)

PART - I

College	
Examination	
Subject	
Paper	
Date	
Name of the Candidate	
Register No. of Candidate	
Name of the Father	
Permanent Address	

- The case took place in the room as shown in the copy of the seating plan on (Date)..... (time).....
- The distance between the offending candidate(s) and the Superintendent's table was approximately.....
- The following attached :
 - The Superintendent's / Invigilators' report and diary
 - The Chief Superintendent's detailed report
 - Statement of the Candidate / refusal to give statement
 - Seating plan
 - Materials seized from the candidate
 - Answer book and question paper

Place :

CHIEF SUPERINTENDENT
(with seal)

Date :

PART - II
Report of the Room Superintendent / Invigilator

Certified that the statement given by me is based on my personal observation.
Before commencement of the examination, I warned the candidates stating " You should search your pockets, benches, desks, purses and handover any paper, book, notes or electronics equipment of any kind which you may find therein before starting to answer your paper of examination". This warning was given individually to late comers also.
While performing my duty on (date)..... at about (time)..... detected this case of Malpractice in Room No. The Candidate's Register Number is

Place : _____ Signature of the Room Superintendent / Invigilator
Date : _____

PART - III
Statement of the Candidates

- 1) Statement of the candidate shall be obtained from the candidate by the Chief Superintendent in the presence of a responsible witness.
- 2) The statement shall be in candidate's own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.
- 3) If the candidate refuses to give his / her statement, the candidate shall be asked to record in writing his refusal to give a statement.
- 4) If he/she refuses to do even that, the fact shall be noted duly witnessed by two members of the supervisory staff.

Signature of the Candidate.

PART - IV

Report of the Chief Superintendent

Place :

Signature of the Chief Superintendent

Date :

PART - IV

Report of the Squad / Observer

Place :

Signature of the Squad / Observer

Date :

Malpractices and Corresponding Punishments

SI No.	Nature of Malpractice / Use of unfair means	Punishments
1	Persistent talking to another candidate or any person inside or outside the examination hall	<ul style="list-style-type: none"> • Warning • Fine not exceeding Rs.5000/- • Cancel the particular paper only of the candidate concerned.
2	Leaving the examination hall without handing over the answer book and / or continuation sheet, if any, to the invigilator and taking tearing off or otherwise disposing off the same	<ul style="list-style-type: none"> • Warning • Fine not exceeding Rs.5000/- • Cancel the particular paper only of the candidate concerned.
3	Communicating in any manner, electronic or otherwise, answers or information, either from inside the hall or from outside thereby helping the candidate or getting help to copy	<ul style="list-style-type: none"> • If the person concerned is a candidate taking the examination, cancel the particular paper only • If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the institution for necessary action. • If the person concerned is a staff of the institution, disciplinary action shall be initiated against him by Head of the institution and he may be debarred from examiner ship permanently.
4	Deliberately disclosing one's identity, writing name or college name, using colour thread, marking in colour pencil or making any distinctive marks in the answer book for the purpose.	<ul style="list-style-type: none"> • Warning • Fine not exceeding Rs.5000/- • Cancel the particular paper only of the candidate concerned.

5	Willfully writing wrong Register Number	<ul style="list-style-type: none"> • Warning • Fine not exceeding Rs.5000/- • Cancel the particular paper only of the candidate concerned.
6 (a)	Possession by candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler, cloths or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phone, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc, which could be of help of assistance to him in answering any part of the question paper.	<ul style="list-style-type: none"> • Warning • Fine not exceeding Rs.5000/- • Cancel the particular paper only of the candidate concerned
(b)	Found copying using any of the material mentioned in 6(a)	Cancel the particular paper only of the candidate concerned.
7	Mass copying by candidates	Cancel the entire examination of all the candidates concerned for that session.
8	Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes paper or other material or device, used or attempted to be used for assistance in answering a question.	Cancel the entire examination of the candidates for that session.
9	Passing on or attempting to pass on, a copy of a question paper or a part thereof or solution to a question paper or a part thereof, to any candidate or to any person.	Cancel the particular paper only of the candidate concerned.

10	Smuggling into the examination hall an answer book or a continuation sheet or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any person connected with the examination or through any other agency.	<ul style="list-style-type: none"> • If the person concerned is a candidate taking the examination, cancel the particular paper only • If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the institution for necessary action • If the person concerned is a staff of the institution, disciplinary action shall be initiated against him by Head of the institution and he may be debarred from examiner ship permanently. • If the person concerned is an outsider the Police may be informed for necessary action
11	Making an appeal for consideration with or without any promise of consideration to the Examiner through the answer book or by any other means.	<ul style="list-style-type: none"> • Cancel the particular paper only of the candidate concerned.
12	Approaching or influencing directly or indirectly a question paper-setter, examiner, evaluator, moderator, tabulator or any other person connected with the Academy examination to leak out the question paper of any part thereof or to enhance marks of favorably evaluate or to change the award in favor of the candidate.	<ul style="list-style-type: none"> • Cancel the particular paper only of the candidate concerned.
13	Presenting a thesis, dissertation, practical or class work note-book not prepared by the candidate himself.	Cancel the entire examination of the candidate of that session and also his thesis, dissertation, practical or class work note –book etc.

14	For offering or actually giving in cash or in kind any form of inducement to anyone connected with the conduct of Academy examinations or the valuation of the answer books or other tests to secure unfair or unlawful advantage.	Cancel the entire examination of that candidate of that session and also debar for next two exams.
15	Insertion of pre-written answer papers	Cancel the entire examination of that candidate of that session and also debar for next two exams.
16	Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.	Cancel the entire examination of that candidate of that session and also debar for next two exams.
17	Tampering in the statement of marks provisional and degree certificates issued by the Academy	<ul style="list-style-type: none"> • The tampered certificates be retained in the Academy and duplicate be not given. • Matter be referred to police for further action, if warranted.
18	Impersonating any candidate at the examination, by present or past candidate or others or outsiders	<ul style="list-style-type: none"> • Cancel the entire examination of that candidate of that session and also debar for next two exams. • In case of person other than student, matter to be referred to Police for further action.
19	A candidate or anyone on his behalf abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff or threatens to do so or abuses, insults, intimidates, assaults any other candidate or threatens to do so.	<ul style="list-style-type: none"> • Cancel the entire examination of that candidate of that session and also debar for next two exams. • In case of other students, staff, outsiders, etc. the Head of the Institution shall report the matter to the Police
20	For manhandling or injuring the Chief Superintendent, Invigilator and other examination officials or personnel (college or academy)	<ul style="list-style-type: none"> • Cancel the entire examination of that candidate of that session and also debar for next three exams. and report the matter to the Police • In case of other students, staff, outsiders, etc. the Head of the Institution shall report the matter to the Police

21	Committing malpractices for the second time or repeatedly.	<ul style="list-style-type: none"> • Cancel the entire examination of that session of the candidates and also debar them for next two exams.
22	All other malpractices not covered in the above categories	<ul style="list-style-type: none"> • Punishment as deemed fit.
23	<p>Malpractice by examiners, question paper setters or Academy / College staff</p> <ul style="list-style-type: none"> • Permitting or assisting in Mass copying • Helping or assisting the candidate in using unfair means or to copy or by giving answers to question or tutoring • Accepting or demanding bribe and other considerations to boost or alter marks • Tampering with the marks by the examiners or other staff • Influencing and being influenced by Examiners to the boost marks of candidates, during Central valuation • Demanding money or gift to assist the candidate in Theory / Practical Examination • Any other malpractice in examination work 	<ul style="list-style-type: none"> • Debar from examiner-ship permanently • Authority concerned to be informed • Police complaints to be given, if necessary.

This regulation shall come into force with immediate effect.

By Order,

Sd/-
REGISTRAR

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/19/2019

Date: 07/03/2019

NOTIFICATION

Policy for conducting Written Examination for Persons with Benchmark Disabilities

Preamble : 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 be producing 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 has provided to the candidates for persons with benchmark disabilities, compensatory time of 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.

1. Short Title and Commencement.

- a) These Policies shall be called Guidelines for Conducting written examination for persons with Benchmark Disabilities
- b) They shall come into force with immediate effect.

2. Definitions.

- a) "Chief Superintendent" shall mean any person appointed by the Academy to be overall in charge of the examination centre.
- b) Examination: The term examination stand for all Annual / Semester Examination conducted by the Academy, Colleges/Institutions and Departments.
- c) "Academy" shall mean Sri Siddhartha Academy of Higher Education.
- d) "Academy Students" or "Students" shall mean and include all students studying in the constituent colleges / Departments / Faculties of the Academy, as well as candidates who register themselves for any super specialty courses, Ph.D or other programs.
- e) "Examination Centre" shall mean any premises consisting of examination halls used for conduct of examinations.

Contd...2

- f) "Examination Hall" shall mean any room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations.
- g) "Guidelines", means Office Memorandum/guidelines notified by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities,.
- h) "Category" means a person with benchmark disabilities.
- i) "Constituent College" means Sri Siddhartha Medical College /Sri Siddhartha Dental College / Sri Siddhartha Institute of Technology.
- j) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

3. Facilities.

The Facilities specified in the policies will include the following categories of students.

Sl. No.	Category	Facilities to be Provided
1)	Students with low vision	<ul style="list-style-type: none">➤ Writer (if the permanent disability of the student may be a hindrance in his/her ability to write the examination)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)➤ Question papers in enlarged print (photocopy)
2).	Students with Orthopedic disability	<ul style="list-style-type: none">➤ Writer (if the candidate is unable to write his/her examinations himself/herself)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)
3)	Students with cerebral palsy and other brain related ailments that demand support system	<ul style="list-style-type: none">➤ Writer (if the candidate is unable to write his/her examinations himself/herself)➤ Compensatory time as per rule / guidelines (Where the facility of writer is availed or his disability may be hindrance in his/her ability to write the examination)
4)	Students with hearing or speech impairment	<ul style="list-style-type: none">➤ A sign interpreter➤ Compensatory time as per rule / guidelines

Contd...3

The facilities mentioned against each category in respect of the students of above categories may be provided by the Superintendent of the Examinations without obtaining the prior approval of the Academy. If the candidate possesses a valid permanent disability certificate issued by the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution. However, these facilities will be provided subject to fulfilling other conditions laid down in this regulations/policy.

4. Short Term disability / other type of disability

Students with short term disability due to injury and students with any other type of disability (not covered in the above categories), the facilities will be provided as per the recommendations of the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution.

In the above categories the student will have to apply to the Controller of Examination of the Academy, as the case may be for the facility he/she wants, through the Dean/Principal of the respective constituent colleges. The application of the student will be forwarded to Medical Superintendent of Sri Siddhartha Medical College for his specific recommendation and the facility will be provided to the students accordingly, as per the policy/guidelines.

5. Writer / Scribe / Reader / Lab Assistant.

Students, who will be eligible for writer / scribe/reader/lab assistant in any the categories mentioned above, may arrange for their own writers, scribes, reader/lab assistant as the case may be. In case they are unable to do so, the Chief Superintendent of the Examination Centers would provide the same on receipt of written request from the candidate at least 24 hours prior of the commencement of the examination. A writer's bank must be created in each constituent colleges for the purpose for a ready availability of writers whenever required. The candidate must be given an opportunity to satisfy himself/herself about the writer's ability to take dictation from the candidate.

As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the Chief Superintendent of examination centre should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.

The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Chief Superintendent of Examinations and to the visiting team if required. In case the writer is more qualified than the examinee, the Chief Superintendent may ask for other relevant certificates to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.

The writer must be paid on the last day of the examination by the Chief Superintendent of the concerned examination centre whether the writer has been arranged by the candidate or by the Chief Superintendent. Each centre may claim the required remuneration in advance from the Academy.

Candidates should also be flexibility in accommodating any change in Writer / Scribe / Reader / Lab Assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers. However, there can be only one scribe per subject.

If required, each examination centre must arrange for a sign language reader for the candidates with hearing/speech impairment. The Reader should be available for the entire duration of the examination.

6. Remuneration.

The fee for the Writer / Scribe / Reader / Lab Assistant and invigilator is to be borne by the Academy.

The remuneration for the Reader will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the Academy.

The constituent colleges must get prescribed proforma for writers dully filled by the writer / scribe/reader/lab assistant and obtain the receipts of payments made to them.

7. Compensatory time.

The Academy has provided to the candidates for persons with benchmark disabilities, compensatory time of 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.

8. Writing Examination on Computer /Laptop

The candidates having permanent disability which is a hindrance in his/her ability in writing may be allowed to write their examination on computer /laptop with the help of relevant and disabled friendly software. Such students may write their examinations at the constituent colleges examination centers. However, such request should be made by the candidates to the concerned examination Chief Superintendent (Dean/Heads of the Institutions/Departments) at least a week prior to the examinations.

Students should be allowed to check the computer system one day in advance, so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

Compensatory time shall be permissible to the students who have been allowed to write their examination on computer /laptops as per policy/guidelines.

9. Seating Arrangements and Invigilator

The seating arrangements for person with benchmark disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible. The time of giving question papers should be marked accurately and timely supplementary papers should be ensured.

Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are a permitted compensatory time.

10. Statement of the Candidate/s at the completion of the examination.

A statement showing the particulars (such as USN No. , Name, Course, College and date of examinations), of the disability category student/s appearing at examination and who have been provided the facilities, as above, must be sent to the Controller of Examination by the Chief Superintendent along with writer's proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned college/institution for the maintenance of records and to avoid any future discrepancies.

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 regulation shall come into force with immediate effect.

By Order,

Sd/-

REGISTRAR

SRI SIDDHARTHA DENTAL COLLEGE AND HOSPITAL

AGALAKOTE, B.H. ROAD, TUMKUR-572107, KARNATAKA.

Recognized by Dental Council of India, NEW DELHI

A Constituent College of Sri Siddhartha Academy of Higher Education (Deemed-to-be-university) Accredited 'A' Grade by NAAC

Phone No: / Fax No: 0816-2275536

Web: www.ssdctumkur.org

Email: ssdctumkur@gmail.com

SCHEME OF EXAMINATION

The BDS examination scheme consists of one examination at the end of each of the four years. Each academic year must have at least 240 days of teaching and three internal assessment examinations with 10% of the total marks assessed for evaluation. Each well-structured theoretical paper is worth 70 marks and lasts 3 hours. It includes an essay, a short essay, and MCQs. For practical examinations, objective structured clinical tests are held in conjunction with viva voce, allowing for a reasonably wide overview of the subject and assessment of students' problem-solving abilities.

Each academic year, for MDS, the head of the department and institution certifies each candidate's satisfactory progress based on attendance, progress, conduct, and log book. Acceptance of the dissertation is a requirement for the candidate to sit for the final exam. As per the earlier guidelines, each theory paper was worth 75 marks which has been revised by DCI into PART I exam at the end of first year and part II at the end of third year. The practical assessment is combined with a viva voce and pedagogy to measure competency and skills in techniques and procedures as a self-contained specialist.



Principal/ IQAC Chairperson

Chairperson, IQAC,
Sri Siddhartha Dental College,
TUMKUR.

2.5.4. Examination Procedure

Introduction

Sri Siddhartha Institute of Technology has become a constituent college of Sri Siddhartha Academy of Higher Education(SAHE),Tumkur, in the academic year 2009-2010. The institute is imparting education in Under Graduate programs and Post Graduate programs along with research activities. To ensure that students graduated from the institution are qualitative, globally competitive and possess required skill set.SAHEhas adopted necessary evaluation mechanism to ensure that graduates from the university meet required benchmark.

The students who join the Engineering program are evaluated through continuous internal evaluation and term end examination. Each subject is evaluated with 50% weightage to continuous internal evaluation and another 50% for term end examination.

Objective, Structure & Procedural Guidelines-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. If a student fails in the regular semester end examination such student 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.

1.Guidelines for Conduct of Theory and Practical Examinations

1.1.Examination Notification:

The Academy/Institute shall notify the examination date for conduction 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. 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 is aware of their duties and responsibilities.

1.2. 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. The examination fee is announced during the beginning/middle of the semester and students are given 3 weeks of time for the payment of fees.

1.3. Time Table:

The notification shall also include the tentative dates of theory and practical examination, which shall be followed by issue of notification of detailed time table for theory examinations and 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.

1.4. Issue of Application Forms:

Examination process is automated students need not fill the application

1.5. Internal Assessment Marks & Attendance requirement:

Dates for submission of attendance and Internal assessment marks shall also be notified. For UG programs minimum of 85% attendance and minimum of 20 marks out of 50 marks is required by the candidate to get eligibility to write semester end examination. For PG program candidate shall have minimum 85% attendance and minimum 25 marks out of 50 marks to get eligibility to write semester end examination. 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 examination.

1.5. Admission Cards:

Schedule for issue of admission cards shall be notified by the Academy/Institute. Candidates shall be in possession of Admission cards on all the days of theory and 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(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.

1.7. Appointment of Support Staff:

The Academy/Institute 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

1.8. Remuneration:

Remuneration bills of Squad / Observers / Valuation shall be paid as per the norms stipulated by the academy from time to time.

1.9. Seating Arrangement:

The examination hall shall accommodate at least 30 to 40 candidates. Candidates with admit cards and appointed staff are permitted to enter the hall. Seating arrangement, a technique called 360^o, is used. The candidates are seated in such a way that no candidate writing same question paper will not sit next to him/her in any direction. Necessary arrangements are 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.

1.10. Ventilation:

Sufficient cross ventilation is ensured in the examination hall with provision for artificial ventilation in the form of ceiling fans depending on the seasonal eather conditions.

1.11. Lighting:

The examination halls are selected having adequate natural lighting and artificial lighting to enable the candidates to write comfortably without eyestrain. Standby power arrangement in the form of generators is also available.

1.12. 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.

1.13. 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. No candidates are allowed to examination hall after 30 minutes of commencement of examination.

1.14. Answer Booklets:

Answer books shall be issued only to the candidates who are present in the hall. Each answer book has 24/44 pages.No additional sheets/booklets shall be provided.

1.15. 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, 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.

1.16. 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/Institute.

1.17. 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.

1.18. 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 of squad/squad members and sent to the Dean(Examination).

2.Question Paper Design and evaluation

i. Question Paper Design

a.Test

For both UG and PG courses, the concerned faculty shall set test question paper comprising of five questions. Each main question carries five marks. A student has to answer all the five questions.

b.Mid Term Examination

For both UG and PG courses, the concerned faculty shall set midterm 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.

c.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 for 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.

- **Number of Question Papers to be set in 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.

- **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. 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, separate question paper packets shall have to be handed over to the Controller of Examinations/Dean(Examination) 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 Examination/Dean(Examination) or any other university authority so designated by Vice-Chancellor / Chairperson for the examination.

ii. Evaluation System

a. Tests

Tests are conducted centrally by making seating arrangement as done in the semester end examination for 25 marks. The duration of the test shall be 60minutes. Valuation is carried out by the concerned staff members.

b. Mid Term Examination

Mid Term examination is conducted centrally by making seating arrangement as done in the semester end examination for 50 marks. The duration of the examination shall be 90 minutes valuation is carried out by the concerned staff members.

c.Assignment and Quiz

During the course faculty gives assignments and conducts quizzes/surprise tests and each component is evaluated for 5 marks. Minimum of two assignment and quizzes/ surprise tests are conducted for each subject in a semester.

d. Semester End Examination

Each answer book is bar coded and bundled by giving random bundle numbers. After valuation, marks are directly entered into the database by the examiners. 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 as 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.

e. Practical Examination

Practical examinations are conducted based on the experiments students have carried out in the regular semester. Each student is given a choice to select one question from the set of questions for the examination. Student shall write the procedure of the experiment in the booklet provided for the purpose and conduct the experiment that he/she has selected followed by the Viva-Voce.

For project related examination, student/sshall write briefly about the project they have carried out either in the group or individual. They shall demonstrate the project to the examiners and attend Viva-Voce.

Practical examination is conducted by two examiners one Internal and another External examiner.

Change of experiments in practical examinations is permitted with the following conditions:

- Under the change of experiment, a new set of experiment/s has to be given all together (where two experiments are involved, both the experiments will have to be changed).
- The new set of experiments will be given adopting the same procedure as adopted in allotting the first experiment set.
- The change of experiment has to be considered, provided the request is made for the same, within half an hour from the start of the examination.
- Under such circumstances, the evaluation shall be only for 80% of the total marks.
- The change of experiment is allowed only once in a particular practical examination.

Award of marks in practical examinations is the joint responsibility of both the internal and external examiners and the breakup of marks suggested does not indicate the division of marks between the examiners.

If the external examiner appointed does not turn up, the Chief Superintendent shall make substitute appointment (there shall not be two internal examiners for practical examinations under any circumstances).

3. Provisional Results

Once results are tabulated and verified, a meeting shall be conducted with the Principal and Heads of the concerned departments to discuss upon the results. After the consent of all the members in the meeting, the provisional results shall be announced. For both UG and PG courses absolute grading system shall be used to compute the results.

4. Examination Grievance Redressal mechanism

After the announcement of the result of the semester end examination, students are notified regarding any complaints on the results. If a candidate/s is/are not satisfied with the notified result, such candidate/s can submit an application to Dean(Examination) for verification of the result within three days from the announcement of the result. The results are further cross checked with the original documents once again for any error. Suitable correction is made if there is any error and the status of the result is intimated to the requested candidate/s.

5. Challenged valuation procedure

For UG and PG courses, the answer scripts will be evaluated by two examiners. If a student is not happy with the valuation of the script, he/she can apply for challenged valuation. Before applying for challenged valuation students are allowed to take photo copy of the answer scripts. The scripts of challenged valuation are further valued by two external examiners. Updated results, if any, is announced on the notice board. If a student obtains 20 marks or more from earlier valuation, 50% of the challenged valuation fee is reimbursed.

6. Final Results

After the completion of all processes related to examinations by incorporating corrections if any, final results are announced. Marks card are printed and distributed to the students.

7. Anti-Malpractice committee

To look into the unfair practices by the students during the examination, a grievance committee shall be formed. The committee shall consist of a Chairman – an eminent Academician, an eminent Lawyer / Legal advisor, Dean(Examinations) and Dean (Academic) as its member.

In consultation with the members of the Grievance Committee, a feasible date shall be fixed by the Dean(Examinations) before the commencement of the Examination to hear the versions of the students booked under malpractice.

Students indulged in any sort of malpractice during the examination shall be booked by the squad under malpractice case and the same may be brought to the notice of the Dean(Examinations)

Students found guilty of malpractice shall undergo the punishment recommended by committee. The types of malpractices and the corresponding punishments shall be made available in the regulation book issued to all the students.

8. Credit Transfer

University accepts the credits earned in the other universities. When a candidate wishes to move from the other university, he/she all take no objection certificates from the parent university. After necessary university procedure candidate will be admitted with new university seat number.

9. Correction in Grade cards

The Head of the Departments are requested to suitably notify the students to check the grade card for the name correction if any in the first semester level. Such requests together shall be forwarded to the office of the Registrar (Evaluation) for further processing.

10. Issue of Duplicate Grade Cards

There is provision of issue of duplicate grade cards in cases where the grade cards are lost or mutilated.

- a. For applying for duplicate grade card, an affidavit on Rs. 20 stamp paper giving details such as USN, Month and Year of passing, course, branch and how the original grade cards are lost with an appropriate fee paid receipt has to be submitted to the Registrar (Evaluation).
- b. The candidate has to lodge a complaint to the local police station of the area where it was lost and submit the original copy of the complaint along with the affidavit.

11. 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 Institute provide additional time for candidates with benchmark disabilities, up to a maximum of 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.

12. Grading System

Students are graded based on Absolute Grading (as per UGC norms) as shown in the table.

Marks Range	Grade	Grade point
90 to 100	O	10
80 to 89	S	9
70 to 79	A	8
60 to 69	B	7
50 to 59	C	6
45 to 49	D	5
40 to 44	E	4

Total credit to be earned by the student for completion of degree is 170 credits and shall have passed all audit courses.

12. Technology Adoption – All the processes from registration of subjects to examination, result announcement has been completely automated using Software.

13. Option for slow and fast learners – Students are allowed for withdrawing the courses during the middle of the semester if they feel it is difficult for them to manage the number of courses for final examinations.

14. Innovations in assessment design, evaluation and multi-modal options for learners

Assignment component of the continuous internal evaluation will be evaluated based on the mini project , practical demonstration, technical reports, carried out by the students in a group or individual. Surprise test are conducted to ensure that students are attentive and regular in their studies.

15. Evaluation- objective alignment: Program / Course

In order to ensure that students acquires necessary skills during the program/course, outcome based education have been adopted. Each question that are asked in the continuous internal evaluation or semester end examinations are mapped with the course outcome and Bloom's taxonomy level, which are further mapped to program outcomes. Necessary corrective measures are taken during the course to ensure that student graduate with necessary skill set.

APPENDIX-1

REGULATIONS GOVERNING THE CONDUCTION OF EXAMINATION AND VALUATION

1. Duties and Responsibilities of Chief Superintendent of Examinations

- a) The Principal of the college shall be appointed as Chief Superintendent of examination.
- b) 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.
- c) He shall appoint Deputy Chief Superintendent, Room Superintendents, and Invigilators, Custodian, Coordinators and other staff, under intimation to the Academy, as per Academy guidelines.
- d) 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.
- e) He shall be responsible for organizing seating arrangement as per Academy guidelines.
- f) He shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the centre and ensure strict compliance thereof.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) He shall arrange for the answer booklets and other relevant materials to be sent to the Valuation section on the same day along with details.
- m) 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.
- n) Schedule of bell timings shall be as follows(for 3hr examination):

Bell No.	Morning session	Afternoon session
First	09.20 am	1.50 pm
Second Bell	09.30 am	2.00 pm
Third Bell	10.00 am	2.30 am
Fourth Bell	12.00 noon	4.30 pm
Fifth Bell	12.20 noon	4.50 pm
Final Bell	12.30 pm	5.00 pm

Bell No.	Morning session	Afternoon session
First	09.20 am	1.50 pm

- 1) Invigilators 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 Bell	09.30 am	2.00 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	10.00 am	02.30 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.

Bell No.	Morning session	Afternoon session
Fourth	10.30 am	03.00pm

- 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	12.20 am	04.50 pm

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

Bell No.	Morning session	Afternoon session
Final Bell	12.30 noon	05.00 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.

2 Duties and Responsibilities of Invigilators

1. Invigilators shall be assigned for each day of examination as per Academy guidelines, by the Chief Superintendent.
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.
3. They shall check the desks for any chits or writing material.
4. They shall physically check and sign on 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.
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.
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).
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.
8. They shall ensure that any candidate, who leaves the hall before the final bell, does not carry the question paper with him / her.
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.
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).
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.
12. They shall take rounds to monitor the assigned candidates and not involve in any conversation, use mobile or read magazine/ news papers.
13. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
14. They shall ensure that the candidates tick the question that they have answered.
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 Deputy Chief Superintendent.
16. Separate diary shall be maintained for each faculty / subject / scheme/ QP Code.
17. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
18. They shall leave the examination hall only after performance of all their duties and after obtaining permission of the Chief Superintendent.
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.
20. **NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE INVIGILATORS / ROOM SUPERINTENDENT.**

3. Duties and Responsibilities of Squad Chief

- 1) The Squad Chief (and members) shall be appointed by the Chief Superintendent.
- 2) He/She shall visit each of centers every day and every session of the examination.
- 3) He/She is empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady squad member.

- 4) He/She is empowered to check the assigned staff in case of suspicion of unfair practices.
- 5) He/She shall ascertain that the security measures are adequate.
- 6) He/She shall intimate cases of malpractice to the Dean(Examination) in writing or form provided for that purpose.
- 7) 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 Dean(Examination) 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.
- 8) He shall submit daily report as per format to the Dean(Examination).

4. Duties and Responsibilities of Custodian (Valuation Centre)

- 1) The Custodian shall be overall in charge of the valuation centre and shall be responsible for carrying out the valuation as per Academy guidelines.
- 2) The Academy shall also appoint support staff as per Academy guidelines.
- 3) The Custodian shall ensure that the valuation centre is kept open as per timings specified in the Academy guidelines.
- 4) He shall ensure that only authorized personnel are permitted into the valuation hall.
- 5) He shall ensure that silence is maintained in and around the valuation hall.
- 6) He shall instruct all concerned to keep their mobiles switched off or keep it in silent mode.
- 7) He shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall.
- 8) Each packet shall have a maximum of 15 answer scripts. Each packet shall also have corresponding Question paper, and valuation slips for valuations.
- 9) He shall ensure that the code slips/ stickers on the answer booklets are not removed or tampered with by anyone.
- 10) Custodian shall verify the internal and external examiners appointed for Valuation at the start of the valuation.
- 11) He shall ensure that each script is valued once each by an internal examiner and an external examiner in case of UG and PG exam.
- 12) He shall ensure that the examiners evaluate the answer scripts as per instructions issued separately 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 totalling.
- 13) He shall ensure that documentation regarding remunerations for the valuation work is completed as per guidelines before sending it for payment.

5. Instructions to Examiners Appointed for Valuation

- 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.
- 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.
- 3) If the examiner suspects malpractice of any kind, he shall immediately bring it to the notice of the custodian.
- 4) Valuation shall be done carefully, sincerely and objectively and verified to ensure correctness of assessment.
- 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.
- 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.
- 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.
- 8) Marks shall be entered only on the specified space on the front page of answer booklet. No marks of any kind shall be made on the answer booklets.
- 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 marks sheet(and darken the corresponding circles in the OMR sheet).
- 10) Valuation marks are to be entered on the front sheet of answer book. The marks awarded to each question shall be entered in the corresponding block in numerical value.
- 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.
- 12) If an answer is not awarded any marks the word "Zero" shall be entered in the corresponding box.
- 13) If a question has not been attempted or answered "NA" (Not Answered) shall be entered in the corresponding box.
- 14) The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
- 15) The examiner shall affix his signature and write his name in capitals and date on each valuation sheet on the front of answer book.
- 16) After valuation all the answer booklets and valuation sheets/OMR sheet shall be handed over to the custodian, before leaving the hall.

Appendix-2
REGULATIONS GOVERNING THE MALPRACTICE BY THE STUDENTS DURING THE
EXAMINATION

Introduction

Smooth conduction of theory and practical examinations require special attention. It is also necessary to curb all type of unfair practices in the examination by the students. The malpractices committed by the students during examinations have to be detected and they must be suitably punished. This exercise brings down the number of malpractices during subsequent examinations.

As per norms of the University / Institution an anti-malpractice committee shall be constituted to conduct an enquiry into the malpractice cases and recommend the punishment. The regulations governing the malpractice during examination, type of malpractice and the punishment and/or penalties to be imposed are being recommended below.

Malpractice during Examination

The malpractice cases shall be detected by any one of the officers concerned with examination like Room Superintendent, Relieving Superintendent, Deputy Chief Superintendent, Chief Superintendent or Squad exclusively appointed by the Registrar (Evaluation) for this purpose.

If a malpractice case is detected by any one of the above officials, then the official shall seize the incriminating material, the answer script and Admission ticket. The officer shall have to mark "malpractice" on the answer script and furnish a report on malpractice which shall comprise of the details of material seized, type of malpractice, room superintendent report, squad report and the candidate's statement. A notice shall also be issued to the candidate containing the schedule of the Anti-Malpractice Committee meeting and the examination admission ticket shall be returned to the candidate so that the candidate can take up the subsequent examinations. The officer shall hand over the report of malpractice along with all seized materials to the Chief Superintendent.

The following may be noted:

The statement in own hand writing of all concerned shall be obtained.

If the student refuses to handover incriminating materials or the student refuses to give the statement, the student may be asked to record in writing his/her refusal to give a statement. If he/ she refuses to do that, the facts shall be recorded, duly witnessed by two members of the teaching staff of the Institution.

The Answer scripts of other subjects of the students booked under malpractice shall be evaluated and results shall be kept in abeyance until anti malpractice committee meets and recommends.

Procedure for imposing Penalties and Punishments

The candidate booked under malpractice shall appear before the committee on the date previously notified to him/her. The committee shall enquire the candidate with respect to all the documents and record the punishment/penalty as per the guidelines.

Types of Malpractices & recommended penalty / punishments:

The malpractices are divided into five categories depending upon the nature and severity. Also the penalty/punishment is recommended as follows.

Sl.No.	Type	Particulars of Malpractice	Penalty & punishment
1.	A	<ol style="list-style-type: none">Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.Making any threat for inducement or bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer script.Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination.Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.	Fine of Rs.1000/- to Rs.2000/- depending upon severity.

2.	B	<ol style="list-style-type: none"> 1. Writing on the Question Paper (except USN) / Admission Ticket & or passing on to the other student(s) in the Examination Hall. 2. Disclosing his/her identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts. 3. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other /storage devices in the Examination Hall. 4. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination. 5. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall. 6. Receiving material from outside or inside the Examination Hall, for the purpose of copying. 7. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall. 8. Having in one's possession any written matter on scribbling pad, calculator, palm, hand leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, admission ticket, scales etc., Taking away the question paper before half an hour of the closer of examination. 	<ol style="list-style-type: none"> a. Denial of the performance of that subject. b. A fine of Rs.2000/- Rs.5000/-. <p>Materials taken to custody during malpractice will be confiscated (will not be returned)</p>	
3.	C	Repeatedly caught in the malpractice:	1.Second time	The performance of all subjects of that semester may be denied + fine.
			2. More than two times.	The performance of all subjects of that semester may be denied + fine + may be debarred from appearing for next semester.
4.	D	Destroying any evidence of Malpractice, like tearing or mutilating the answer scripts(s) or running away along with the answer script(s) from the Examination Hall.	<ol style="list-style-type: none"> a. The performance of all subjects of that semester may be denied. b. The candidate may be debarred from appearing for the next one examination. c. His/her misdeed may be mentioned in the marks card / grade card. 	
5.	E	Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.	Handing over the impersonating candidate to the Police and conduct further enquiry of the original candidate.	
6.	F	Any other offence of severe nature.	Decision will be taken by the committee including rustication of the candidate from the college.	

- ❖ Result of the candidate of that semester may be announced only after the candidate complies with the punishment.
- ❖ The decision arrived by the malpractice committee would be informed to the concerned parents for information.
- ❖ Candidate who fail to appear before the anti-malpractice committee an ex party decision is taken and the fine amount may be increased up to two times.