SANJAY GHODAWAT UNIVERSITY

Kolhapur

Empowering Lives Globally !

(Approved by UGC & Govt. of Maharashtra)

Examination Ordinances 2024

As approved by the
Academic Council in the meeting dated 06th Feb. 2024.
Board of Management in the meeting dated 13th Feb. 2024.
Governing Body in the meeting dated 27th Feb. 2024.

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SANJAY GHODAWAT UNIVERSITY ATIGRE KOLHAPUR

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Examination Ordinance 2024

1. Introduction and Definitions:

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Sanjay Ghodawat University Act, 2017, Statutes and Ordinances, made thereunder, the Academic Council hereby established the following Ordinances, namely;

1.1 Background:

These Ordinances shall be called the **SGU Examination Ordinance 2024.**

They shall come into force from the Summer -2024 examinations.

1.2 Definitions / Abbreviations:

In these Ordinances, unless the context otherwise requires:

- "**ACoE**" means the Assistant Controller of Examinations who is appointed by Controllerof Examinations. He / She is a non-teaching staff, responsible for the smooth coordination between examination department and respective schools / faculty.
- "**Academic Year**": Two consecutive semesters / one year from the date of commencement of programme.
- "**Academic Calendar**" means the schedule of academic and other related activities as approved by the Academic Council;
- "**Academic Council**" means the Academic Council of the University;
- "**Academic Office**" means the Academic Office of the University;
- "**BoE**" means the Board of Examinations of the University;
- "**BoS**" means the Board of Studies of a particular Program / Schools / Department / Faculty of the University;
- "**CAP Coordinator**" - means an officer appointed to coordinate the Central Assessment at Department / School / Faculty.
- "**CAP Director**" means a full-time officer appointed in the said position to assist Controller of Examinations for ensuring and implementing the processes for efficient functioning of Central Assessment Program and declaration of results.
- "**Center In-Charge"/Sr. Supervisor** means an officer appointed to conduct the examinations at the Examination Center.
- "**Certificate and Diploma Programs**" includes all certification programs and diploma programs.
- "**Choice Based Credit System (CBCS)**": The CBCS provides choices for learners to

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select courses offered in online/offline mode by the University or other institutions in the country.

- "**CoE**" means the Controller of Examinations of the University;
- "**Control room staff**" means the staff appointed to conduct the examination at Department / School / Faculty as per requirement and for the period of examinations.
- "**Course**" means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught / supervised by some teacher(s)/course-instructor(s) to a specific class (group of learners) during a specific academic- session/ Semester/Annual. It also includes non-credit (audit) course or value-added courses offered by the University.
- "**Credit**": A unit by which the course work is measured. One credit is equivalent to 15 contact hours of classroom teaching or 30 hours of Practical Work / Field Work / Lab Work / Tutorial / Project Work or any internship duration as specified in National Credit Framework.
- "**Credit Based System (CBS)**": Under the CBS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of specified minimum number of credits to be completed by the learner.
- "**Credit Point**": It is the product of grade point and number of credits for a course. e.g. ifa course has 3 credits and learners gets 7 grade points then the credit point will be 7 X 3=21 Credit Points.
- "**Cumulative Grade Point Average (CGPA)**": It is a measure of overall cumulative performance of a learner over all semesters. The CGPA is the ratio of total credit points secured by a learner in various courses in all Semesters and thesum of the total credits of all courses in all the still the progression of the program. It is expressed up to two decimal places.
- "**Degree Program**" includes all Undergraduate Degree and Post Graduate Degree Programs including PhD Programs.
- "**Department**" means an academic unit under School / Faculty offering the concerned Degree / Diploma programs;
- "**Dy. CoE**" means an officer appointed in the said position to assist the Controller of Examinations for ensuring and implementing the processes for efficient functioning of university examinations, tests, evaluations and declaration of results.
- "**Exam block**" means a block created for smooth conduction of theory examinations at specific center.

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- "**Examination Centre**" means a place where the University examinations are conducted;
- "**Examination Section**" means the unit duly constituted by the University to deal with all activities related to university examinations;
- "**Expulsion**" means permanent removal of the learner from the University rolls with prohibition on future enrolment;
- "**External Examiner**" means an expert / a teacher appointed from another School / Faculty / Institute / University / industry to conduct specific examination activities.
- "**External Senior Supervisor**" means, a senior teaching faculty member appointed by CoE to observe and monitor the conduct of examinations independently.
- "**Grade Card**": Based on the grades earned, a grade card shall be issued to all the registered learners after every / semester. The grade card will display the coursedetails (code, title, number of credits, grade and grade points secured) along with GPA ofthat / semester and CGPA earned till that / semester. At the end of each academic year, a consolidated / updated grade card is to be issued to the learners. (The learners need not to carry separate grade cards of each / repeat exams, etc.for interviews / internships / project, or whenever they apply for jobs, etc.)
- "**Grade Point**": It is a numerical weight allotted to each letter grade on a 10- point scale.
- "**Grade Point Average (GPA)**": It is a measure of performance of work done in a / semester. It is ratio of total credit points secured by a learner in various courses registered in a / semester and the total course credits of that /semester. It shall be expressed up to two decimal places.
- "**Internship**" is an internship is an opportunity offered by an employer to potential employees, called interns, to work at a firm for a fixed period of time. Interns are usually undergraduate or postgraduate learners, and most internships would be offered for the duration as specified in curricula.
- "**Laboratory**" is a place equipped for experimental study in a science or for testing and analysis a research laboratory broadly: a place providing opportunity for experimentation, observation, or practice in a field of study.
- "**Letter Grade**": It is an index of the performance of learners in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- "**Moderator**" means a person who reviews and moderates the answer scripts to ensure consistency of evaluation.
- "**Paper Setter**" means a course teacher appointed to set the Question Paper for a particular course.

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- "**President**" means the President of the University;
- "**Program Curriculum**" includes the set of Program Structure and Course-Structure, Course-Contents / Syllabi;
- "**Program**": An educational program leading to award of a certificate, diploma or degree.
- "**Research Center**" means a formally structured unit within the university, school or department established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination or creative endeavors.
- "**Rural immersion**" is the participatory method for the analysis of local problems by the learners of different streams and different background. It helps the learners to understand their problems, lifestyle and needs and inspires them to come up with the solutions.
- "**School**" means an academic unit between department and faculty.
- "**Semester**": A semester will consist of 12 - 16 weeks of academic work.
- "**Learner**" means and includes a person who is enrolled as such by the department / school for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-learner and learner registered as learner (examinee) for any of degree, diploma or certificate examination.
- "**Thesis**" is the most important or foundational idea of an argument, presentation, or pieceof writing. But it can also mean a large work of art, criticism, or scientific research that represent original research and is generally the final requirement for an academic degree.
- "**University**" means Sanjay Ghodawat University, Kolhapur.
- "**Vice Chancellor**" means the Vice Chancellor of the University;
- "**Vigilance Squad**" means a squad created to supervise through surprise / random visits, to ensure the smooth conduction of examinations as per norms.

2. Examination Department:

The Examination Department mainly deals with appointment of paper setters, examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, assessments and evaluations, to get performance of the learners at the examinations properly assessed and timely declaration of results and awarding degrees, diplomas and certificates. For the purpose of simplification, smooth and easier functioning, the work of Examination Department is divided into following three parts, on functional basis:

- *Pre-examinations work.*
- *Conduct of Examinations.*

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- *Post-examinations work.*

2.1 Conduct of Examination:

1. Semester / Year End Examination is the final examination conducted at the end of each Semester/Year, as applicable, during the dates specified in the Academic Calendar. These examinations shall be held at the designated examination centers of the University.
2. The detailed schedule of the Semester / Year End Examinations to be conducted by the University shall be published / announced by the COE at least 01 (One) month before the scheduled date of examinations.
3. The Semester / Year end examination shall be held at designated examination centers of the University.
4. The mid-term/ continuous assessment (CA)/ internal assessment examinations should be conducted as per norms as mentioned in the curriculum on the dates specified as mentioned in Academic Calendar.
5. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the respective departments. They shall publish the schedule atleast a week before commencement of the same.
6. All other continuous assessment examinations/tests/assessments shall be conducted bythe respective faculty members / course instructors as per the schedule announced in the respective Course Plan. The head of the department shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations / publication of the marks obtained in the SEE continuous assessments /tests.

2.2 Pre-Examinations Work:

- Preparation and publication of schedule of examinations and related work.
- Appointment of Paper-setters, Examiners, Moderators, Vigilance Squads, Center Incharge / Sr. Supervisor and CAP coordinator.
- To receive, scrutinize and accept learner's Examination Forms
- Declaration of Eligible / Non-Eligible learners for examination
- Preparation of Hall tickets
- Organize the Central Assessment Programme

2.3 Conduction of internal/External Examinations:

- **Internal Examinations**

Practical / oral / project exams be conducted as per the norms, by the respective department.

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The marks of all exams conducted at the department level need to be submitted to the CoE office in a sealed envelope and in the soft copy.

- **External Examinations**
  - Display of timetable on notice board one month before the commencement of the examinations
  - Preparation of blocks to conduct the examination **a day** before the commencement of examinations.
  - Appointment of Jr. / Block Supervisors **two weeks** before the commencement of examinations
  - Maintain summary reports of learners appearing for the examination **(daily)** at examination center
  - Receiving question papers by **Center Incharge /Sr. supervisor** from the examination department
  - Submit the unfair means cases separately to the examination department with the supporting documents

2.4 Post Examinations work:

- Arranging venue for CAP
- Receiving answer books at CAP Center, verification of answer books by CAP Coordinator on the same day of the examination
- Communication to the examiners by concerned CAP Coordinator regarding theassessment schedule at least a week before the commencement of CAP
- Assessment and moderation of answer books by examiners /moderators
- Dealing with unfair means cases with the help of Unfair Means Committee
- Preparation and declaration of result including Gracing, Grading and CGPA within 30 days from the last day of the conduct of the examination
- Declaration of results after revaluation within 15 days from the last day of the submission of revaluation application.

3 Central Assessment Programme Director:

- The Central Assessment Programme Director shall work in such a manner and onsuch terms and conditions of service, as may be specified by the statutes.
- The CAP Director shall be the incharge of the Central Assessment Programme (CAP) and is responsible for the assessment, moderation of answer books.
- The CAP Director shall be the custodian of all the question papers, answer books and all related documents.

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- The CAP Director shall work directly under the direction of CoE and Dy. CoE.
- The CAP Director shall be responsible, in consultation of CoE and Dy. CoE, for, Preparing the schedule of assessment and coordinate with the concerned faculty / school / department. He shall provide the list of chairman, evaluators and moderators to CAP coordinators for the smooth assessment work.

4 Appointment of Paper-setters, Examiners, Senior-Supervisors etc,:

- Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination.These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of Studies concerned. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right
- The work assigned as paper-setters/examiners/moderators to faculty members is mandatory and cannot be refused. They shall also ensure their availability is communicated to Exam Department of the University in the prescribed (preceding 5 working days) time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- The paper setters/examiners/moderators shall follow all the directions given by CoE of the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

5 Duties of officers appointed for Examination:

- Duties assigned to any faculty member regarding university examinations are mandatory to be carried out in true spirit and in stipulated timeframe.
- The COE, on recommendation of concerned Dean / Associate Dean shall appoint a Center incharge for a constituent School / Department. He/ She should ensure smooth conduct of university examinations.
- In exceptional circumstances, COE on the direction of the Vice Chancellor, may appoint a person as the Center in charge to conduct of university examinations at a center even though he/she may not be a faculty member of the constituent school / department of the University. However, he / she shall be a faculty member from any school / department of SGU.

5.1 Center in charge:

- The Center in charge is to be appointed by the CoE on the recommendation of Dean /

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Associate Dean for each center.

- The Center in charge is in-charge officer for the conduct of examinations at the center and shall work under the CoE of the University during the examinations.
- He / She should coordinate and confirm the pre-examination work is completed satisfactory which includes subject mapping, eligibility of learners, backlog details, examination forms, hall tickets etc.
- The Center in charge shall arrange to assign seat numbers to different block under the guidance of the CoE.
- He / She should give the signed declaration of sending a person with photocopy of his/ her Identity Card to collect daily question papers one hour before the examination schedule time from the examination department.
- On the days of examination, he / she shall arrange to supply the blank answer books, additional answer books and other stationery required for each block and deliver the packets of question papers to the blocks concerned. The Center in Charge shall ensure that the Jr. Supervisors are supplied with all necessary requirements for the smooth and fair conduct of examination.
- The Center in Charge shall allot blocks to Jr. Supervisor at the time of examination. As far as possible, the same Jr. Supervisor shall not be posted to the same room succession days.
- The Center in charge shall remain at the center during the entire period of university examination. In case of any emergency, he / she shall take the permission of the Controller of Examinations requesting him to make alternate arrangements.
- The Center in charge shall see that the learners with valid hall ticket and identity card only are allowed to enter the examination hall. If any learner has lost his / herhall ticket, after ascertaining bonafied, he/she will request Controller of Examinationsto issue a duplicate hall ticket on payment of required fee as per the rules and regulations SGU.
- In addition to the above duties, he / she shall attend to any other work entrusted to him by the Controller of Examinations in connection with the examination.
- As soon as all the examinations are over in that center, the Center incharge shall send report to the Controller of Examinations as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller or Deputy Controller of examinations about any improper orirregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to

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rectify them with the help of the Controller of Examinations.

- If the Center in charge has to leave the center during the examination for any other important work ofthe University like valuation or for any extraordinary reasons, he/she shall obtain theprior permission of the Controller of Examinations after the proper substitute arrangement is made.
- If Center in charge/Sr.supervisor doesn't carry out his / her duties sincerely, the CoE may cancel his appointment as Center incharge and replace the other person in consultation with Dean / Associate Dean / HoD.

5.2 Senior Supervisor:

- The Senior Supervisor is to be appointed by the CoE from amongst the senior teaching members.
- The Senior Supervisors are overall responsible officers for the smooth conduct of examinations at the center and shall work in co-operation with each other.
- The Senior Supervisors shall report to the Center in Charge a day before the commencement of examinations. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
- The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact and secrecy is maintained. They should assist the center in charge in checking and arranging the question paper packets (in the serial order date wise and time wise.)
- During the Examination, he/she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly and there is no scope for lapses / unfair means.
- The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examinationby verifying the number and other necessary details.
- The question papers should be distributed to the Jr. Supervisors at the respective blocks in time.
- In case of unfair means occurs during the examination, the Sr. Supervisor shouldtake proper action and if necessary, should inform to the CoE.
- The answer books and other material found in the unfair means cases should bepacked separately and be reported to CAP Center every day.
- The Center in charge shall give his / her own observations whenever malpractice cases

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are detected.

- In case of answer books, which cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the Center in charge with propercare.
- If the Sr. Supervisor has to leave the center during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the after proper substitute arrangement is made.

5.3 Vigilance Squads:

- The Controller of Examinations shall appoint Vigilance Squad which may include senior teachers of departments on recommendation of Dean / Associate Dean and approved by the Vice Chancellor.
- The Controller of Examinations shall issue an identity card to each member of the vigilance squad appointed. The identity card shall bear passport size photograph of the Squad Chairman / member with attestation and signature of CoE with seal.
- To ensure conduct of university examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shallbe constituted.
- The Vigilance Squad shall be authorized to visit any examination hall and enter the office of the Center in charge without prior intimation to check the records and other materials relating to conduct of university examination for ascertaining the authenticity of the examinee by proving their identity. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University examination, by physical check, if necessary. In case of female learners, the physical check shall be made only by the lady member of the squad in complete privacy.
- The Center in charge/sr. supervisor shall extend all co-operation to the Vigilance Squad at the timeof visit.
- The Chairman of Vigilance Squad/s shall submit the report on surprise visits directlyto the CoE with a copy to Center in charge. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations in their report, ifnecessary.
- The squad team shall conduct themselves at the examination center with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the learners attending the examination.
- The Squad team shall not cause any kind of harassment either to the learners or to anyof the officials to the examination center.
- Report the cases of malpractice detected to the Controller of Examinations immediately

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for further action However, the regular report of malpractice together with the documents / proofs shall be sent by the Center in charge concerned as envisaged under the Regulations of Malpractice.

- Report the learners, who are found indulging in malpractice and send such learners out of examination hall after taking necessary undertaking and signature from the learner on the prescribed forms.
- It is also advised to take signatures of two learners appearing for the examination in the same block to ensure the malpractice as witnesses.
- Report simultaneously the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and local police for further action as per law.
- Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their dairy.
- Carry out any other duties assigned by the Controller of Examinations for thesmooth conduct of examinations and to curb the number of malpractice cases at any center.
- Ensure utmost care to take the Controller of Examinations into confidence inthe process of execution of their duties and not to use improper language.
- It is sincerely requested that vigilance squads shall not create unnecessary distraction to the examinees by unnecessarily shouting while handling casesin the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the HoD / Center in charge, the Controller of Examinations, without further enquiring inthe hall disturbing others for a prolonged period.
- The malpractice case shall be booked with the intimation to the Center in charge. Once a learner is booked under malpractice, the report shall be sent along with other relevant documents to the office of the Controller of Examinations. The Controller of Examinations shall serve a memo to the concerned learner instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the University.

The Controller of Examinations is authorized to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.

6. Assessment and Moderation Process:

6.1 Assessment

The COE of the University shall issue instructions to Deans / HOD, paper setter, examiners,

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teachers on the following:

- Consistency and uniformity in assessment
- Remedial measures in respect of discrepancies detected/noticed in thequestion paper
- Unfair means noticed during the assessment process
- Any other details not covered under this Ordinance prescribed by Controllerof Examination and or CAP Coordinator shall be carried out accordingly

6.2 Moderation

- The Moderation System shall be applicable to all Schools / Departments of under graduate and post graduate examinations.
- 100% moderation shall be carried out in case of answer books having marks in the range of 30-40 % of total marks.
- 100% moderation shall be carried out in case of answer books having marks more than 70% of total marks.
- Random 5% moderation of the answer books having marks between 40% and 70% of total marks shall be carried out.
- If marks awarded by the examiner and the moderator vary, the marks awarded by the moderator shall be considered as final. However, the variation of marks more than 15% in the assessment and moderation should be forwarded to CoE for further action.

7. Grace Marks for Passing:

- A learner will get 1% of the total marks of the semester subject to maximum 6 (six) grace marks if he / she is getting failed and grace marks may be distributed to **maximum 2 subjects** as per the requirement for the passing the subjects.
- 1% of the total marks of the semester or 6 (six) grace marks will be allotted to the learner only if he / she is failed (if the status of the result changes from fail to pass) and not for securing higher class or any award / scholarship.
- The grace marks will not be applicable to backlog subjects or repeater learner
- The policy of grace marks will be wise / Semester wise.
- The policy of grace marks will be applicable only for SEE (semester end examinations) and re-SEE.
- Grace marks shall be applicable only for theory courses and not for practical courses.
- Benefit of grace is not applicable for any award or medal.
- Granting authority for the grace marks shall be with the Controller of Examinations in the limit of above rules.

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- The grace mark policy for D. Pharmacy will be as per the rules of MSBTE. For B. Pharmacy will be as per the rules of PCI and SGU examination ordinance 2017 and its amendments made from time to time. For B. Pharmacy, learner will get 1% of the total marks of the semester subject to maximum 5 (Five) grace marks if he / she is getting failed and grace marks may be distributed to maximum 2 subjects as per the requirement for the passing the subjects.
- 1% of the total marks of the semester or 5 (Five) grace marks will be allotted to the learner only if he / she is failed (if the status of the result changes from fail to pass) and not for securing higher class or any award / scholarship.
- The learner representing at State/National/International level in sports/cultural/NSS/NCC and other similar activities shall be awarded additional 5 marks in total marks obtained. These additional 05 marks can also be awarded to pass grade the course(s) in addition to the existing rules of grace marks.

8. Rules for the Revaluation & Retotaling of Answer-Book/s:

- Revaluation is a grievance redressing mechanism, which facilitates the learners to get the answer scripts reassessed by a different examiner. A learner may apply for photocopy of corrected answer script by paying prescribed fees online **within a week from** the declaration of result.
- A learner at the University examinations is eligible to apply for verification of marks andrevaluation of answer book(s), **within a week from** the date of declaration of result.
- A learner may apply for verification of marks of all subjects appeared at the examination concerned. The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term work / Internal Assessment/ Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination)/ Field visits/ Internship and similar type of evaluation.

8.1 Rules for revaluation and retotaling:

- The learner can apply for revaluation & retotaling online/offline. Facility of Revaluation, re-verification, retotaling and photocopy of answer sheets shall be applicable for SEE, RE-SEE and backlog examinations.
- This revaluation & retotaling facility shall be **for theory papers only**.
- The revaluation or retotaling of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ sessional work / project work /

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dissertation / internal assessment / term work / Field visits/ Internship and similar type of evaluation and in viva voce /oral / practical examinations.

- It will be mandatory for the teachers to attend the revaluation or retotaling work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action.
- Applying for Retotaling of answer books and applying for Revaluation will be two independent processes.
- Applying for the Retotaling of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said course.
- The learner can independently apply for revaluation OR retotaling (Revaluation would automatically include retotaling).
- Pending the process of revaluation/ retotaling, and subject to the availability of the seats in the college, the learner may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted ATKT (Allowed to keep terms) for admission to the next class in the originalexamination as per the rules applicable for the stream and faculty of his education, asper the following norms:
- The learner may be admitted to the next higher class to which he could have beenadmitted if he/she had passed in the said examination or had been granted ATKT(Allowed to keep terms) for admission to the next class in the original examination as per the rules applicable for the stream and faculty his/her education,
- The university is entitled to charge full fees at the time of granting admission to such learners to the next class before declaration of the result of the revaluation/retotaling,
- Examiners and/or moderators, if found careless in the original assessment, theappropriate action will be taken as per the rules and regulations of the University.
- The benefit of the revaluation shall be given to a learner if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks ofthe paper of end examination. If the difference between the original marks and revaluation marks is more than 25% of the first evaluated marks then third evaluation is recommended for such cases. The average of the second and third evaluation will be awarded to the learner.
- When learner apply for revaluation, he surrenders his original performance and will now accept the revised performance in which: -
- there can be NO CHANGE,
- there can be INCREASE in the marks
- A learner shall note that the result of the revaluation of his/her answer-book(s) ofthe theory

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paper(s) shall be binding.

- Retotaling changes will reflect at actual marks obtained in the particular subject.
- Fees paid for the revaluation shall be refunded only if there is change in the result from fail to pass after revaluation.

9. Passing Criteria:

9.1 Passing marks:

The learner should score 40% marks in internal evaluation cum continuous assessment (CA) and 40% marks in Semester End examination (SEE) to pass in that particular course. The passing criteria for the programs offered under PCI shall be as per guidelines of Pharmacy Council of India (PCI) and programs offered under BCI shall be as per guidelines as per Bar Council of India (BCI). The passing criteria of any particular program shall be as per provisions laid down by concerned apex body.

- Attendance

The learner should have minimum 75% attendance in a considering all concessions such as attendance concession given for sport, sick leave etc. to appear for external examination.

- For promotion from First Year to Second Year:
- For promotion from first year to second year of the programme, the learners should earn minimum (2/3) credits of their first year of study. In case of mixed number, integer part is rounded off to lower integer neglecting fraction.
- At the end of first year the learners shall be allowed to keep terms (ATKT) to second year provided he/she attends course work prescribed for first year with 75% attendance and successfully earned minimum (2/3) credits of their first year of study.
- A learner who fails to earn (2/3) credits from first year cannot register for second year. A learner can re- register for re-SEE courses as a backlog and appear during next exam session. Learner shall be eligible for progression to second year only after satisfaction of criteria for ATKT.
- For promotion from Second Year to Third Year:
- For promotion from second year to third year of the programme, the learners should earn100% credits offered in their first year of study and earn minimum (2/3) credits of their second year of study.
- In case of mixed number, integer part is rounded off to lower integer neglecting fraction. A learner who fails to earn (2/3) credits from second year and 100% credits offered in their first year, cannot register for third year.

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- A learner can re- register for re-SEE courses as a backlog and appear during next exam session. Learner shall be eligible for progression to third year only after satisfaction of criteria for ATKT.

- For promotion from Third Year to Fourth Year:
  - For promotion from third year to fourth year of the programme, the learners should earn minimum 100% credits offered in their second year of study and earn minimum (2/3) credits of their third year of study.
  - In case of mixed number, integer part is rounded off to lower integer neglecting fraction. A learner who fails to earn (2/3) credits from third year and 100% credits offered in second year, cannot register for fourth year.
  - A learner can re- register for re-SEE courses as a backlog and appear during next exam session. Learner shall be eligible for progression to fourth year only after satisfaction of criteria for ATKT.

9.2 Assignment of X Grade**:**

Grade X in a regular course shall be assigned to a learner who falls in following category.

- A learner has not maintained the minimum 75% attendance in theory or laboratory courses.
- A learner has not satisfactorily completed the course work requirement and has secured less than 40% marks in the internal/ Continuous assessment.
- A learner with X grade shall be treated as 'FF' for the purpose of calculation of semester performance.
- A learner with X grade in a course in a regular semester shall not be allowed to appear for SEE and RE-SEE of that particular course. His/her performance in the internal evaluation for that particular course **only** shall be treated as null and void. He/she has to re-register for that particular course **only** during next semester or next academic year and undergo internal / Continuous evaluation and Semester End evaluations along with fresh learners.
- Learners shall be granted waiver in the attendance on the ground of representing SGU at state, national and international level in the sports/cultural events by honorable Vice Chancellor on recommendation from three-member committee having minimum one female member. Such committee shall be appointed by Hon. Vice Chancellor. Any other cases other than specified above shall be refereed to honorable vice chancellor for consideration and decisions.
- The learner shall not be eligible for SEE if failed in continuous/internal assessment. Learner shall register for such course(s) during next successive semester.

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9.3 Make up examinations:

- Make up examination can be scheduled after regular SEE only under special and valid circumstances with permission of the Vice Chancellor.
- Grade 'I' shall be declared in theory and Laboratory courses if a learner has satisfactory performance in the internal evaluation and 75% attendance and has not appeared for SEE due to valid reasons such as sports activity, genuine medical issue, etc such learner shall be eligible for makeup examination of SEE on submission of valid documents and approved by the Vice Chancellor as a special case.
- Semester End Examination of the leaners representing SGU at state, national and international level in the sports/cultural events shall be conducted in offline or online during period convenient to SGU and the leaners after prior approval from honorable Vice Chancellor on recommendations of three-member committee.

9.4 Detaining of the learners:

During any academic year of study, if a learner is detained in any of the courses, then such learners have to repeat courses during next academic year/s along with fresh learners and appear for SEE courses offered as regular semester courses.

Letter Grades and Grade Points:

Marks Out of 100	**Letter Grade**	Grade Point	**Description**
90-100	O	10	Outstanding
80-89	A+	9	Excellent
70 - 79	A	8	Very Good
60-69	B+	7	Good
50-59	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Pass
0-39	F	0	Fail
---	AB	0	Absent
----	X	0	Detained (Failed)

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---	Satisfactory	Pass in Non-Credit courses	----
----	Un - Satisfactory	Fail in Non-Credit Courses	---
---	AU	Audit Course	-

- A learner shall pass the course if he/she gets any grade in the range 'O' to 'P'. FF grade shall be awarded to a learner in a course if he/she gets less than 40% marks in the internal/continuous assessment (CA) & SEE for a theory course in the semester end examinations (SEE)
- A learner shall then be eligible to apply for a re- examination only for theory courses. A learner failed in laboratory course shall be eligible to apply only for laboratory examination of the subsequent semester.

10. Re-Examination:

A learner who has obtained grade 'F' in the regular end semester examination (SEE) for theory course, shall be eligible to appear for re-examination (RE-SEE) conducted normally after ten days after result declaration of SEE and before commencement of next semester. Re-SEE shall be conducted only for theory courses. Grade penalty will not be applicable for leaners appearing for RE-SEE or backlog/Make-up/any other such examination. However, grade/Marks sheet shall display some identification for that course indicating more than one attempt. Such results shall not be considered for any awards, medals and ranks.

11.Computation of GPA and CGPA:

11.1 Computation of GPA and CGPA:

The University follows the following procedure to compute the Grade Point Average (GPA)and Cumulative Grade Point Average (CGPA):

sThe GPA is the ratio of summation of the product of the number of credits with the grade points scored by a learner in all the courses taken by a learner in /annual and the sum of the number of credits of all the courses undergone by a learner, i.e.

$$\text{SGPA(Si)} = \sum(C_i \times G_i) / \sum C_i$$

Where Ci is the number of credits of the i^{th} course, and Gi is the grade point scored by the learner in the i^{th} course.

The CGPA is also calculated in the same manner taking into account all the courses undergone

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by a learner overall in the /year of a program, i.e.

$$\text{CGPA(Si)} = \sum(C_i \times S_i)/\sum C_i$$

Where ti is the GPA of the i^{th} /year and Ci is the total number of credits in that /year. The GPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Number of contact hours per credit are FIFTEEN.

Illustration of Computation of GPA and CGPA

Illustration for GPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Subject 1	3	A	8	3 X 8 = 24
Subject 2	4	B+	7	4 X 7 = 28
Subject 3	3	B	6	3 X 6 = 18
Subject 4	3	O	10	3 X 10 = 30
Subject 5	3	C	5	3 X 5 = 15
Subject 6	2	F	0	0
Total	18			115

Thus, GPA = 115/18 = **6.38**

Illustration for CGPA

semester 1	semester 2
Credit: 20	Credit: 22
GPA: 6.95	GPA: 7.8

$$\text{Thus,CGPA} = \frac{(20 \times 6.95) + (22 \times 7.80)}{42} = 7.39$$

and thereafter.

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Conversion of CGPA to percentage marks for CGPA greater than or equal to 4.75 can be obtained using equation = (CGPA x10) - 7.5

- For B-Pharm program total marks shall be displayed on the grade card with effect from academic year 2024-25.
- For D-Pharm program the MSBTE examination ordinance shall be applicable.
- From winter 2023 examinations marks along with grades shall be displayed on the grade cards of First Year learners of all programs. And it shall be continued successively.

11.2 CGPA improvement policy:

- An opportunity shall be given to the learners who has earned all credits required by respective program with CGPA less than 6.75 to his/her grade by allowing to appear SEE examination of maximum two theory courses of last but one semester. Such examination shall be scheduled along with RE-SEE/make up examination.
- However, CGPA earned shall be awarded only in case of improvement compared to earlier earned CGPA.

11.3 Award of Degree:

A learner shall be eligible for award of degree if,

- A learner has passed all the prescribed courses under particular program.
- A learner has obtained CGPA greater than or equal to 4.75.
- A learner has paid all applicable fees and dues.
- A learner has no any pending cases against disciplinary action.
- An academic council shall recommend the award of degree to a learner who has fulfilled all necessary requirements and found eligible for award of a degree.

11.4 Mulching/disposal of Used answer sheets:

- Used answer sheets shall be maintained in the custody of COE office for one year from date of declaration of results.
- After one year it shall be disposed of through standard procedure. Sample case required for accreditation, ranking and audits shall only be maintained.

12. Amendment of Results:

12.1 Due to errors:

Where it is found that the result of an examination has been affected by errors, the COE shall have power to amend such result, in accordance with the true position and to make such

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declaration as is necessary, with the necessary approval of Vice Chancellor.

12.1 Error Means:

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

12.2 Due to fraud, malpractices etc.:

- In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited the examinee, has in the opinion of the Board ofExaminations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.

13. Unfair Means by the Learner:

13.1 Definition-Unless the context otherwise requires:

- "Learner" means a learner who is eligible for the examination and appeared forthe concerned examination.
- "Unfair means" includes one or more of the following acts of commission or actsof omission on the part of learner/s during the examination period.
- Possessing copy material and or copying therefrom.
- Transcribing any unauthorized material or any other use thereof.
- Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
- Mutual/Mass copying.
- Smuggling-out, either blank or written, or smuggling-in of answer-books ascopying

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material.

- Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
- Interfering with or counterfeiting University/College/Institution seal, oranswer-books or office stationery used in the examinations.
- Insertion of currency notes in the answer-books or attempting to bribe any ofthe persons connected with conduct of examinations.
- Impersonation at the University examination.
- Revealing identity in any form in the answer written or in any other part of theanswer-book by the learner at the University examination. Or any other similar act/s of commission and/or acts of omissions which may be consideredas unfair means by the competent authority.
- "Unfair means material" means and includes any material whatsoever, relatedto the subject of the examination, printed, typed, handwritten or otherwise, onthe person or on clothes, or body of the learner (examinee) or any material,in any manner, or in the form of chart, diagram, map or drawing or electronicaid etc. which is not allowed in the examination hall.

- "Possession of unfair means material by a learner" also means having any unauthorized material on his / her person or desk or chair or table or at any place within his/her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
- "Learner found in possession" means a learner, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Squad or any other person authorized forthis purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other person acting on his behalf to such an extent that it has become illegible.Provided, report to that effect is submitted by the Sr. Supervisor or Center in charge or any other authorized person to the COE or any officer authorized inthis behalf.
- "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence

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or has become illegible for any of the reasons referred toin clause (xiv) above; the presumption shall be that the material did 'relate to the subject of the examination."

13.2 Competent Authority:

- The Vice Chancellor of the University shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- Dean of the faculty shall be the competent authority to take appropriate disciplinary action against the learner/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the internal examination conducted by the Department / School.
- On receipt of a report regarding use of unfair means by any learner at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such learner for resorting to unfair means or for breach of the rules, by exclusion of such learner from any University examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the learner in the University examination for which the learner appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of anyUniversity prize or medal given to him/her; or by imposition of fine or in anytwo or more of the aforesaid ways, within a period of one year.

13.3 Appointment of Unfair Means Inquiry Committee:

a) Internal

Dean of faculty shall appoint Unfair Means Committee for the purpose of investigating unfair means resorted to by learners at the internal examination held by the department. Unfair Means Inquiry Committee shall consist of three teachers (other than HOD) to be nominated by the HOD, one of whom shall be designated as Chairperson. The members appointed on the Department Examination Committee shall not be appointed as memberson the Unfair Means Inquiry Committee. Each this Committee should submit report of unfair means to Controller of Examinations.

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13.4 University Examinations/ Semester End Examination:

For the purpose of investigating unfair means resorted to by learners at the University examination, the Controller of Examinations shall appoint an Unfair Means Inquiry Committee.

The unfair means investigation committee at the University Examinations/Semester End Examination Consists of

- Dean / Associate Dean of the Faculty – Chairperson
- Faculty member – Member
- Faculty member – Member
- Representative of Examination Department

The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Controller of Examinations, which will issue final orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated learner concerned in his/her defense, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

13.5 Punishment:

The Vice Chancellor in the cases of University examinations, after taking into consideration thereport of the Unfair Means Committee shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- Cancellation of performance of the learner in full or in part in the examination he/she has appeared for.
- Debarring learner from appearing for any examination of the University for astipulated period not exceeding five years.
- Debarring learner from taking admission for any course in the University for a stipulated period not exceeding five years.
- Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded tohim/her in that examination.
- In addition to the above-mentioned punishments, the Vice Chancellor may impose on such a learner additional punishment/ penalty, as it may deem fit.

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- The learner concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of Examination or by the Officer authorized by him / her in this behalf, under intimation to the School / Department he/she belongsto.

The unfair means cases be resolved immediately after the examination is over

The Broad Categories of Unfair Means Resorted to by Learners at the University Examinations and the Quantum of Punishment for each Category thereof.

1.	Possession of relevant copying material	The learner should be given "Strict Warning"
2.	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3.	Actual copying from the copying Material more than two Course Papers in the same / Semester / Annual Exam	Exclusion of the learner from University Examination for Semester/Annual examination.
4	Copying of another learner's answer-book and possession of other learners answer book.	Cancellation of performance for the particular Course Paper of both the learners
5.	Mutual / Mass copying	Exclusion / cancellation of performance of all the involved learners from university examination for those particular Semester/Annual examinations
6.	(i) Smuggling-out or smuggling-in of Answer book as copying material. (ii) Smuggling -in of written answer-book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved learners from university examination for that particular Semester / Annual examination and an additional /Semester/Annual examinations
		Exclusion / cancellation of performance of all the involved learners from university examination for those particular /Semester/Annual examinations an additional /Semester/Annual examination

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	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion / cancellation of performance of all the involved learners from university examination for those particular /Semester/Annual examinations with additional fine.
7.	Interfering with or counterfeiting of university seal, or answer-books or office stationery used in the Examinations.	Exclusion of the learner from University Examination for **TWO** additional Semester/Annual examinations.
8.	Answer book main or supplement written outside the examination hall Or any other insertion in answer-book.	Exclusion / cancellation of performance of all the involved learners from university examination for those particular /Semester/Annual examinations
10.	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the learner from University Examination for **FOUR** additional Semester/Annual examinations
11.	Using obscene language / violence threat at the examination center by a learner at the University examinationto Jr./ Sr. Supervisors/ Centre In-Charge or Examiners.	Exclusion of the learner from University Examination for **FOUR** additional Semester/Annual examinations.
12.	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
13.	Impersonation at the University Examination.	Exclusion of the learner from university examination for **FIVE** additional semester Examinations. (both the learners if impersonator is the learner of university)

14.	Revealing identity in any form in the answer written or in any other part of the answer-book by the learner at the University Examination	Cancellation of the performance of the Learner at the University examination for that particular Course Paper
15.	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Learner at the University examination for that particular Course Paper.
16.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
17.	If on previous occasion, a disciplinary action was taken against a learner for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
18.	**Practical/ Dissertation Project Report Examination** Learner involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
19.	The Vice Chancellor / Controller of Examination, in addition to the above-mentioned punishments, may impose a fine on the learner declared guilty.	

Note: The Term " Cancellation of Performance in full" includes performance of the learner at the theory as well as Annual Practical examination, performance at term work,project work with its term work, oral or practical & dissertation examinations.

13. Lapses Committed by the Employee:

Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

- **Definition: Unless the Context Otherwise Requires:**
  - "Paper-setter, examiner, moderator, referee and teacher" means and includesperson/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" meansand includes person/s appointed on examination duty by the competent authority.
  - lapses include one or more of the following acts or omissions on the part of the person/s

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included in relating to the examination: -

- Leakage of question/s or question paper set at the University examination before the time of examination.
- Examiner/ Moderator intentionally awarding marks to learner in assessment ofanswer books, dissertation or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
- Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
- Examiner/ Referee showing negligence in detecting malpractice used by learner/s.
- Jr. Supervisor, Sr. Supervisor, Center in charge showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating learners to use malpractice/s.
- Any other similar act/s of commission and or act/s of omission which may be considered as lapses by the competent authority.

14. Departmental Examination Committee:

Departmental Examination Committee consisting of Respective Dean / Associate Dean, HOD, and two senior faculty shall be the competent authority to take appropriate disciplinary action against the paper- setters, examiners, moderators, referees, teachers or any other persons connectedwith the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the School / Department.

14.1 Investigating Committee:

- **University Examination/Semester End Examination -** A Committee of three members shall be appointed by the Vice Chancellor to investigate the cases of lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations. One senior member of the committee shall be the chairman / chairperson of lapses enquiry committee. Two other members of whom one should be from another School / Department.
- **Internal Examination/Continuous Assessment: -** A Committee shall be appointed by the Dean to investigate lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations conducted by School / Department.

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14.2 Punishment for lapses:

The Vice chancellor after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or forgiving him/her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of committing lapses at the examination

- Declaring disqualified the paper-setter, examiner, moderator, referee, teacher orany other person concerned connected with the conduct of examination, from any examination work either permanently or for a specified period.
- Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Vice chancellor may impose on such a person additional punishment/penalty as it may deem fit.
- Referring his/her case to the Vice Chancellor concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- The Deputy Controller of Examination shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination and their decision in the appeal shall be final and binding.
- Vice Chancellor shall supply a typed copy of the relevant extract of fact -findingreport of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- The court matters in respective cases of lapses shall be dealt with by the respective competent authority.
- As far as possible the quantum of punishment should be prescribed category-wiseas hereunder: -

Action for lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University Examinations.

Sr. No.	Nature of Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the	Disqualification from all examinations Work for a and/or disciplinary action suggested by

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	negligence before the time of examination	Lapses Enquiry Committee.
2.	Leakage of question/ question paper set in the University examination before the time of examination at the University or at examination center by any person/s connected with the conduct of theexamination.	Disqualification from all examinations Work for a and/or disciplinary action suggested by Lapses Enquiry Committee
3.	Favoring a learner (examinee) by examiner, moderator, referee in assessment of answer-books/ dissertation/ Project Report/ Thesis by assigning the learner marks to which the learner is not entitled, at the University/ school examination.	Disqualification from all examinations Work for a and/or disciplinary action suggested by Lapses Enquiry Committee.
4.	Examiner/ Moderator /Referee intentionally/ negligently not assigning the learner in assessment of his/her answer-books/ dissertation/ project work, themarks to which the learner is entitled to at the University examinations	Disqualification from all examination work and/or disciplinary action suggested by Lapses Enquiry Committee.
5.	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Warning / Show Cause Notice should be issued to the Paper Setter by COE and action should be taken as suggested by Lapses Enquiry Committee.
6.	Paper-setter repeating questions in same/different section/s.	Disciplinary action as suggested by Lapses Enquiry Committee
7.	Paper-setter setting questions outside the scope of the syllabus	Disciplinary action as suggested by Lapses Enquiry Committee

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8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the learner/s	Disciplinary action as suggested by Lapses Enquiry Committee
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a learner)	Disciplinary action as suggested by Lapses Enquiry Committee
10.	Sr. Supervisor / Center in charge showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	Disciplinary action suggested by Lapses Enquiry Committee
11.	Jr. Supervisor helping learner in copying answers while in the examination or showing negligence in reporting cases of copying answers by learners when on supervision duty.	Disqualification from all examination work for a suggested period by Lapses Enquiry Committee
12.	Jr Supervisor helping learner (examinee) in mass-copying, while on examination duty	Permanent disqualification from all examination work and/or disqualification suggested by Lapses Enquiry Committee as per the rule if he/she is a university employee.
13.	The Vice Chancellor, in addition to above mentioned punishment, may impose a fine in the range of Rs 500/- to Rs 5000/- as recommended by Unfair Means Inquiry Committee on the concerned person if declared guilty.	
14	If the nature of grievance is very serious and it is affecting the spirit of examination and reputation of the University, the competent authority may takean action of "Cancellation of Approval" of that concern Teacher/s.	

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15.	The competent Authority may report the case of the implicated person concern to appropriate Police Authorities.
16	In addition to the above listed punishments, any other punishment deemed fit by the Vice Chancellor.

15. Visually Challenged or Differently Abled Learners:

15.1 Appointment of Writer:

- A writer appointed by the Controller of Examinations to write answer papers of the VisuallyChallenged or differently abled learners or such other examinee will be paid prescribed amount per paper in respect of graduate and post graduate examinations. (The charges of thewriter may have revised by the Vice-Chancellor on the recommendations of Board of Examinations)
- The Center in charge is authorized, to permit the appointment of a writer at an examination for a learner who, in his / her opinion, is unable to write answer-scripts on medical grounds, visually challenged or differently abled learners. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be a relative of examinee. The concerned examinee must submitmedical certificate from 'Registered Medical Practitioner'.
- The Center in charge shall make a separate seating arrangement for the learner and the writer. The Center in charge will recover the prescribed fee from the learner asking for the writer in case of differently abled learners. ***No writer fee shall be collected from the blind /visually challenged learners. The University should pay the remuneration in respect ofthe writer provided to the visually challenge learner from the University funds.***
- The Center in charge is permitted to collect the writer fees at the prescribed rates mentionedabove from the learners concerned and disburse them to writers appointed by them directly.

15.2 Time to Handicapped Learners/Blind Learners/Learning Disable:

- **For Handicapped and Learning Disable:** The Center in charge is also authorized to sanction additional ***half an hour*** to differently abled learners and learning disable learners. However, learners will have to submit the medical certificate from registered medical practitioner. The learner's application must be received through the HOD one month before commencement of the examination to the Senior Supervisor concerned.

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- **Visually Challenged Learners:** The Visually Challenged learners will be given an additional ***one hour***, i.e. over and above the prescribed time, on prior approval from COE.

16. Convocation:

- The application for convocation shall be accepted at the time of submission of final semester examination form or within 30 days after the declaration of the final semester result.
- The convocation shall be held within 120 days from the date of the declaration of results of examinations.
- The date of Convocation shall be fixed by the Vice Chancellor in consultation with the President.

Academic Council on the recommendation of BoE and BUTR shall reserve right to modify the provisions of the examination ordinances from time to time and updated ordinances shall be implemented by the orders of the Vice Chancellor.

In case of special and abnormal cases the decision of the chairman of the academic council shall be binding on all concerned.

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