



HIMALAYAN UNIVERSITY

UNIVERSITY ORDINANCES RELATING TO EXAMINATIONS

The Board of Management in its meeting held on 22nd December, 2017 and has approved the examination ordinance cum manual of examination of university.

Compiled on 28th December 2017

This is to be implemented w.e.f. January 2018.

- 1. PREAMBLE** - The successful conduction of examinations depends greatly on the integrity, alertness and sincerity of all examination ***Official handling the system.*** These guidelines aim to set out uniform codes of conduct for each official engaged in connection with examinations held for various courses of Himalayan University, Itanagar- Arunachal Pradesh. It is, therefore, necessary that each one of these persons should follow the rules and guidelines strictly. ***In addition, the improvement as suggested by the Members of Committee has also been incorporate in the Manual.***
- 2. APPLICABILITY OF REGULATIONS** - Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, may apply to all students whether old or new, as decided by the University.
- 3. POLICIES OF EXAMINATIONS** - Since HU follows CBCS and UGC rule to conduct Examinations with specific course codes allotted to each programmed. Whereas for the courses running under the curriculum of the statutory bodies like PCI, RCI, INC, Bar Council of India, NCTE, etc. follow rules / regulation of their apex body and supersede the other rule.
 - i. University may follow the semester system or yearly system of examination, as maybe decided by the Academic Council of the University.
 - ii. Uniform examination system with 30:70 ratio (Internal: University) will be followed.
 - a. The examination will be centralized. The University shall select a centre / venue for students which will be different from their Department of normal study. However, under extraordinary situations, the Controller of Examinations may, with approval of the Vice Chancellor, decide to make the centre/ venue in the same Department.

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- b. The Faculties / academic staff members of the Faculty/ Department where examination is conducted; will be appointed by the Controller of Examination as Invigilators, on recommendation by the Head of the Faculty/Department. They shall not be of the same subject of which examination is conducted at a particular Centre, as far as possible.
- iii. In order to appear in the examination student must have:
 - a. No dues from the concern institute,
 - b. Attendance: The students are expected to attend all the classes but should have minimum attendance as prescribed by the individual councils. In cases where no directions of the regulatory council have been prescribed the student should have at least 75% attendance in theory as well as in practical classes. Short fall in attendance can however be condoned in deserving cases to the extent of 10% by the HOD of the Department. If the short fall is more than 10% but not more than 20%, the HOD may recommend consideration, and permission by Vice Chancellor. The order of the Vice Chancellor in this regard shall be final. The HOD of the Department/Dean of the faculty may conduct extra classes, assignments etc. to improve the attendance of the students with prior permission of the Hon'ble Vice Chancellor. The Vice Chancellor may fix payment for extra classes/practical to be paid by the students.

4. UNIVERSITY ATTENDANCE CRITERIA FOR APPEARING IN UNIVERSITY EXAMINATION -

- a. Minimum 75% attendance
- b. Fee deposited as per schedule
- c. Minimum 33% marks to be obtained out of total 30 internal (sessional) marks, which include Theory / Practical & Attendance.

The basis of internal/ sessional examination (Assessment) for all University Courses will be as follows: (Except where guidelines by the concerned regulatory bodies apply)

- i. Mid-term written tests / practical's including in between snap tests, if any, shall carry 20 marks independently in each subject.
- ii. A maximum of 10 marks in each subject shall be awarded for attending classes (Theory / Practical) as per the following norms:

85% or more attendance	10 marks
80% or more but less than 85% attendance	9 marks
75% or more but less than 80% attendance	8 marks
70% or more but less than 75% attendance	7 marks

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65% or more but less than 70% attendance	5 marks
60% or more but less than 65% attendance	3 marks
55% or more but less than 60% attendance	2 marks
Less than 55% attendance	0 marks

- d. The Vice Chancellor shall have the right to call for all the records of sessional examinations for scrutiny, if it deems fit in any specific case.
- e. Student has to complete his/her course in stipulated time as notified in the Ordinances.
- f. Special Exams shall be conducted each year only for the students who have completed the programme of study & have some back paper(s) other than programmes governed by any Statuary Body.
- g. Students are permitted to appear in Back papers of odd/even during regular University Odd/even Examination.
- h. No special exam shall be conducted for students who have not completed their programme of study.

5. SCHEDULING OF EXAMINATIONS - The Examinations will be scheduled as per Academic Calendar finalized by the Vice Chancellor. However, under special circumstances, the Vice Chancellor has the authority to modify the Academic Calendar. Usually, Odd Semester Examinations are scheduled in the month of December to January & Even Semester Examination / Year End Examinations are scheduled in the month of May & June.

6. RULES & REGULATIONS TO APPEAR IN EXAMINATIONS -

- i. **Issuing of unique identification to the students for all courses:**
Student will be given an Enrollment Number, as per HU rule.
- ii. **Documents required for issuing of enrolment:** -The students are required to submit Migration/Transfer Certificate right in the first month of their admission only then enrollment can be generated. ***The enrolment number once allotted will remain the same, till the student continues his Program studies in university without break.***
- iii. If a student does not submit Migration/Transfer Certificate and enrolment number not issued, he/she will not be permitted to fill examination form.

7. SUBMISSION OF EXAMINATION FORM -

- i. All applications for permission to appear in any of the examinations of the University shall be submitted on the prescribed forms and forwarded to the Controller of Examinations through Head of the Department concerned as per the time line declared by Controller of Examinations.

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- ii. Last date of submission of examination form will be announced by Examination Department and Department will adhere to that schedule.
- iii. Application to appear in examinations shall be accompanied by the following endorsement signed by the Head of the Department in the Examination form:
 - a. He/she has the required attendance as prescribed by the Ordinance of the University / statutory body.
 - b. He/she has acquired Sessional marks / internal assessment as per the University ordinance / statutory body.
 - c. There is nothing against him/her which may disqualify him/her to take the examination.
- iv. A candidate may be permitted to submit the examination form after the last date by the:
 - a. Head of the Department with the prescribed late fee notified from time to time before the examinations, as per the timeline of examination, released from the office of COE.
 - b. By the Vice Chancellor with the prescribed late fee, as specified in time line of examination.
 - c. Under special circumstances, the HOD may recommend to the Hon'ble Vice Chancellor for allowing a candidate to submit his examination form and grant permission to appear in the examination even at lesser than seven days, mentioning the reason for his recommendation. The Hon'ble Vice Chancellor may permit such a student, if he agrees, on payment of late fee and fine as he deems fit.
- v. The Examination for students reappearing in any papers shall be held along with the subsequent regular examination for the relevant semester.
- vi. Examination fees once paid shall not be refundable.
- i. Filling of the examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfillment of the conditions mentioned.

8. DECLARATION OF SCHEDULE OF EXAMINATIONS (DATE SHEET) & EXAMINATION CENTRE -

The date of programme of examinations (date sheet) denoting subjects and papers shall be notified by the Controller of Examinations at least **15** days prior to the first day of the commencement of University examinations and will be sent to the concerned Department. The examination programme fixed by the Controller of Examinations should be displayed in the concerned Department and in a conspicuous place at the examinations centre (notified by the University) before the commencement of the examinations and it

should remain there till the completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board.

9. ISSUING OF ADMIT CARDS & VERIFICATION SHEET -

- i. Examination/ InfoTech Department will ensure preparing of admit cards of students who will fulfill the following conditions:
 - a. Attendance as per rule.
 - b. No pending dues.
 - c. Minimum 33 % obtained marks in Internal Examination.
- ii. Admit Card for regular university Examinations will be issued if student fulfill all the criteria as per rule.
- iii. Examination Department will generate Admit Cards as per rule and forward to respective HOD. It will be the duty of HOD, who will take Admit card.
- iv. Examination Department will send verification sheet to the centre superintendent, who will take its print out for the signature of the students and invigilators.
- v. Centre Superintendent will prepare seating arrangement for examination and send its copy to the Controller of Examinations.
- vi. After having ensured that the sessional marks have been entered in ERP, or have reached Examination Department and are more than the required for appearing in the examination.
- vii. A candidate whose application has been accepted to appear in the examinations shall be issued an Admit Card containing the Name of the Candidate, the Examination Centre, and Enrolment Numbers.

10. ISSUING OF BLANK ANSWER BOOKS -

Blank Answer Books 'A' & 'B' will be sent to the Centre Superintendent of the Examination Centre before the conduction of examinations, after getting the demand from the concerned Department where students are appearing in the Examinations. The Centre Superintendent will depute a person to collect 'A' & 'B' copies from the Examination Department, along with the prescribed format for keeping the account of answer books consumed during the examination. The prescribed format has to be filled and sent back along with the remaining answer books after the examinations are over on daily basis.

11. ISSUING OF SEATING LIST, VERIFICATION CARD -

Printing & sending seating list and verification sheets to the Examination Centre is the responsibility of concerned Department.

12. PROCEDURE FOR APPOINTMENT OF PAPER-SETTER / EXAMINER / EVALUATOR -

- i. The Faculty Board shall recommend to the Vice Chancellor through its Dean / HOD the panel of the examiners for taking the exam/paper-setting /evaluating answer sheets in each subject. In making their recommendations the Faculty Board must ensure that the minimum eligibility criteria have been followed.
- ii. The Vice Chancellor may appoint anyone for taking the exam/paper-setting/evaluating answer sheets from the panel list referred to him by the Head of the Department. The Vice Chancellor may also appoint anyone else, who is eligible but his name has not been mentioned in the list for any of the purposes mentioned herein above.
- iii. Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- iv. In case of the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute.
- v. In situations where the appointed examiner is not able to come, the Vice Chancellor shall appoint any other eligible examiner out of the panel or otherwise.
- vi. Under special circumstances the Dean/HOD can take permission from Vice Chancellor after meeting personally or on phone and call anyone else as examiner, if the already appointed examiner fails to come on the day of examination.

13. PAPER SETTING -

- i. **Rules for paper setter: -**
 - a. The question paper shall be set *from* the entire syllabus of a course. It shall be ensured that no question comes out of the syllabus.
 - b. Paper setter will be given a unique Identity Code.
 - c. Question Paper must be sent to Controller of Examination.
- ii. **Materials to be send to paper setter: -**
 - a. Copy of syllabus along with the Marking Scheme will be sent to the external paper setter.
 - b. Appointment letter along with materials.
- iii. **Setting of the question papers: -**

Each question paper shall be prepared in two sets, for each subject by paper setters. Assigned question paper will be sent to the office of the Controller of Examinations, on line, well in time.

A. Guidelines for Designing Question Patterns as per Regulatory Board Norms (PCI, RCI, BCI, APSNC, AIUETC)

- i. **Adherence to Prescribed Syllabus:** Ensure that all questions strictly follow the syllabus and curriculum guidelines laid down by the respective councils such as PCI (Pharmacy Council of India), RCI (Rehabilitation Council of India), BCI (Bar Council of India), APSNC (Arunachal Pradesh State Nursing Council), and AIUETC (All India Universities Examination & Training Council).
- ii. **Weightage Distribution:** Maintain proper distribution of marks according to each section of the syllabus as recommended by the respective regulatory body. Core subjects should carry higher weightage.
- iii. **Question Format Consistency:** Follow the standard question paper format set by the respective boards (e.g., long answers, short answers, MCQs, case studies, and problem-solving questions).
- iv. **Difficulty Level Balance:** Maintain a balanced mix of easy, moderate, and difficult questions to cater to different student competency levels and board-specific guidelines.
- v. **Time Allotment Appropriateness:** Frame the number of questions and their complexity in such a way that students can complete the paper within the given time as per board norms.
- vi. **Objective & Analytical Thinking Emphasis:** Encourage higher-order thinking by including analytical, application-based, and case-study questions, especially as mandated by boards like BCI and PCI.
- vii. **Use of Updated Terminology and Guidelines:** Incorporate the latest terminologies, drug names, legal references, or practices approved by the respective councils to ensure relevance and accuracy.
- viii. **Board-specific Ethical and Legal Content:** Include content related to ethics, codes of conduct, and legal regulations as required by boards like RCI and BCI.
- ix. **Question Moderation and Review:** Conduct question moderation by experts aligned with respective regulatory bodies to ensure quality and compliance.

- x. **Language and Clarity:** Ensure that the language used is clear, unambiguous, and aligned with the medium of instruction approved by the boards.
- xi. **Inclusion of Internal Assessment Criteria:** For boards like APSNC and PCI, integrate guidelines regarding internal assessments and practical components where applicable.
- xii. **Avoid Repetition:** Ensure variety in question types and avoid repeating questions across exams to maintain academic integrity.

B. Paper Setting Guidelines

i. Panel of Paper Setters

- A confidential panel of qualified and experienced subject experts is constituted for each course by the Examination Committee.
- Paper setters are selected based on their subject expertise, teaching experience, and adherence to university and regulatory standards.
- Paper setters must submit the question paper along with a model answer key and marking scheme in sealed format by the given deadline.
- Identity and content submitted by the paper setters must remain confidential throughout the process.

C. Question Paper Printing and Typing Protocol – Himalayan University

i. Pattern of Question Papers

- All question papers must strictly follow the standardized pattern prescribed by the university and relevant regulatory bodies (e.g., PCI, BCI, RCI).
- The format should include clear sections (e.g., long answers, short answers, MCQs), subject codes, duration, and total marks.
- Consistency in font, layout, spacing, and formatting is to be ensured across all papers.

ii. Record of Printed Question Papers

- A log register must be maintained for each printing session, detailing the course, subject, date, number of copies printed, and names of staff involved.
- Only authorized personnel are allowed in the printing area, and their access must be documented.
- Any excess or spoiled copies are accounted for and destroyed under supervision.

iii. Sealing of Question Papers

- Once printed, all question papers are packed in tamper-proof, pre-labeled envelopes indicating subject, session, and number of candidates.
- Envelopes are sealed in the presence of designated officials and stored securely in a CCTV-monitored area until distribution.

14. INSTRUCTIONS FOR PAPER SETTER -

- i. The question paper must be typed at prescribed format as per instructions. Technical terms should be written in the capital letters.
- ii. Session or year is not to be written on paper.
- iii. Every question and every part of a question should be clear in language and free from ambiguity.
- iv. The question paper will be strictly from the prescribed syllabus/ scheme. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or few portions.
- v. The numerical parts in question paper should not be more than 50% except in mathematic(s) (as subject of paper) and/or the papers similar in nature to mathematics.
- vi. Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is therefore, necessary to write specifically in the Head Note if the log tables, PWF tables, graph papers, steel code, etc. are to be supplied to the candidate even for general use. It should also be clearly mentioned in the head note by the paper setter whether the use of calculator is permitted or not and of which specification.
- vii. Paper setter should clearly indicate in head note of Question paper regarding number of questions to be attempted from a particular section. He should ensure that sum of marks allotted to each section /question is equal to maximum marks and is as per Evaluation Scheme.

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- viii. The paper setter should not keep with him any copy or rough drafts of the question paper set by him. All the drafts and notes must be destroyed.
 - ix. Paper setters are requested to ensure that both the outer and the inner covers containing question paper are positively sealed in separate envelopes before they are posted or personally handed over to the authority of the university.
 - x. Paper setter should certify that to best of his/her knowledge none of his / her direct or indirect dependents/relatives (i.e., wife, husband, son, daughter, grandson, granddaughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law etc) are appearing in the examination in which his / her paper may be one of the papers. Paper setter has to avoid your own book material in the paper.
 - xi. In case serious mistakes are found in the paper, which may create confusion in the minds of the examinee, the university can drop the name as paper setter.
 - xii. Vice Chancellor may also appoint more than one paper setter for same subject under special circumstances.

15. METHODOLOGY -

- i. Moderation of question paper: After receiving the paper from the paper setter, the paper will be printed and can be moderated, if necessary.
- ii. Moderation can be done by a senior Subject specialist (HOD/ or a person detailed by HOD) shall visit the Office of Controller of Examination and moderate the paper, which includes checking the formation of questions, avoiding repetition of questions (if any), questions have been set within syllabus, distribution of marks, subject name / code, quality of questions, proof reading etc.
- iii. As the Moderator satisfied with correctness of Question Paper, it is freeze on Examination Department/ERP for further process.
- iv. Moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.

16. PRINTING AND PACKING OF QUESTION PAPERS -

- i. **Three sets of question papers for each subject are prepared, (two may be preferred)** out of which one set of question paper is released on the day of examination with the approval of Vice Chancellor or nominated person to ensure the integrity of conduct of examination. The year of examination will not be mentioned on the Question paper rather a code will be given for each year.
- ii. The number of printed question paper shall be according to maximum number of students expected to appear, plus 15 to 20.

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- iii. Immediately after printing, they shall be sealed with number of printed question paper written on the envelope and kept in safe custody of Controller of Examinations.
- v. The balance two sealed envelopes having question papers shall be kept in strong room under the safe custody of Controller of Examinations. In the next examinations only one new question paper may be prepared for that subject unless syllabus has changed, otherwise three fresh question papers will be prepared.

D. Security and Confidentiality Measures for Question Paper Management

- i. **Secure Storage Facilities:** The university maintains dedicated, high-security lockers for storing question papers and related materials to prevent unauthorized access.
- ii. **Surveillance and Monitoring:** All areas involved in question paper handling, printing, and storage are under 24/7 CCTV surveillance to ensure accountability and traceability.
- iii. **Restricted Access:** Only authorized personnel with proper identification and written approval are allowed access to the question paper storage areas.
- iv. **Digital Security Measures:** When question papers are handled digitally, they are protected by encrypted systems, password protection, and access logs to track activity.
- v. **Confidential Printing Protocols:** Question papers are printed in a secure, isolated facility with limited staff and are supervised throughout the process.
- vi. **Sealed Packaging and Labelling:** Printed question papers are sealed in tamper-evident packets and labelled clearly for each exam session, minimizing handling errors and security breaches.
- vii. **Audit and Inspection:** Regular audits and inspections are conducted by the examination committee to ensure that all security protocols are being strictly followed.
- viii. **Emergency Backup and Disaster Recovery:** Secure backups of question papers are maintained under strict control to be used only in emergency situations such as loss or damage.

- ix. **Secure Transportation Protocols:** During transit to examination centers, question papers are transported under supervision with sealed containers and signed handovers.
- x. **Code of Conduct for Staff:** All examination staff involved in question paper handling is required to sign confidentiality agreements and follow strict conduct protocols.

17. RULES & REGULATION FOR CONDUCTION OF UNIVERSITY EXAMINATION -

i. Centre Superintendents

Head of the Department shall be the Centre Superintendent at each examination Centre who shall be responsible for the safe custody of answer books and satisfactory conduct of the examinations. Overall responsibility for safe and fair conduct of that examination will be of the Head of the Department. In the absence of the Centre Superintendent and Assistant Centre Superintendent shall perform the functions of the Centre Superintendent with intimation to the Controller of Examinations.

ii. Assistant Centre Superintendents

- a. Assistant Centre Superintendent(s) will be appointed by the Centre Superintendent from amongst the teaching faculty of the rank not lower than of Assistant Prof. to make all preparatory arrangements for holding examinations including seating arrangement for candidates.
- b. One Assistant Superintendent may be appointed where the total number of candidates registered for all examinations at a particular centre in one particular session does not exceed 100, two Assistant Superintendent where such number exceeds 100 but is less than 300 and three Assistant Superintendent where such a number is more than 300.
- c. He shall conduct the examinations under the supervision of the Centre Superintendent according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He will take all necessary measures for fairness and the smooth conduct of examinations at a centre.
- d. The Assistant Superintendent(s) will perform such duties as are assigned to him by the Centre Superintendent of Examination Centre. He/ she will particularly be responsible for opening of Question papers in the presence of Centre Superintendent, seating arrangement, checking the absentee statements, updating the record of consumed answer books on daily basis, packing of answer

books along with the attendance sheet, docket, question paper etc. and then dispatch to Controller of Examinations immediately on the same day of Examination.

- e. He will also ensure that cases of unfair means have been sent to Examination Department in a sealed Envelope on daily basis.

iii. **Invigilators -**

Invigilators shall be appointed by the Centre Superintendent in a manner that their ratio to candidates does not exceed one invigilator to 30 candidates registered at any particular session with a minimum of two invigilators in a room; even if the number of examinees is less than 20 in the concerned room. In case the number of invigilators appointed in any room exceeds the prescribed ratio of 1:30 the Department will submit the following report:

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of Room	Students allotted in the room	No. of invigilators appointed in the room	Reason

- a. The Faculties/academic staff members of the Department appointed by the Centre Superintendent shall perform as invigilators in different halls/rooms. The Duty Roster of the Invigilators must be maintained by the Asst. Centre Superintendent and Centre Superintendent. The same alongwith day-wise signatures and contact numbers of the invigilators must be sent to the Examination Department a day prior to the conduction of Examinations.
- b. The Centre Superintendent of the Examination centre may invite the invigilators from other constituent Department of the university through Vice Chancellor.
- c. Only those Faculties be engaged in whom the Centre Superintendent has full faith.
- d. The librarian of the University may be engaged as an invigilator if required.
- e. Faculty of the subject of which examination is conducted, will not be appointed as invigilator.

18. WATCH AND WARD: ADDITIONAL -

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There shall be an Examinations Security Officer (ESO) whose function shall be to maintain discipline outside the examination hall /halls. He may be assisted by additional staff. This duty can be given to security staff of university.

- i. A room/place may be allocated in each Department where the students may keep their belongings; however, the university shall not be responsible for the security of such material.
- ii. ESO will be authorized to carry out search of students outside the examination hall for ensuring that prohibited materials are not taken into the exam hall. Search of female students shall be done only by female ESO.

19. EXAMINATION HALLS AND ROOMS –

A. Examination Halls and Rooms

- i. The doors of the examination hall and rooms should be opened each day only 30 minutes before the time fixed for the commencement of the examination.
- ii. Enrolled numbers of candidates may be written on desks with chalks or through admit cards. A seating plan of the examination showing the measurement of each room used and the position of each candidate relatively to the other should invariably be supplied to the university and a copy of same should be maintained in the Department records for inspection as and when necessary.
- iii. A space of not less than 05-10 square feet should be assigned to each candidate. If there are space constraints the candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.
- iv. Seating arrangement for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room. Changes made in seating arrangement on any particular day should be notified at least one day earlier.

B. Guidelines for Distribution of Question Papers

- i. **Timely Dispatch from Examination Cell:** The university's central examination cell is responsible for the timely dispatch of question papers to the respective examination centers.
- ii. **Sealed and Labeled Packets:** Question papers are sent in tamper-proof, sealed packets with clear labeling indicating course name, subject code, date, and session.

- iii. **Authorized Handling Only:** Only authorized personnel—such as the Chief Superintendent and designated examination staff—are permitted to receive and handle the question paper packets.
- iv. **Confidentiality During Transit:** Question paper packets are transported under secure conditions, often escorted, and must be signed for at each point of transfer to maintain a secure chain of custody.
- v. **Time-Sensitive Opening:** Sealed question paper packets must be opened only 30 minutes before the commencement of the examination, in the presence of the invigilator and a witness, with proper documentation.
- vi. **Room-wise Distribution Log:** A detailed record is maintained for distribution of question papers to individual rooms, including quantity, time, and signatures of the receiving invigilators.
- vii. **Handling of Extra Papers:** Extra question papers after distribution must be returned immediately to the control room and logged appropriately to avoid misuse.
- viii. **Contingency Measures:** In case of a mismatch, misprint, or any issue with the question papers, immediate communication must be made with the university examination cell for swift action.
- ix. **Accountability and Documentation:** A complete distribution record is maintained and submitted to the university for verification after the examination.
- x. **Training of Staff:** All staff involved in question paper distribution undergo briefing sessions on protocols to ensure smooth and secure execution.

E. Policy for Feedback and Review of Question Papers

- i. **Post-Examination Feedback Mechanism:** After each examination session, students and faculty are encouraged to provide feedback on the clarity, relevance, and difficulty level of the question papers.
- ii. **Subject Expert Review Committee:** A designated panel of subject experts reviews the question papers post-examination to assess content accuracy, syllabus coverage, and question quality.

- iii. **Error and Ambiguity Reporting:** Any errors, ambiguities, or discrepancies identified during or after the exam are documented and reviewed thoroughly for corrective action.
- iv. **Question Paper Moderation Reports:** Feedback collected is compiled into moderation reports that help in improving the quality of future question papers and maintaining academic standards.
- v. **Student Grievance Redressal:** If students report significant issues with specific questions, a formal redressal process is initiated, which may include re-evaluation or bonus marking if justified.
- vi. **Confidential Feedback from Invigilators:** Invigilators are required to submit confidential reports noting any issues observed in the question papers, such as misprints or student confusion.
- vii. **Continuous Improvement System:** Feedback and review outcomes are analyzed and used for continuous improvement in question paper design, alignment with learning objectives, and adherence to regulatory norms.
- viii. **Archival for Reference:** Reviewed question papers and feedback reports are archived securely for academic auditing and future reference by curriculum committees.
- ix. **Confidentiality of the Review Process:** All feedback and review processes are conducted under strict confidentiality to ensure the integrity of both the examiners and the assessment system.
- x. **Incorporation into Faculty Development:** Common issues identified through feedback are discussed in faculty training sessions to build better understanding and consistency in question-setting.

F. Policy on Variation in Question Papers

- i. **Purpose of Variation:** A 20% variation in question papers is implemented to maintain academic integrity, reduce chances of malpractice, and ensure fairness across examination sessions.

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- ii. **Multiple Sets of Question Papers:** For each subject, multiple sets of question papers (with up to 20% variation) are prepared in advance, maintaining uniform difficulty levels and syllabus coverage.
 - iii. **Controlled Randomization:** Variations may include reordering of questions, changing numerical values, or substituting equivalent questions from the same topic to maintain consistency.
 - iv. **Uniformity in Assessment Criteria:** Despite variations, all sets are aligned with the same marking scheme and evaluation criteria to ensure fair assessment across all students.
 - v. **Pre-Moderation Approval:** All variant question papers are reviewed and approved by the question paper moderation committee to ensure academic equivalence.
 - vi. **Use in Parallel Sessions or Re-exams:** The 20% varied papers are typically used for parallel exam sessions, re-scheduled exams, or as backups in case of paper leakage or other contingencies.
 - vii. **Syllabus and Bloom's Taxonomy Alignment:** The variation maintains consistent cognitive levels (e.g., knowledge, application, analysis) in accordance with Bloom's Taxonomy and the prescribed syllabus.
 - viii. **Confidential Handling of All Variants:** All versions of the question papers are stored and transported with equal levels of security to prevent unauthorized access.
 - ix. **Record Maintenance and Audit:** A record of all question paper sets and their variations is maintained for auditing purposes and future reference by academic councils.
 - x. **Training for Question Setters:** Faculty involved in question paper setting are trained on how to create meaningful and equivalent 20% variations without compromising the academic intent.

20. RECEIPT OF QUESTION PAPER & OPENING OF QUESTION PAPERS IN EXAMINATION CENTRE -

- i. Sealed envelopes containing question papers will be sent to the Superintendent through University messenger. He shall note carefully the state in which the envelopes have been received, if tampered with or

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- opened it should be brought to the notice of the Controller of Examinations immediately.
- ii. Just before the time for distribution of question papers, the question papers shall be taken out without breaking the seal. Such envelopes along with undistributed question paper (if any) should be sent back to the office of Controller of Examinations.
 - iii. The envelopes containing the question papers should be opened by the Superintendent/ Assistant Superintendent in the Examination centre in presence of at least two invigilators.
 - iv. The envelopes should be slit opened and the seals be left unbroken. The invigilator and the Senior Superintendent should affix signatures at the place provided on each cover after being satisfied that correct envelope is being opened and no envelope is tampered with.
 - v. The question papers should be counted and the number should be tallied with the figures given on the face of envelope containing the question papers. Before distributing the question papers to candidate, it has to be made sure either by personal inspection or through invigilators that the correct question paper for the session is being given to the candidates in the Examination Hall. This precaution is very necessary since the possibility of wrong paper being packed in one packet cannot be ruled out. If the number of the question papers in any envelope falls short of the required number, the questions may be dictated and the Controller of Examinations should immediately be informed of this fact by phone. Student shall be given the usual time for answering questions after the paper has been dictated.

21. INVIGILATION DUTY -

- i. **Invigilation as a part of duty:** -No Faculty should absent himself / herself from invigilator's duty without the prior permission of the Senior Centre Superintendent of the Centre at which he/she has been deputed for invigilation work.
- ii. **Duties of the invigilators:** -
The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.
 - a. An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer books are collected from them, so it is necessary that he should make frequent rounds in the Examination Room.
 - b. An invigilator is under the control of the Senior Centre Superintendent. During the period they are on duty and she/he

- should not leave the examination centre without the permission of the Senior Centre Superintendent or Asst. Centre Superintendent.
- c. An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
 - d. An invigilator may be required to act as witness when desired by the Senior Centre Superintendent for opening of the question paper packets and sealing of the packets of answer books.
 - e. It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the hall / centre. She / he will report such malpractice or misconduct to the Asst. Centre Superintendent / Senior Centre Superintendent and render such assistance to the Asst. Centre Superintendent as required, in regard to the conduct of the examination.
 - f. Use of mobile is strictly prohibited in the Examination Hall. Invigilators should deposit their mobiles with Sr. Centre Superintendent while on duty.
 - g. An invigilator shall not be allowed to take refreshments inside the examination hall during the exam.
 - h. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

iii. Responsibilities of the invigilators

- a. To check the Admit Cards,
- b. To distribute answer books and question papers to the examinees,
- c. To ensure that the examinees occupy their allotted seats in the room.
- d. To make announcements asking the examinees to -
 - i. Produce the Admit Card.
 - ii. Leave books, notes, copying material, mobile phone, electronic devices, and / or paper outside the examination hall.
 - iii. Announce that students should write Enrollment/ Registration No. on the question paper and nothing else.
- e. Use of only allowed accessories as may be applicable per paper.
- f. Write subject, paper; and Enrollment number, semester & year in the allotted spaces in the answer script, and sign the sheets.
- g. Time remaining.
- h. To fill in the number of supplementary sheets used, strike out the unused pages and attach all A and B copies, supplementary sheets together etc.

- i. To check according to the verification sheet, and get the attendance/ verification sheets signed by the student.
- j. To prepare the absentee statement in respect of the room under his / her charge and submit the same within one hour of start of examination to the senior/assistant centre superintendent.
- k. To check all the entries filled in, including that the correct roll number is written in words at the allotted space on the answer sheet by the candidate, on the cover page of Answer Book with help of admit card of the candidate. That the candidate has signed at the appropriate place/space provided in Answer Book. The invigilator should sign only after checking all the above.
- l. To ensure that the cover pages of A & B answer books bear the date stamp and his/ her signature.
- m. The invigilator shall sign each answer book at the assigned box as evidence of verification of candidature of the student. She/ he shall also check (at the assigned space) the number of supplementary sheets used by the examinee in each case and he will issue B Copy to an examinee (supplementary / continuation sheets) only after verifying that the answer book has been fully utilized.
- n. Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination and not to allow any examinee to leave the examination hall half an hour before the prescribe time.
- o. The invigilators must ensure that the Answer Book (duly closed) and Question paper of the candidate has been left behind on his/her seat in the examination hall when a candidate goes out to toilet etc.
- p. At the end for the examination no candidate should be allowed to leave the room without permissions of the invigilator till all the answer books are collected, counted and found correct.
- q. To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Assistant Centre Superintendent in sequential order of roll after duly counting and tallying these with student's attendance sheet.
- r. To return surplus copies of loose sheets to the Assistant Centre Superintendent immediately after the examination.

22. ATTENDANCE, VERIFICATION & DISPATCH OF ANSWER BOOKS -

- i. The Enrollment number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Department which student belongs.

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- ii. However the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Scripts.
- iii. Before the answer books are dispatched, the Centre Superintendent / Assistant Centre Superintendent should ensure that the title page has been filled in correctly by the candidate and signed by the invigilator concerned.
- iv. In some cases candidates do not write their full Enrollment no. and other particulars on the title page of the answer books. The responsibility in such case will be solely of the invigilators, Assistant Centre Superintendent & the Centre Superintendent.
- v. All answer sheets duly sealed should be forwarded to the Controller of Examinations along with a copy of attendance sheet along with docket & question papers of the scheduled day of examinations.
- vi. After the examination is over, Centre Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
- vii. The account of used answer books along with remaining answer books is also to be deposited.

23. DISCIPLINARY CONTROL -

- i. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Centre Superintendent/Asst. Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent from that day's examination. The misbehavior done by the student should be reported by the Centre Superintendent to the Vice Chancellor on the same day.
- ii. However if the student has any grievances against the Senior Center Superintendent/Assistant Centre Superintendent/Invigilator, he can submit the grievances to the Students Welfare Officer and in his absence to the Registrar. Appropriate action will be taken by them.
- iii. **Instructions for the Candidates**
 - a. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
 - b. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.

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- c. The candidate shall have the proper Admit Card and the valid University Identity Card, without which he/she shall not be eligible to appear for the examination.
 - d. **Candidates are not permitted to leave examination hall during the initial one hour and last 30 minutes of the paper.**
 - e. Exchange of answer books, supplements and drawing instruments etc. among the Candidates is strictly prohibited.
 - f. Students shall write their Enrollment Nos. on the question paper also.
 - g. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
 - h. The candidate shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination Centre.
 - i. The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.
 - j. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
 - k. The candidate found guilty of misbehavior or using/attempting to use unfair means shall be liable for suitable punitive action.
 - l. Disclosure of identity on the part of examinee by way of communicating name/ sheet number/signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of U.F.M. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action as per the rules of the University.
 - m. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.
- iv. **Use of electronic devices / instruction booklets / other stationary**
 The use of electronic devices such as, mobile phones, smart watches, smart glasses, tablets and personal audio equipment is not permitted in the examination Centre. All devices must be switched off and stored in a designated area as identified by Centre Superintendent until such time that examinations have finished. The use of Electronic Devices/

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Instruction Booklets/ Other Stationary will be permitted in the University Examinations subject to the following:

- a. Electronic Devices / Instruction Booklets / Other Stationary, should be on the approved list of accessories permitted or else it shall be confiscated immediately if found.
- b. The type of electronic devices / instruction booklets / other stationary, used must be declared on the examination question papers.
- c. Electronic Devices/ Instruction Booklets/ Other Stationary must be available for inspection by the invigilators/ Flying Squad.
- d. Instruction booklets / any other written material / any other stationary relating to the subject shall be permitted only when written on the question papers.

24. ISSUING OF DUPLICATE ADMITS CARD -

- i. If any candidate enters the examination hall without his/her admit card, he/she should be allowed to take examination only in the following condition
 - a. If the Senior Centre Superintendent/Assistant Superintendent of an examination centre is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the information will be sent to the COE and the Accounts Department for adding Rs.100/- in his/her dues against the penalty for losing the card.
 - b. If admit card is lost or destroyed by the student, the student will apply on the prescribed form to the COE for issuing the duplicate Admit Card after depositing the prescribed fee. The office of the COE will ensure that the duplicate Admit Card is issued to the student the same day or is sent to the examination centre of the student before the next examination of the student.
- ii. Provisional Permission: The candidates who have not been issued Admit Cards and whose name/Enrollment no. is not in the Enrollment lists should not be allowed to sit in the examination unless permitted by Vice Chancellor.

The candidates who do not possess Admit card but are permitted in the exam at a later date, the following shall apply;

- a. Their names shall be in the additional list of students.
- b. They shall carry the original copy of the permission obtained.

25. FLYING SQUAD -

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The flying squad will overview and supervise the conduct of examination as per instructions of the Vice Chancellor/COE and to take surprise inspection of examination venues, so as to eliminate possibilities of use of unfair means by candidates, to hold the examination in a fair, impartial and smooth manner and to maintain credibility of examination.

i. **Appointment of flying squad**

- a. A flying squad shall consist of a Convener, 1 to 3 Squad Members and will be appointed by the Vice Chancellor or by the COE with the permission of the Vice Chancellor.
- b. They shall be of the post of Associate Professor and above.
- c. They will be instructed about their duties and work on the same day as of the surprise visit.
- d. The flying squad will be accompanied by an officer from the security department of the rank of Security Officer or above.

ii. **Duties for flying squad**

- a. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in examinations. These committees shall be adequately empowered to verify entire examination process at the examination Centre.
- b. The team of the observers will carry their I-cards/Authority letter for disclosing their identity at the examination Centre.
- c. The Flying Squad / Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not. However, female student can be searched only by female members of the flying squad.
- d. Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
- e. To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall inform the Assistant Centre Superintendent and get it corrected.
- f. To observe that internal vigilance group (Invigilator, Asst. Centre Superintendent etc.) is active and performing their duties in a proper manner.
- g. To keep vigil on all aspects of the conduct of examination at the centre and report the cases of malpractice/misconduct, if any, to the Assistant/Senior Centre Superintendent. The centre

Superintendent shall take action in such cases as per prescribed procedure.

- h. It shall also inspect the toilets and other surrounding areas for hidden books/notes.
- i. A detailed report of observations made by the flying squad along with any suggestions will be sent to the Vice Chancellor, duly signed by all the members.

26. APPOINTMENT OF AMANUENSIS -

- i. An amanuensis is allowed in case of Blind Candidates and those candidates, who are disabled to write due to an accident, disease or congenital deformity.
- ii. Dean/ HOD will recommend appointment of amanuensis for a particular student to the Vice Chancellor. The Vice Chancellor can take the decision on the basis of application, meeting the student personally or may ask the student to submit a medical certificate from the Senior Medical Superintendent of Hospital. The candidate should submit an application to the HOD at least one month before the commencement of exams. In case of accident occurred recently, student can write an application directly to Vice-Chancellor through the concerned HOD and in exceptional circumstances directly to Vice- Chancellor.
- iii. Exception can only be in case of any unforeseen mishap, in which case the student may apply any time before starting of exam or even during the exam; however, in such cases the appointment of amanuensis will depend upon the availability of the appropriate person at that time.
- iv. The amanuensis shall be a person of a lower qualification than the candidate concerned.
- v. The Superintendent of Examination shall arrange for a suitable space for the disabled candidate.
- vi. An extra Half an hour shall be given to such candidates for 3 hours duration.
- vii. The payment of the amanuensis if any shall be borne by the candidate.

27. MISCELLANEOUS -

- i. **Cancellation of Appointments/ Examinations-** Vice Chancellor reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduction of examinations.
- ii. **Lost Answer Book-** In case of the answer book of a candidate has been lost after having been handed over to the Centre Superintendent of Examination, enquiry will be setup and after the satisfaction of Vice-Chancellor, following actions can be taken.

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- a. Permit the candidate to reappear in the subject in who answer book has been lost, on a date and time to is fixed by the Controller of Examinations.

OR

- b. Award him marks in the answer book lost equal to the marks obtained by the candidate in the other papers, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B to avoid carry over.

OR

- c. Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he has appeared in one subject having one paper to clear carry over.

OR

- d. If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations shall report his/her findings, shall be final.

iii. **Regulation for Unfair means/ Procedure for Dealing with Unfair means and Mass Copying Cases & Unfair Means Cases.**

- a. Examination is a formal procedure intended to measure examinee's knowledge/ talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.
- b. Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee should follow this code of conduct.
- c. A candidate found guilty of any of the following offences shall be punished.

iv. **The following shall qualify as use of U.F.M**

- a. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall.
- b. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- c. Writing Enrollment No. at any other place than the space provided for it.

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- d. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
 - e. Receiving or giving assistance to other student in copying in any form during the period of the examination.
 - f. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
 - g. Impersonation i.e. sending some other person to appear in examination.
 - h. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
 - i. Any other type of misconduct or a deliberate attempt to cheat in the examination.
 - j. Writing questions or answer on any paper other than the Answer Book.
 - k. Any other case of Unfair Means detected at any stage during or after the Examination.
 - l. Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device shall be considered as an attempt to cheat.
 - m. Refusal of the candidate to be searched by the invigilator/flying squad would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination hall.
- v. **Procedure to be followed by the invigilator/centre superintendent in booking UFM Cases.**
- a. **Issuance of Second Answer Book.**
As soon as any case of unfair means comes to the notice of the Invigilator/Superintendent/ Flying Squad of the examination centre, he/she will take possession of the Answer Book of the examinee along with paper or other material found in his/her possession duly signed by the examinee. The candidate shall be provided another Answer Book immediately and a stamp of “Fresh Answer Book” will be placed on the top of the Answer Book. In case, the examinee refuses to do so, the fact of his/her refusal will be recorded by the Invigilator/Superintendent/Flying Squad which should be attested by at least one Invigilator present on duty and present at the time of refusal. The record of the fact will be submitted with Examination Department on the same day.
While issuing the fresh Answer Book, statement of the candidate the candidate shall be asked by the Invigilator/Centre

Superintendent to submit the information on prescribed format. If he/she does not give such information, the verification can be done by another Invigilator Examination Superintendent.

In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he may be counseled that he should cooperate and write his comments in the remarks. He should be informed that he may write about his grievances to the Students Welfare Officer/Registrar after the examination.

b. **Statement of the invigilator**

Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement material found from the candidate **and fill the form**

Precise information on the prescribed format as to from where the material was found should be mentioned in the statement of the invigilator/s for example from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc.

The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent.

If it is a mobile phone/electronic device, it should be packed in the envelope and sealed. It should be signed by the Invigilator and Centre Superintendent and should be mentioned on the envelope / packet as UFM material. The packet should preferably be signed by the student also. The same should also be mentioned in UFM (incriminating material) prescribed format.

c. **Other Cases of Unfair Means**

i. Impersonation: The Senior/Assistant Centre Superintendent should hand over the person impersonating as the student to the Security Officer who will file an FIR at the Police Station and will hand over the person to the Police. The matter shall also be reported to the Vice Chancellor, the HOD of the concerned Department in which the student studies, the Chief Proctor.

ii. Misconduct: In case of misconduct by any examinee, the statement of the Invigilator/ Assistant Centre Superintendent/ Chief Centre Superintendent shall be sent to the Principal of the Institute for taking appropriate action against the student.

d. **Documents required to be sent in UFM Cases.** All cases of UFM should be recorded on the Performa. The form shall be accompanied by the following documents:

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- i. **One + One = Two Answer Books/ sets of Answer Books.**
 - ii. Statement of the candidate on prescribed format
 - iii. Statement of the Invigilator on prescribed format
 - iv. Unfair aid / material found from the student.
- e. **Dispatch of UFM cases-**
- i. Copies of UFM should be sent separately in a sealed envelope duly labeled to the Controller of Examinations of HU along with the prescribed Performa for each case booked under UFM on daily basis.
 - ii. All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Centre Superintendent, has to be sent to the Controller of Examinations, separately under sealed cover soon after examination is over on the same day.
 - iii. His/her examination result shall be withheld till finalization by UFM committee. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.
 - iv. The fact that a particular Enrollment No. was booked under UFM should be recorded in the attendance sheet as well in the statement for dispatch of Answer Book to the Controller of Examinations.
 - v. The candidate booked under UFM shall not be expelled from the examination centre for that paper rather a fresh copy is to be issued to attempt his/her paper except in the cases of impersonation.
 - vi. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
 - vii. Candidates may be physically searched by the Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
 - viii. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Chief Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the

candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

- i. **Student Grievance** - However if the student has any grievances against the Senior Center Superintendent/Assistant Centre Superintendent/ Invigilator or he has reasons to be dissatisfied with the decision of the UFM Committee, he can submit the grievances to the Dean Students Welfare and in his absence, to the Registrar of the University, who will take necessary action to redress of the grievance of the student.

Guidelines for UFM committee regarding penalties for different types of offences under UFM w.e.f. 2014-15 session onwards.

Sl. No	Offence	Maximum Penalties
1	(i) Copying Material was found his/her possession but was not used, including electronics devices like smart mobiles, gazettes etc. (ii) If during University Examination a candidate was found talking to another candidate or any person inside or out side the examination hall/during the examination hours, without the permission of a member of the supervisory staff, before he has handed over his answer-book. (iii) Writing identity in the answer book like name, request, Enrollment no. at unauthorized place, etc.	a) A warning letter will be given to the candidate. b) Candidate shall not be considered for any kind of awards for one year. c) A fine up to Rs. 2500/- may be levied. d) Candidate shall be debarred from taking part in any extra-curricular
2	Copying material was brought in the examination hall and used, including the script written in mobile or have searched internet in the duration of Examinations.	a) A warning letter will be given to the candidate. b) If the material was used, monetary/financial punishment up to Rs. 5000/- will be added. c) Candidate shall not be considered for any kind of awards for one year. d) The candidate will not be eligible for grace marks. e) The question(s) attempted

		with the copying material will be marked zero. Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.
3	<p>(i) Destroying evidence including tearing/ swallowing of copying material or of answer book/or running away with answer book or any other examination material.</p> <p>(ii) The answer book brought from outside and/or not written in Candidate's handwriting</p> <p>(iii) Extra ordinary electronics equipments and smart devices used by the student.</p>	<p>a) A warning letter will be given to the candidate.</p> <p>b) Candidate shall not be considered for any kind awards for one year.</p> <p>c) Concerned subject/ paper will be Cancelled.</p> <p>d) Monitory/financial punishment up to Rs. 10,000/- will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p>
4	Impersonation	<p>a) A warning letter will be given to the candidate along with disciplinary action.</p> <p>b) Candidate shall not be considered for any kind of awards for one year.</p> <p>c) Whole Current Examination will be Cancelled.</p> <p>d) Monitory/financial punishment up to Rs. 10,000/- will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p> <p>FIR may be lodged against him/her.</p>
5	Any other Unfair means not covered above which jeopardize the sanctity of HU Examination	Any/All of the above penalties may be imposed by the UFM Committee

ii. Mass Copying Cases

Mass copying shall be dealt differently than the individual UFM cases. Modes of the mass-copying are as under:-

- i. Copying from the printed sheet circulated in the examination hall.
- ii. Displaying copying material on the blackboard.
- iii. Use of loud speaker from outside.
- iv. Dictating answer by the Invigilators etc.
- v. Any other evidence which proves mass copying.

Each case of mass copying will be investigated separately by a committee constituted by the Vice-Chancellor and the enquiry report will be placed before Vice Chancellor who will take appropriate decision on case to case basis.

Note:

- i. If in a University examination, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff papers books or notes in his possession before the question paper is distributed, no action may be taken against the student.
- ii. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Vice Chancellor who will take the appropriate decision.
- iii. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.
- iv. Disciplinary aspects of students pertaining to examination will be dealt with by the HOD concerned.

28. EVALUATION PROCEDURE -

After getting Answer Books from the centre:

- i. Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.
- ii. Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.
- iii. In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.
- iv. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.

- v. Decoding shall be done in the office of Examination Department before tabulation.

Important instructions for evaluators

- a. No question or part of a question should remain unevaluated. Special care should be exercised in case where there are multiple choice / very short answer type questions.
- b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question ends. Secondly, on the front page against the serial number of the question.
- c. There should be no mismatch between the marks given and entered i.e. in the table; on the front page and where the question is written.
- d. Ensure that marks are correctly counted before writing the total sum on the front page.
- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re-checking/re- totaling.
- f. Overwriting / corrections may be avoided. However, where correction becomes unavoidable it should be circled and authenticated by signatures of the evaluator on the right side of the circle.
- g. While evaluating an answer book if any new page(s) is found, inserted or any hand written chit pasted on any page of the answer script, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed if there is any evidence of double handwriting in any answer script.
- h. If the candidate has attempted more questions than asked for, the marks of best attempted / scored requisite number of questions must be granted on the front page and the word '**over attempted**' be mentioned at the end of those answers, which have not been taken into account.
- i. Assignment of evaluation should be completed within the stipulated period.
- j. In certain cases, a student also leaves a few blank pages and then writes the answer of a fresh question, hence the following should be followed;
- k. It is necessary that evaluator should put initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated / checked.
- l. That none of evaluator's relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in law, sister-in-law or any

other person financially dependent person) have appeared in the said examination.

- m. Word “END” should be written at the end of the last attempted answer and should be written the remaining pages should be crossed (X) if the same are uncrossed.
- n. For evaluation of answer book, should be used red pen only.
- o. Last but not the least, Xerox copy of any evaluated answer script could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honor and integrity of the evaluator on one hand and name and fame of the University on the other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.

29. PRACTICAL EXAMINATIONS

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor and should be conducted strictly according to the curriculum and evaluation scheme. Practical awards along with the attendance must reach the examination department either on the same day or the next day after the conduction of the practical examination.

30. FINALIZING THE RESULT OF EXAMINATIONS

A. Criteria for passing- (Where guidelines by the concerned regulatory bodies are not notified) Pass percentage in theory, practical, internal / external / Aggregate etc. as follows :-

- i. Minimum of 40% marks in each subject and in aggregate (internal & external combined)
- ii. The candidate shall have to obtain minimum 33% marks in Internal Examination to be eligible for appearing in University Examination.
- iii. Candidate shall have to pass in theory and practical examination separately.
- iv. Student will be promoted to next year if he/ she has cleared at least 50% of subjects of year of study/ odd & even semester combined plus back paper(s) of previous years, if any.

B. Rules and Guidelines for Assessment of Internal Examination

i. Model Answer Key

- o A model answer key must be prepared by the concerned subject faculty immediately after the internal examination.

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- The answer key should include all correct answers, marking scheme, and possible alternate answers (if applicable).
- It must be reviewed and approved by the Head of the Department or Examination Coordinator before evaluation begins.
- This model key should be used uniformly for assessing all answer sheets to ensure consistency and fairness.

ii. **Masking of Answer Sheets**

- To maintain impartiality during evaluation, all internal answer sheets should be masked (student identification details hidden) before the assessment process begins.
- A coding system should be used to anonymize answer scripts until the evaluation is complete.
- The decoding should only be done after the marks are finalized and recorded.

iii. **Mechanism to Show Internal and External Answer Scripts**

- After assessment, students must be shown their internal answer scripts within a fixed period (usually one week) to ensure transparency.
- Students may review their scripts in the presence of the concerned faculty to address any doubts or discrepancies.
- A similar mechanism shall be followed for external answer scripts, subject to approval from the examination cell, with proper documentation.
- Any request for re-evaluation or rechecking must follow the official university protocol and be submitted within the stipulated time frame.
- All reviewed scripts must be re-sealed and securely stored as per examination record policy.

IV. Records and Documentation Policy for Internal and External Examinations

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- i. **Systematic Record Maintenance:** All records related to internal and external examinations must be systematically maintained in both physical and digital formats for easy retrieval and future reference.
 - ii. **Internal Examination Records:** Attendance sheets, question papers, model answer keys, evaluated answer scripts, and mark registers must be preserved by the department. Faculty must submit internal assessment marks to the examination cell within the stipulated deadline. The Internal examination documentation should be retained for at least one academic year.
 - iii. **External Examination Records**
 - All records including attendance sheets, sealed answer scripts, examiners' reports, and final mark sheets must be submitted to the university examination cell.
 - External evaluation-related documents are to be stored securely as per university and regulatory body guidelines.
 - iv. **Confidentiality and Access Control**
 - Examination records are confidential and must be accessed only by authorized personnel.
 - Any access to these records for audit, verification, or student grievance redressal must be documented and approved.
 - v. **Digital Backup**
 - All key examination documents should be scanned and stored in the university's secure database system with proper indexing and backup protocols.
 - vi. **Audit and Compliance**
 - Records are subject to periodic audits by the internal examination committee and external regulatory bodies such as UGC, PCI, BCI, etc.
 - Departments must ensure full compliance with documentation norms to avoid discrepancies during inspections.
 - vii. **Retention and Disposal**

- Examination records should be retained according to the university's retention schedule (usually 3–5 years).
- Post-retention period, documents may be securely disposed of with prior approval from the academic authority.

V. Grade and Grade Points (Division)

The final result at the end of the course shall be prepared as below by aggregating the marks obtained in all the semesters:-

Sl. No	Range of Marks in Percentage	Grades	Grade Points
1	90 to 100	O (Outstanding)	10
2	80 to 89	A+(Excellent)	9
3	70 to 79	A (Very Good)	8
4	60 to 69	B+(Good)	7
5	50 to 59	B (Above Average)	6
6	45 to 49	C (Average)	5
7	40 to 44	P (Pass)	4
8	Less than 40	F (Fail)	0
9	Absent in the End Semester Examination	AE	0

Conversion of credit(s) into grade(s): The following illustrations could be taken as an example for computing SGPA and CGPA from credits for Honours courses in all disciplines, degree Program courses in Science subjects and degree Program courses in Humanities, Social Sciences and Commerce subjects:

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
- The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science,

commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Similarly cutoff marks shall be fixed for grade B and B+ based on the recommendation of the statutory bodies (AICTE, NCTE etc.,) of the relevant disciplines.

- Marks more than one half shall be round off to next higher figure, but if it is less than one half, it shall be ignored.

31. COMPUTATION OF SGPA AND CGPA -

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA): a.

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum (\text{Earned Credits } C_i \times \text{Grade Point } G_i)}{\sum \text{Earned Credits } C_i};$$

- Where C_i is the number of credits of the i th course and G_i is the Grade Point Scored by the student in the i th course.
- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA (Ci)} = \frac{\sum (\text{Earned Credits } C_i \times \text{SGPA } S_i)}{\sum C_i};$$

- Where S_i is the SGPA of the i th semesters and C_i is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

32. AWARDING GRACE MARKS -

- Awarding grace marks: - The policy of grace marks is only applicable in regular exam or if the student is appearing first time.
- Any examinee/student of the courses shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below:-
 - If a candidate fails in only one subject and having passed in all other subjects of the given examination of **semester*/ year**,

- then his/her deficiency of marks may be fulfilled by grace marks under the following conditions:-
- ii. Grace marks are not a matter of right of the student but the discretion of the University.
 - iii. These shall only be given/ provided that the candidate has appeared in the main examination of the concerned course and falls short of pass marks by not more than five (05) marks in theory paper only. Benefit of above mentioned shall not be given to the candidates who have appeared in supplementary/special examination/carry over examination.
 - iv. Further, benefit of grace marks may be given only to the candidate who will passed the entire concerned examination of the **semester*/ year** after awarding the grace marks and not for the purpose of promoting the student to next year with back papers of for improvement of division of percentage.
 - v. If in a subject of an examination passing in Theory & Practical exams separately is mandatory, then the benefit of grace marks shall be given only in Theory examination of the University examination.
 - vi. The award of grace marks permissible shall be on the basis of 1 grace marks for every 05 marks secured by an examinee over and above the minimum passing aggregate marks of all subjects of the year.

Awarding of Grace Marks shall be done as given below:

<i>Aggregate Marks Obtained over & above minimum passing marks</i>	<i>Permissible Grace Marks</i>
1-5	1
6-10	2
11-15	3
16-20	4
21-25	5

33. APPROVAL AND MODERATION OF RESULT - Before declaration, the results of examination together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Vice-Chancellor. If the Vice-Chancellor feels, on scrutiny of the figures submitted that there is a distinct change of standard in the examination as a whole or in a particular subject, he may refer the matter to the examiners concerned for a report or may take such action as he considers appropriate or if he does not feel the need of any change may order for declaration of the results.

34. DECLARATION OF RESULT - The Controller of Examinations shall declare the results of various examinations in such manner as may be directed as per evaluation scheme as per the ordinance. Simultaneously with their declaration, the results shall be communicated to the concerned Heads of the Department.

35. PROVISIONAL RESULT- In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor may order for the declaration of result of the individual or a group of students provisionally on payment of the prescribed fee.

36. PROMOTION TO NEXT YEAR -

He / She have to clear at least 50% of subject of the year / odd and even semester combined plus back paper(s) of previous years if any.

OR

He / She have to clear at least one semester (Odd or Even) without any backlog.

37. ISSUE OF MARK SHEETS -

The Mark sheets / Grade Cards will be issued to the candidates at the earliest after the declaration of the results. Mark sheet will be printed on yearly basis i.e. both semesters of a year. A Marks Sheet may be withheld by the Controller of Examinations on reasonable grounds.

38. ISSUE OF DUPLICATE MARK SHEETS -

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet, on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the First Class Magistrate, showing that the original has been lost / destroyed; along with the General notice in Newspaper.

39. MERGING OF MARKS SHEETS -

There is also provision of conversion of multiple marks sheets to consolidated marks sheet in each passing year by submitting all the original marks sheets of the concerned year along with prescribed fee.

40. AWARD OF DEGREE -

The student shall have to apply for a degree in the prescribed format along with the prescribed fee.

A student shall be awarded a degree if:

- a. He/she has enrolled himself/herself, undergone the course of studies, completed the project report /training report specified in the curriculum of his / her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
 - b. There are no dues outstanding in his/her name.
 - c. No disciplinary action is pending against him/her.
- Normally a degree shall be awarded during the convocation.

41. RECTIFICATION OF RESULTS -

A Candidate shall be entitled to have his / her answer books scrutinized. A Candidate may apply, within two weeks from the date of the declaration of the result, for Scrutiny of the Examination answer books of a specific course(s) on the payment of prescribed fees. Scrutiny shall mean verifying whether all the questions and their parts have been duly evaluated and marks given as per the question paper, and the totaling of the marks.

In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the results as well as marks sheet of the concerned examinations.

The Vice-Chancellor / Examination Committee shall have power to quash the result of a candidate after it has been declared, if:-

- a. A mistake is found in his result.
- b. He is found ineligible to appear in the examination.

42. PROCEDURE OF SCRUTINY -

A candidate shall be entitled to have his answer books scrutinized by following the laid down procedure:-

- a. The Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result.
- b. The Scrutiny Form is available in the student section of the Info tech Department.
- c. In case of any discrepancy, the matter will be placed before Vice Chancellor and the concerned result will be declared only after the approval.
- d. The result of scrutiny will be declared within two weeks from the date of receipt of application form.

43. SHOWING THE COPY TO THE STUDENT-

- a. The student seeking permission for the above will submit an application in the office of the concerned Department within 15 days of the declaration of results.
- b. In case the student had initially applied for scrutiny, he can submit the application for showing the copy within 15 days of the declaration of the result of the scrutiny.
- c. The decision of the Hon“ble Vice-Chancellor shall be final in all respect.

44. GRIEVANCES & REDRESSAL MECHANISM -

Himalayan University has a documented policy of Showing Answer scripts and Scrutiny of Answer scripts to the Student, who is dissatisfied with award of marks obtained.

i. Copy showing

- a. The applicant has to deposit prescribed fees for copy showing as per Subject.
- b. The Student has to submit application in Department enclosed with the original receipt of Fees paid to the Controller of Examinations office.
- c. Department will call the meeting of 'Board of Studies' for the approval/ authentication of application by the Members.
- d. Application will be sent to the HOD for verification.
- e. Verified application will be submitted to The Office of Controller of Examinations
- f. After checking the application, COE Office will call the student on scheduled time & date.
- g. Thereafter student is shown his answer Scripts under CCTV Surveillance or he is barred from taking Mobile Phones, Pen, Pencil and any other Device so that he/she may not take image of answer written & alter awarded marks in the answer sheet. He/she is given a chance to report his observation in writing to the COE.
- h. The COE take action according to the observation received i.e. unchecked portion in answer script or entire question, error in totaling of marks etc. and declare revised result if needed with the approval of Vice Chancellor.
- i. Dead line for all copy showing cases should be given for one month after completion of exams. The students should submit their application within a stipulated time frame and after completion of deadline no application will be accepted. In a very special circumstances when the student requests he should be charged additional amount as a late fees.

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ii. Scrutiny of Answer scripts -

- a. The applicant has to deposit prescribed fees per subject The Student has to apply through head of Department enclosing the original receipt Fees paid to the Account Department.
- b. The Student has to submit application in Department enclosed with the original receipt of Fees paid to the Account Department.
- c. Department will call the meeting of 'Board OF Studies' for the approval/ authentication of application by the Members.
- d. Application will be sent to the HOD for verification.
- e. Verified application will be submitted to The Office of Controller of Examinations
- f. After checking the application, Controller of Examinations will call the subject expert (scrutinizer) from the concerned Department and the scrutinizer will check that all the questions are being evaluated or not and their numbers are being correctly posted on the front page and their sum is correct or not. The Controller of Examinations will preferably call the faculty member who has examined the copies as scrutinizer.
- g. In case he/she finds any discrepancy, he/she will inform the Controller of Examinations and will rectify the same after informing the Controller of Examinations in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she will evaluate the same and give marks and the same will be posted on the front page.
- h. The result of scrutiny will be declared within two weeks from the date of receipt of application form.

44. POLICY FOR UFM CASES -

- a. During Examination when a student is caught in copying the material from other resources or detected in keeping some manuscripts or any other device will be treated as UFM case. The answer script of the student will be marked as UFM Case & a fresh copy will be given to write answers.
- b. As per University norms a UFM Committee is formed under the Chairmanship of Controller of Examinations & two / three members .They are assigned to investigate the cases & penalty is being imposed according to offence committed by the Students. It varies from 2500/- to 10000/-The UFM Committee also has the right to bar the student from sitting in examinations in certain cases.
- c. The meeting of UFM Committee is scheduled by the COE with the consent of other members.

- d. UFM case has to be examined and finalized by the Committee impose the penalty on student as per the gravity of offence & accordingly marks awarded to the student.
- e. Marks awarded on fresh copy will be treated as final.
- f. Department is informed regarding the penalty imposed to the student.
- g. Department issue the warning letter to the student specifies the penalty amount also.
- h. Student has to deposit penalty with in time otherwise late fine is added in penalty amount.
- g. Department submits Student's warning letter along with penalty amount receipt in original to the Office of Controller of Examination to release the result.
- h. Controller of Examination declares the revised result after the satisfaction with all the documents submitted.

45. RE-EVALUATION OF ANSWER BOOKS - If student is aggrieved of marks declared, he/she may apply for the revaluation of answer book by paying prescribed fee. All the cases of re-valuation where the change in marks occur, they should get corrected.

46. PRESERVATION OF ASSESSED ANSWER BOOK, ATTENDANCE AND INTERNAL MARKS RECORD -

All valued answer books shall be preserved for two consecutive semesters in strong room of Examination cell.

47. REGULATIONS RELATING TO AWARD OF MEDALS -

Gold Medals: A gold medal may be awarded to a student who fulfill the below mentioned requirements:

- i. S/He should be the topper of the courses of study prescribed for the degree;
- ii. Secured not less than **70%** of Marks;
- iii. Passed Examination in each course of study in first attempt (there should be no backlog during the entire course);
- iv. Completed all requirements for the degree programme during the minimum prescribed period.

Silver Medals: A silver medal may be awarded to a student who fulfill the below mentioned requirements:

- i. S/He should be the 2nd topper of the courses of study prescribed for the degree;

- ii. Secured not less than **65%** of Marks;
- iii. Passed Examination in each course of study in first attempt (there should be no backlog during the entire course);
- iv. Completed all requirements for the degree programme during the minimum prescribed period.

Bronze Medal: A bronze medal may be awarded to a student who fulfill the below mentioned requirements:

- i. S/He should be the 3rd topper of the courses of study prescribed for the degree;
- ii. Secured not less than **60%** of Marks;
- iii. Passed Examination in each course of study in first attempt (there should be no backlog during the entire course);
- iv. Completed all requirements for the degree programme during the minimum prescribed period.

The award of the medal shall be subject to good conduct and behaviour of the student during his / her stay in the University to be certified by the concerned Dean / Registrar.

The candidate must simultaneously fulfill all the conditions prescribed for the award of medal. If a student fails to fulfill any of the conditions laid down in this behalf, he / she will not be eligible for the medal and the medal will not be awarded.

****Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of difference of interpretation the Vice Chancellor may take a decision, after obtaining the opinion / advice of an Examination Committee. The decision of the Vice Chancellor shall be final.**

Registrar
Himalayan University, Itanagar