

## TENTATIVE DRAFT OF EXAMINATION REGULATIONS 2014

*In exercise of powers conferred by Clause (X) of Section 22 of Dr. Shakuntala Misra Rehabilitation University Act (U.P. Act No. 1 of 2009), UPVU Dr. Shakuntala Misra University hereby makes the following examination rules to be known hereafter as the UPVU Dr. Shakuntala Misra University Examination Ordinance 2014. It shall become effective from the Academic Session 2014-15.*

### 1. ATTENDANCE

- 1.1. A minimum of 75% attendance shall be compulsory to appear in the Semester-end Examination. The percentage shall be calculated on the basis of average of attendance in all papers of a semester.
- 1.2. In each paper, a maximum of 05 marks for attendance shall be given to the students in accordance to the following pattern:

Sl. No.	Attendance Percentage	Marks
1	Above 95 to 100	05
2	Above 90 to 95	04
3	Above 85 to 90	03
4	Above 80 to 85	02
5	Above 75 to 80	01

- 1.3. This pattern shall be applicable for both theory and practical papers.
- 1.4. A relaxation of maximum 10% in attendance may be given to the students having less than 75% attendance by the Head of the Department on genuine grounds.
- 1.5. A relaxation of maximum 20% in attendance, on medical grounds, shall be given to the students having less than 75% attendance, on the submission of Medical Certificate issued by a Registered Medical Practitioner. In case of medical leave exceeding 14 days, a medical certificate duly counter signed by the CMO shall have to be submitted.
- 1.6. Absentees due to University assignment shall be fully exempted.

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1.7. In professional courses, students getting placement in the final semester of their respective courses shall also be eligible for attendance relaxation from the date of submission of the joining letter.

1.8. Notwithstanding the above provisions, the Hon'ble Vice-Chancellor shall have special powers to grant relaxation in attendance.

## 2. EXAMINATION AND EVALUATION SYSTEM

2.1 Credit-based Semester System shall be adopted in all courses run by the University.

2.2 There shall be a provision of internal as well as external assessment of the students so as to ensure a comprehensive assessment of the students' performance through out the semester. The distribution of marks in the examination system shall be as per the table given below:

Sl. No.	Internal/ External Assessment (Each Paper)	Marks
	<b>Internal Assessment</b>	
1.	Attendance	05
2.	Assignment/ Presentation	10
3.	Mid-Semester Test	15
	<b>External Assessment</b>	
4.	Semester-end Examination	70
	<b>Total</b>	<b>100</b>

2.3 The internal assessment each paper shall comprise of Mid-Semester Test of 15 marks; assignment or presentation of 10 marks and maximum 05 marks shall be given for attendance in each paper as per the provisions under 1.2.

2.4 The assignment or presentation shall be conducted before the commencement of the Semester-end Examination. This will be purely internal in nature and the concerned subject teacher will take the assignment or presentation by informing the students at least 05 days in advance.

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- 2.5 Keeping in mind the special needs of the differently-abled students, the Visually Impaired students can opt for presentation in place of assignment and the Hearing Impaired students can opt for assignment in place of presentation.
- 2.6 The Mid-Semester Test shall be conducted after teaching Two Units as per the syllabus or the completion of 50% syllabus of the paper. The test shall be conducted by the respective Departments internally in consultation with the subject teacher within the time defined in Academic Calendar of the University. The subject teacher should ensure that the students are informed about the test at least 03 days in advance.
- 2.7 The External Assessment shall comprise of Semester-end Examination carrying 70 marks (each paper) at the end of each Semester.
- 2.8 The Hon'ble Vice-Chancellor shall constitute an Examination Committee.
- 2.9 The Semester-end Examination shall be conducted under the supervision of the Controller of Examination and the direction of Examination Committee chaired by the Hon'ble Vice-Chancellor.
- 2.10 The schedule of Semester-end Examination (including the practical examinations) shall be prepared by the Controller of Examination in consultation with the Examination Committee.
- 2.11 The student shall have to fill the Examination form for the Semester-end Examination at the time of admission/ registration in every semester.
- 2.12 The students shall be issued an Admit Card with Examination Roll Number by the Office of Controller of Examination before the commencement of the Semester-end Examination.
- 2.13 The Practical Examinations shall be conducted by the concerned Department before the commencement of the Semester-end Examination.
- 2.14 The University shall provide honorarium as per the norms adopted by the University to students with scribe facility.
- 2.15 The differently-abled students shall be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving examinations), tailor frame, Braille slate, abacus geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- 2.16 Project Evaluation and/or Viva-Voce shall be conducted at the end of the Semester/ Course only by the concerned Department.

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2.17 An External Examiner shall also be called as Expert in the Viva-Voce and/ or Project-Evaluation and Practical Examination. For Viva-Voce and/ or Project Evaluation and Practical Examination the name of the external examiner shall be finalised by the Departmental Board of Studies.

2.18 The Mid-Semester Answer Booklets shall be evaluated by the concerned teacher.

2.19 The evaluation of Semester-end Answer Booklets shall be done by the concerned teacher, both external and internal respectively, under the supervision of the Controller of Examination.

2.20 If the concerned teacher is unable to do the evaluation, in such a case the Head of Department shall suggest an alternative name of the examiner.

2.21 The Controller of Examination shall constitute a panel of Braille Script Readers for the evaluation of Braille script assignments and answer-sheets of both the Mid-Semester Test and Semester-End Examination.

### 3. FORMATION/ MODERATION OF QUESTION PAPER

3.1 The Mid-Semester Test question paper shall be set by the concerned teacher. The Mid-Semester Test shall carry a maximum of 15 marks each paper.

3.2 In the Mid-Semester Test, each question paper of a course shall carry three sections. Section A shall have four objective questions carrying 01 mark each, Section B shall have two short answer questions/ explanation maximum of 100 words carrying 04 marks each and Section C shall have 02 long answer questions of maximum 500 words carrying 07 marks each. All the questions of Section A shall be compulsory and in Sections B and Section C a student shall have to attempt any 01 question out of 02.

3.3 The Semester-end Examination question papers for all the courses shall be set both internally and externally in English and Hindi with the exception of Language or Literature subjects and professional courses where English is the only medium of teaching.

3.4 For the Semester-end Examination, 02 question paper (one set) of each paper shall be prepared and in the Re-appear Examination, 01 question paper of each paper shall be prepared.

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- 3.5 At the PG level, at least 02 question papers shall be set externally on rotation basis in each semester.
- 3.6 At the UG/ Graduate level, at least 02 question papers in each subject shall be set externally on rotation basis in odd and even semesters irrespective of the duration of the course.
- 3.7 The maximum rotation period for externally set question papers shall be 02 years for all the courses.
- 3.8 The Board of Studies of the respective Departments shall decide the rotation for externally set question papers and external examiners.
- 3.9 In the Semester-end Examination, each question paper of a course shall carry three sections. Section A shall have 05 Objective Questions carrying 02 marks each, Section B shall have 06 Short Questions of 100 words each, carrying 07 marks each and Section C shall have 03 Long Answer Questions of maximum 500 words each carrying 16 marks each. All the questions of Section A shall be compulsory; in Section B a student shall have to attempt any 04 questions out of 06; and in Section C, a student shall have to attempt any 02 questions out of 03.
- 3.10 In each Department there shall be a Departmental Moderation Committee which will comprise of Head of the Department (Chairman) and 03 senior most faculty members of the Department. The function of this committee shall be to moderate all the question papers of the concerned subject in all examinations.

#### 4. MEDIUM AND DURATION OF EXAMINATION

- 4.1 The medium of examination shall be Devnagari and Roman. Differently-abled students shall be given the option of choosing the mode of taking the examinations i.e. in Braille, through scribe facility and by recording the answers.
- 4.2 In the Literature or Language subjects, the medium of examination shall be the respective language.
- 4.3 The conversion of question papers into Braille script shall be ensured by the Controller of Examination.
- 4.4 The Mid-Semester Test shall be of 50 minutes duration (10 minutes compensatory time for VI, LV and other students with scribe facility).
- 4.5 The duration of the Semester-end Examination shall be of 03 hours (60 minutes compensatory time for VI, LV and other students with scribe facility).

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## 5. PROMOTION TO THE SUBSEQUENT SEMESTER/ AWARD OF DEGREE

- 5.1 Students securing a minimum of C Grade in each paper and SGPA and CGPA 5.6 shall be eligible for promotion to the subsequent Semester/ award of Degree as the case may be.
- 5.2 A student having less than C Grade in any two theory papers shall also be promoted to the subsequent semester provided s/he secures an SGPA 5.6 but the student shall have to compulsorily appear in the Re-appear Examination in those papers to secure at least C Grade.
- 5.3 A student not securing SGPA 5.6 but securing C Grade and above in all the papers shall also be promoted to the subsequent semester but the student shall have to compulsorily appear in the Re-appear Examination in any two papers to secure SGPA 5.6.
- 5.4 A student securing less than C Grade in two papers and not securing SGPA 5.6 shall also be promoted to the subsequent semester, provided he shall have to compulsorily appear in the Re-appear Examination to secure SGPA 5.6 and at least C Grade in those two papers.
- 5.5 After the unsuccessful completion of all attempts of appearing in the Re-appear Examination, a student shall not be promoted to the subsequent semester but will be eligible for Semester-back facility.
- 5.6 After the unsuccessful completion of semester back facility the student shall not be awarded the Degree of the University and the student shall be considered as a Failed Student and shall have to re-register in the University if the student wishes to continue in the University.

## 6. RE-APPEAR EXAMINATION

- 6.1 There shall be a provision for Re-appear Examination only in the Semester-end Examination.
- 6.2 A student not securing SGPA and CGPA 5.6, but securing C Grade and above in all the papers shall also have to compulsorily appear in the Re-appear Examination in any two papers to secure SGPA and CGPA of 5.6.

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- 6.3 A student having less than C Grade in any two theory papers but an SGPA 5.6 shall have to compulsorily appear in the Re-appear Examination in those papers to secure at least C Grade.
- 6.4 A student having less than C Grade in any two theory papers and not securing SGPA 5.6, shall have to compulsorily appear in the Re-appear examination to secure SGPA 5.6 and minimum C Grade in those two papers.
- 6.5 A student shall get 01 attempt to appear in the Re-appear Examination in each semester.
- 6.6 Persons with disability shall be allowed to appear in the Re-appear Examination with a maximum 02 attempts in each Semester.
- 6.7 The marks of the Re-appear Examination shall be the final marks.

## 7. SEMESTER BACK FACILITY

- 7.1 A student securing less than C Grade in more than two papers of a semester shall not be promoted to the subsequent semester. However, the student shall be eligible for the semester-back facility.
- 7.2 'Semester Back Facility' shall mean that the student shall be enrolled in the same semester and shall have to complete all the academic activities of that particular semester such as attendance, Mid-Semester Test, Assignment/Presentation, Practical (if any) and the Semester-end Examination.
- 7.3 Semester Back Facility shall be provided to the student only for two times in the entire course within two consecutive years. In case, the student fails to secure the required percentage as per the above provisions, s/he shall be considered as a Failed Student and shall have to re-register in the University if s/he wishes to continue in the University.
- 7.4 Semester Back Facility shall also be provided to those students who have completed all the academic activities of that particular semester but fails to appear in the Semester-end Examinations due to some special circumstances.

## 8. SCRUTINY

- 8.1 A student not satisfied with the marks secured in the Semester-end Examination can apply for scrutiny with the payment of the scrutiny fees.

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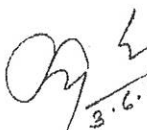
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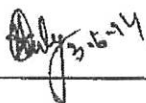
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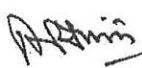
- 8.2 Scrutiny shall mean the evaluation of unchecked answers and rechecking of the totalling of marks.
- 8.3 For scrutiny a student shall have to fill up a scrutiny form which shall be made available by the office of Controller of Examination.
- 8.4 The Office of Controller of Examination shall notify the instructions for scrutiny from time to time.
- 8.5 The facility of scrutiny shall be available only in theory papers.
- 8.6 A student can apply for scrutiny of a particular paper only for once.
- 8.7 A student shall be free to apply for scrutiny in as many papers as s/he desires (except for practical papers).
- 8.8 If there is any change in the marks of the student after the scrutiny the student shall be provided the revised statement of grades on the submission of earlier statement of the grades.
- 8.9 If a failed student secures passing marks after scrutiny s/he shall be entitled for promotion to the subsequent semester without depositing late fees.
- 8.10 The scrutinised result shall be the final.

## 9. INVIGILATION

- 9.1 Examination duty shall be compulsory for the teaching faculty and non-teaching staff.
- 9.2 The Invigilator-Examinee ratio shall be 1:20
- 9.3 The Controller of Examination shall ensure the equitable distribution of examination duty.
- 9.4 If someone is not in a position to do the examination duty due to certain circumstances, then s/he shall have to seek permission of the concerned authority (teachers from the Hon'ble Vice-Chancellor and non-teaching staff from the Registrar) under prior intimation to the Controller of Examination.
- 9.5 The teaching faculty and non-teaching staff of the University shall be informed about the examination duty by the Controller of Examination at least 07 days in advance.
- 9.6 In case, Semester-end Examination is conducted at more than one Centre, the Hon'ble Vice-Chancellor shall appoint Centre Superintendent and Assistant Centre Superintendent at each examination centre.

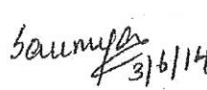
  
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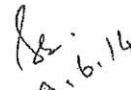
  
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## 10. REMUNERATION

All the examination related activities such as paper setting, moderation, invigilation, flying-squad, evaluation, etc. shall be paid in nature as per the University norms.

## 11. CREDIT SYSTEM

- 11.1. **Credit** is a unit that gives weight to the value, level or time requirement of a course. **One Credit shall be equal to 15 teaching hours.** If a subject has five papers in a semester and each paper is having 3 Credits, then the Total Credits of the papers of the semester shall be calculated as 3 (credits per paper) x 5 (No. of papers) = 15 (Total Credits of the subject).
- 11.2. **Grade Value** shall mean the value assigned to the marks obtained by a student in a paper. Grade Value is based on 10-point scale.
- 11.3. **Letter Grade** shall mean the Alphabetical Grade/s determined on the basis Grade Value obtained by the student in a paper. The **Grade Value on 10-Point Scale** and the **Letter Grade** to be given to the student is on the basis of grade value obtained by the student. The table given below shows the marks range, grade value and corresponding letter grade.

Sl.No.	Marks Range (out of 100)	Grade Value (on 10-point Scale)	Letter Grade
1	90-100	10	A+ (Outstanding)
2	80-89	09	A (Excellent)
3	70-79	08	B+ (Distinction)
4	60-69	07	B (Good)
5	50-59	06	C+ (Average)
6	40-49	05	C (Pass)
7	00-39	00	F (Fail)

### For Example:

In a paper, if a student secures marks in the range of 70 to 79, the Grade Value for that paper shall be 8 and the Letter Grade for that paper shall be B+ (Distinction).

- 11.4 **Grade Point** shall be calculated by multiplying the **Grade Value** obtained by the student and the **Credits** of that paper. For Example, if a student secures the Grade

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Value 08 and the Credit of the paper is 03, then the Grade Point of the student in that paper shall be  $8 \times 3 = 24$ .

11.5 Semester Grade Point Average (SGPA) of a student shall be calculated as the sum total of the Grade Points secured by a student in all the papers of a semester divided by Total Credits (sum total of credits of all the papers of the semester) in a semester.

**For Example:**

If there are 05 papers in a semester and each paper is having 03 Credits, the Total Credits of the semester shall be calculated as  $5 \times 3 = 15$ . If the student is securing grade points as 21 (GP1), 18 (GP2), 15 (GP3), 12 (GP4), 24 (GP5) in Paper 1 (P1), Paper 2 (P2), Paper 3 (P3), Paper 4 (P4), Paper 5 (P5) respectively, then the SGPA shall be calculated as (GP1)+ (GP2)+ (GP3)+ (GP4)+ (GP5) divided by the Total Credits.

Therefore,

$$\text{SGPA} = \frac{21+18+15+12+24}{15} = \frac{90}{15} = 6$$

11.6 Quality Point (QP) is the sum total of all the Grade Points obtained in a Semester.

**For Example:**

GP1+ GP2+GP3+GP4+GP5 is equal to Quality Point.

Therefore, QP= 21+18+15+12+24 = 90

11.7 Cumulative Grade Point Average (CGPA) shall be the sum total of Quality Points of all the Semesters of a Course till date divided by total Credits of the Course till date. CGPA shall be considered upto two decimal places.

$$\text{CGPA} = \frac{\text{Total Quality Points in a Course}}{\text{Total Credits of the Course}}$$

11.8 The calculation of CGPA in the Second Semester and the consecutive Semesters shall be done according to the following formulas:

$$\text{CGPA of Semester II} = \frac{\text{QP1} + \text{QP2}}{\text{CH1} + \text{CH2}}$$

$$\text{CGPA of Semester III} = \frac{\text{QP1} + \text{QP2} + \text{QP3}}{\text{CH1} + \text{CH2} + \text{CH3}}$$

$$\text{CGPA of Semester IV} = \frac{\text{QP1} + \text{QP2} + \text{QP3} + \text{QP4}}{\text{CH1} + \text{CH2} + \text{CH3} + \text{CH4}}$$

Where, QP1, QP2, QP3, QP4 denotes the Quality Points of Semester 1, Semester 2, Semester 3 and Semester 4 respectively; and CH1, CH2, CH3, CH4 denotes the Credit of Semester 1, Semester 2, Semester 3 and Semester 4 respectively.

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11.9 The division obtained shall be calculated on the basis of table given below:

Sl. No.	Division	CGPA
1	First Division with Distinction	8.45 and above
2	First Division	6.45 and above, but below 8.45
3	Second Division	5.6 and above, but below 6.45

11.10 University Degree shall be awarded to the students securing an overall CGPA of **5.6 or above it.**

11.11 The conversion formula for converting CGPA to the corresponding percentage of marks shall be as follows:

$$X=10Y-4.5$$

Where, X= Percentage of Marks; Y= CGPA; 10 is the 10 Point Scale; 4.5 is the mean value of Class Interval of Marks Range.

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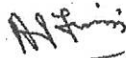
# ANNEXURE I

## UNFAIR MEANS RULES

- 1 Unfair Means shall mean a Candidate found using or attempting, aiding, abetting or instigating to use unfair means at the examinations of University.
- 2 A Candidate shall be deemed to have used 'unfair means' if the candidate is in possession of unauthorised material or if he has transcribed any part or the whole of the unauthorised material or if s/he intimidates or threatens or manhandles or commit violence against any invigilator or person on duty in the examination or if he leaves the examination room without submitting his answer-sheet to an invigilator or if he is found communicating with other examinees or any one else inside or outside the examination room.
- 3 'Possession of unauthorised material' by a candidate shall mean having any authorised material on his person or desk or chair or table or at any place within reach in the examination room and its environs or having such material on him in the washroom or the passage thereto or therefrom at any time from the commencement of the examination till its end.
- 4 'Unauthorised material' shall mean any material whatsoever, related to the subject of the examination, printed, typed written or otherwise on paper, cloth, wood or other material, in any language or in the form of a chart, diagram, map or drawing.
- 5 'A candidate found in possession' shall mean a candidate reported in writing as having been found in possession of unauthorised material by the Invigilator or Head Invigilator or by a teacher or official authorised in this behalf, even if the authorised material is not produced as evidence because of its being reported as swallowed or otherwise destroyed or snatched away or otherwise taken away by the candidate or by any other person acting on his behalf provided that such report is submitted to the Controller of Examination or the concerned authorities.
- 6 'Material related to the subject of the examination' shall mean if the material is produced as evidence, mean any material certified as related to the subject of the examination by a teacher of the subject. If the material is not produced as evidence for any of the reasons referred to in 1.5 above, the presumption shall be that the material did relate to the subject of the examination.

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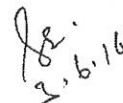
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- 7 If any student is caught by the invigilator, flying squad, Proctorial board and any other authority of the institution for using unfair means, all the necessary formalities shall be done by the invigilator.
- 8 'A candidate found using unfair' means in an examination shall be served with a notice therefore in the examination room itself and, if he refuses to accept or avoids or escapes personal receipt of such notice, such notice shall be sent to him by the Controller of Examination through registered post within seven days of the incident. The candidate shall be required to submit his reply to the notice within 10 days of the issue of such notice. If no reply is received within this period, it would be presumed that the candidate has nothing to state in his defence.
- 9 Punishment prescribed in these Regulations shall be awarded by a Committee of not less than five teachers appointed by the Hon'ble Vice-Chancellor. The quorum of this Committee shall be three.
- 10 The Committee referred to in point above 1.8 shall consider-
- 10.1 The report if any, about the candidate having been found in possession of unauthorised material;
  - 10.2 The reply of the candidate, if any, to the notice;
  - 10.3 The report of the examiner concerned, if any, regarding the transcription of the unauthorised material of which the candidate was found in possession;
  - 10.4 Any other report of intimidation, threat, manhandling or violence received in connection with the conduct of the examination by any person on duty of the University; and
  - 10.5 Any other material.
- 11 The Committee referred to in point 1.8 shall award the following punishment after placing on record that it has examined all the documents referred to in Regulation 1.9 and that it has satisfied itself regarding the facts of the matter.
- 12 For possession of unauthorised material; or for leaving the examination room without surrendering the examination script to an invigilator or; for communicating with other examinees or any one else inside or outside the examination room, **cancellation of results of the candidate in the examination in question shall be done.**
- 13 For transcribing any part or the whole of the unauthorised material of which he was found in possession or; for intimidating or threatening any invigilator or

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person on duty in the examination, **cancellation of the results of the candidate in the examination in question and debarment from the corresponding (and any other) subsequent examinations of the next academic session.**

14 For manhandling or using violence against any invigilator or person on duty in the examination, such cases, after scrutiny by the Committee referred to in point number 8 shall be forwarded to the Proctor for necessary action.

15 On the receipt of a complaint against a student or students causing disturbances, the matter shall be referred to the Proctor for necessary action.

16 The Proctor shall consider the complaint against the student or students charged with causing disturbances in examinations and his or their reply or replies, if any, and any other relevant material. He shall award the following punishments after placing on record that he has examined all the relevant documents (to be listed) and that he has satisfied himself regarding the facts of the matter:

16.1 For causing disturbances leading to or involving violence or leading to a walk out by candidates or disruption of examination, **rustication from the University for a period which may extend to 03 years but shall not be less than one year.**

16.2 For causing disturbances in examinations but not involving physical violence and not leading to a walk out or disruption in the examination, **rustication from the University for a period, which may extend to 02 years but shall not be less than one year.**

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