

Ordinance governing admissions and evaluation for programs leading to Bachelor's Degree/Integrated Degree/Master's Degree/Under-Graduate/ Diploma/ Advance Diploma following Semester System

APPLICABILITY:This ordinance shall apply to all programs leading to Bachelor's/Master's degrees, Advance Diploma and diploma following semester system [other than programs for which separate Ordinance is notified]

1. DEFINITIONS:

- 1.1.** Academic Programme/Programs shall mean a programme of courses and/or any other component leading to a Bachelor's Degree, Master's Degree, and Diplomas.
- 1.2.** An Academic Year is a period of nearly 12 months devoted to completion of requirements specified in the scheme of Study & Evaluation and normally is from July to June.
- 1.3.** Semester System - a programme wherein each academic year is apportioned into two semesters of equal duration.
- 1.4.** Board of Studies (BOS) shall mean the Board of Studies of the College/ department concerned.
- 1.5.** Course means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- 1.6.** External examiner shall mean an examiner who is not in the employment of the University.
- 1.7.** Student shall mean a person admitted to the college/ department of the University for any of the academic program(s) to which this Ordinance is applicable.
- 1.8.** University shall mean Uttarakhand Residential University [URU], Almora.
- 1.9.** Academic Review Committee: shall mean a committee constituted to co-ordinate and ensure smooth running of the courses included in the particular program.

2.

2.1. ADMISSION

The University will permit admission and shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Diploma, Advanced Diploma, Bachelor's/Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Study & Evaluation and syllabi as are approved by the Academic Council with degree nomenclature as specified under UGC Section 22.

Admission to first semester / lateral entry to third semester, where applicable, shall be made as per the rules prescribed by the Academic Council of the University, duly notified in the admission brochure.

2.2. ELIGIBILITY FOR ADMISSION

Candidate shall normally have 50% (45% for SC/ST) marks in the qualifying examination to be eligible for admission to the program offered by the University.

All admissions will be based on merit of the entrance examination to be conducted by the University. The details of the eligibility and the criteria for merit for various programs offered by the University and covered by this ordinance shall be as notified in the admission brochure to be placed in the University web site.

In case of programs where lateral entry into the III semester is permitted the details of the eligibility and the criteria for merit shall be as notified in the admission brochure to be placed in the University web site.

The minimum and maximum age of a candidate as on July 1 of the year of admission for admission to first year/ lateral entry shall be as notified by the University to be placed in the University web site.

The above criteria can be relaxed only with prior written approval of the Academic Council.

A student who has been provisionally admitted to any academic program, because of non submission of the result of the qualifying examination at the time of admission, shall have to submit the result in the University latest by October 31 of the academic year, except where regulatory councils norms prescribe otherwise, to prove his/her eligibility to continue in the program, but in any case fifteen days before the start of the first semester examination.

2.3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (a) S/He is not found qualified as per the eligibility criteria prescribed by the University.**OR**
- (b) S/He is found unable to complete the course within the specified period for completion of the course as per clause 3.4.**OR**
- (c) S/He is found involved in indiscipline or violating the University Code of Conduct.**OR**
- (d) S/He is involved in an act of ragging.

2.4. EDUCATION EXCHANGE PROGRAMME/MIGRATION

The University may sign MOUs with International Universities which permit student exchange and credit transfer facilities with Foreign Universities. Under this arrangement a student may be allowed to migrate to any other university outside India after 1 year/2 years / 3 years of study at URU for programme having duration of 2 years/3 years/4 years respectively. S/He will continue his/her further study for 1 year at the university abroad to fulfil the requirements of the degree. Degree shall be awarded as per the arrangements between the two Universities.

Similarly, a candidate may be allowed to take up the admission in URU, after study from any other University abroad or within India if 75% of the syllabus of the University matches with the syllabus of URU of that particular

course/programme and that is approved by the concerned Convener of the subject and Concerned Dean of the Faculty. S/He will continue his/her further study for 1 year in URU to fulfil the requirements of the degree.

Also on mutual understanding the student of either of the Universities would be allowed to take short term course or audit course at the other University and the credit for the same will be given by the University in which the student is registered.

The above shall be after the recommendation of Credit Evaluation Committee of both the Universities on mapping of the courses. The duration of study in the collaborating university will not be more than 1/3 the duration of the complete program under any circumstance.

A student pursuing bachelor/ master program from other institutions/ universities can migrate to the university if s/he has successfully completed the first year of studies with a minimum of 60% marks and no objection certificate from the previous institution/university. The Dean/Director/Principal of the college shall evaluate the application(s) of such candidates and process the same as per the **University Guidelines for Inward Migration of Students** and submit the case to the office of the Registrar for approval of the migration.

3. CONTENTS, MEDIUM OF STUDY & DURATION OF PROGRAMS

- 3.1.** A Bachelor's/Master's degrees/ diploma programs shall comprise of a number of courses and/or other components as specified in the Scheme of Study & Evaluation and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- 3.2.** The medium of teaching and examination shall be as specified in the Scheme of Study & Evaluation.
- 3.3.** The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Study & Evaluation and Syllabi for the concerned programme.
- 3.4.** The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters. All the programme requirements shall have to be completed in (n + 4) semesters, i.e. the programme duration in years and two additional years. However, in case of Vocational programs there would be easy exit and entry and hence the student after each year can opt out and return at a later date subject to the program being available on the date of joining back. Further each year of the program in case of exit will have to be successfully completed in the time limit of n+4 semesters.
- 3.5.** A student will have the option to take additional course(s) not included in the Scheme of Study & Evaluation, or one of the elective course(s) in the Scheme of Study & Evaluation and Syllabi. Such additional course(s) shall be shown in the mark sheet of the semester in which the course has been taken and also in the final consolidated mark-sheet under a distinct head of "Additional Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s), and the student has appeared in the semester

end examination conducted by the University. However, such additional courses shall not be given any weightage in terms of CPI and/or credits required to successfully complete the program.

4.

4.1. BOARD OF FACULTY

Each College will have its Board of Faculty, the constitution of which shall be as follows;

- i) Dean of Faculty (Chair person)
- ii) Head of the Department
- iii) All Professors of the college; if there is no Professor in the Department, two senior most faculty shall be members of the board.
- iv) Any expert(s) nominated by the Vice-Chancellor, if and when required.

The Board of Faculty will deliberate upon all matters related with teaching, research and consultancy services including the recommendations of the BOS for approval by Academic Council.

The Board of Faculty shall meet as and when required but at least once in an academic year.

BOARD OF STUDIES

Every College will have its Board of Studies for each department, the constitution of which shall be as follows;

- (a) Head of the Department not below the rank of Professor(Chairperson)
- (b) All Professors of the department (if there is no Professor in the Department, two senior most faculty), two Associate Professors and one Assistant Professor will be members of the board
- (c) Two experts from another University nominated by the Vice-Chancellor

The BOS will look into the matter related to the syllabus of all courses being run by the department and will also coordinate the need for improvement and modification of the syllabus and other needs to strengthen the department. The board will also send its recommendation on credit mapping in case of collaborations with foreign Universities or other certifying agencies.

The Board of Faculty/Board of Studies shall be approved by the Vice Chancellor and have tenure of two years. The board shall meet as and when required, but at least once in an academic year.

4.2. ACADEMIC REVIEW COMMITTEE

There shall be an Academic Review Committee in each department, the composition of which shall be as follows:

All the Professors of the college shall constitute the Academic Review Committee of which the Principal of the College shall act as its Chairperson. If there is no Professor in the college, two senior most faculty members will be members of the committee. This Committee shall coordinate the implementation of the

program requirements for optimum utilization of resources and shall also take care of the coordination of the programs with the other programs run by the different colleges of the University.

The Academic Review Committee shall be responsible for the following:

- (a) Propose the Academic Calendar of the program to the university for integration in the University Academic calendar.
- (b) Propose the dates for internal and external examinations.
- (c) Propose the panel of examiners for external theory and practical examination to board of studies/ board of faculty.
- (d) Monitor and keep a check on the internal marking by the faculty and marks forwarded to the University.
- (e) Ensure that the external practical evaluation is as per norms.
- (f) Attendance of the students of the program and listing the detained students
- (g) Progress of syllabus teaching

The Academic Review Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned college of the University.

The Academic Review Committee shall meet once every month and the meeting will be recorded and minutes sent to the Vice Chancellor for information.

5. FEES

All the fees including the tuition fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each semester. Fee payable shall be as given in the admission brochure, or as notified from time to time.

Last date for deposit of the fee without fine shall be notified by the University before the start of the semester and uploaded in the University web site in its academic calendar. The notification will also mention the fine applicable in case of late deposit of fee. Fees once paid are not refundable in any case except for the caution money, if any.

All students will be required to pay the prescribed fee by the notified due date. No student shall be allowed to attend classes unless s/he has cleared all dues of the College/Department.

6. SEMESTER

(a) An academic year shall be apportioned into two semesters. Each program will ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars and practicals are held or conducted in not less than 180 in an academic year (90 in a semester) excluding holidays, vacations, time set apart for completing admissions and time required to conduct examinations.

(b) Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the odd semester and a vacation of approximately 6 weeks after the even semester. The Academic Calendar shall be notified by the University each year, before the start of the Academic Year.

Imparting of instructions and/or laboratory work	:	18/17 Weeks (including two class tests)
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Preparatory Leave and conduct of 3 rd CT	:	01 Week
Semester-end Examination, including Practical/Laboratory Examination	:	02/03 Weeks

The total periods provided for contact teaching, practical, field work, library, utilization of computers and other facilities shall not be less than 40 hours a week of which a minimum of 30(thirty) hours per week shall be for class room teaching and practical.

7. ATTENDANCE, EVALUATION & EXAMINATION

A student shall be required to have a minimum attendance of 75% in each course during a semester, provided that the Dean of the faculty may condone attendance shortage up-to 5% for individual student for reasons to be recorded. The period of attendance shall be taken from the first day of the start of the semester to one week before the last scheduled day of class. This shall also be notified in the college academic calendar.

Under normal circumstance, a student who has an attendance of less than 75% in a course in a semester shall not be allowed to appear in that course during end semester examination. Student who has been detained due to shortage of attendance will be declared as fail in the course(s) and can appear for the examination there after whenever end semester examinations are conducted by the University. The internal marks as obtained by the student during the semester shall remain unchanged and s/he shall be required to complete the programme in a maximum permissible period of (n+4)/ (n+2) semesters as mentioned in clause 3.4.

Head of the Department shall announce the names of all such students who are not eligible to appear in the semester-end examination, at-least one week before the commencement of the end semester examinations and simultaneously intimate the same to the Controller of Examinations, Examination Centre Superintendent and office of the Registrar. The Dean will ensure that a monthly attendance record is posted on the Notice board of all departments and a copy sent to the office of the Registrar for information.

In case, any student appears by default, who in fact has been detained by the College, his/her result shall be treated as null and void.

8. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Study & Evaluation shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Study & Evaluation and Syllabi:
 - i. Continuous evaluation (Internal Assessment) by the teacher(s) of the course.
 - ii. Evaluation through a semester-end examination
- (c) The distribution of weightage for various components of evaluation shall be as below:

		Marks distribution
A	THEORY COURSES	
	Semester-end examination	75
	Internal Assessment	25
B	PRACTICAL/LABORATORY COURSES / DISSERTATION/THESIS/PROJECTS	
	Semester -end examination	50
	Internal Assessment	50
C	SEMESTER WITH ON THE JOB TRAINING	
	Assessment by Training partner Industry	80 %
	Assessment by written examination	20%

The above weightage schemes shall prevail unless otherwise specified for a particular course of programs in the Schemes of Study & Evaluation duly recommended by the Board of Studies with the approval of the Vice-Chancellor.

(d) Conduct of Semester-end examinations

- i) All Semester-end examinations shall be conducted by the Controller of Examinations.
- ii) The schedule of examination shall be notified by the Controller of Examinations at least fifteen (15) days prior to the first day of the commencement of Semester-end examinations. The examinations for ODD semester will start from November 15 and of the Even Semester from May 15 each year. For semester with OJT in industry the examination will be held on a Sunday and will be a single paper examination.
- iii) For theory as well as practical examinations and dissertation/thesis/ project report/training report, all examiners shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor unless the power is delegated to the Controller of Examinations by the Vice Chancellor in writing. Name of examiners shall be obtained from the concerned Head of the department, from the panel recommended by the Board of Studies/ Board of Faculty. At least one examiner for practical subjects in the final year shall be from industry related to the program except in programs where in OJT has been done in the industry as per syllabus.

The Controller of Examinations shall be authorized to add one or more names in the panel of examiners received by him from the college before the list is submitted to the Vice-Chancellor for approval. However, the Vice Chancellor, if deemed fit can appoint examiners out of the list proposed by the Controller of Examinations.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed by the Controller of Examinations with the approval of Vice Chancellor. Controller of Examinations shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

The Examiner appointed by the Controller of Examinations, out of the approved panel for setting the Question paper, shall set the Question paper in accordance with approved scheme which will be MCQ type and attempt will be made on make the examination computer based enabling instant result notification.

(e) Internal Assessment

The general procedure for internal evaluation and the weightage of the marking to calculate the internal marks to be sent to the examination division of the University shall be as follows. In specific case(s) if, the curriculum so requires, the change in the composition of internal evaluation shall be permitted with the prior approval of the Vice Chancellor.

For Theory Papers

Sl. No.	Evaluation	Weightage out of 25 Marks
1	Class Tutorial/ assignment (equal marks per unit) – Labs for each practical	5
2	Class tests – two of 5 marks each	10
3	Attendance	10

Note: In case of the Class Quiz/ Class Tutorial/ Project work/ Assignments & Activities the subject/course teacher will inform the marking pattern on the first day of the class with the lecture plan and also put the same on the web site after being duly approved by the Head of the Department. All questions for tutorials/ assignments will be uploaded on the web site and the assessments monitored by the Head of the college.

The college will hold class tests as per the University Academic Calendar. The evaluated answer scripts shall be shown to the students by the faculty and the same shall be discussed for improvement in the class during tutorials.

The internal assessment marks shall be submitted to the HOD by each faculty. The HOD will compile the internal assessment marks and send the same to the Academic Review Committee for review, records and its onward transmission to the Controller of Examinations and uploading in the ERP system.

For Practical

Sl. No.	Evaluation	Weightage of 50 Marks
1	Performance in Practical (Experiment, file preparation)	40
2	Attendance	10
Total		50

Note:

Marks for attendance would be given as per the following criteria:

- All students should be given attendance marks irrespective of being detained. The marks should be given as follows: 01 mark for 01-09% attendance; 02 marks for 10-19% attendance and so on and 10 marks for 90% and above
- (f) Dissertation/Thesis: For dissertation in final year of graduation/thesis for Master's degree programs, wherever specified in the syllabus, the internal and external evaluation shall be done and marks awarded as detailed in the Schemes of Study & Evaluation.
 - (g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
 - (h) Semester-end practical examinations shall be coordinated by the department from the appointed examiners by the Examination division. S/he will ensure the proper conduct and fair evaluation of the practical and the student record.
 - (i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the Study & Evaluation Scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
 - (j) The results of a semester (including both the semester-end examinations and internal assessment) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Examination Committee for moderation.
 - (k) The award list containing the marks obtained by all the students in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result to the Head of the department for notification and records and also ensure the same is updated in the University ERP system and uploaded in the University web site.

Final summary of internal marks obtained by the student shall be displayed on the notice board of the college by the departments on the last teaching day of the semester and also uploaded on the University ERP enabling the student to have the information. The compiled internal marks shall be sent to the Controller of Examinations before the start of the end semester examination. Dean will ensure that the complete records of the internal marks are properly displayed for information to the students and the same duly compiled reach the examination division on time.

9. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a)
 - i) Appearing in all courses/papers as prescribed in the scheme of Study & Evaluation, both internal and external and obtaining a minimum of 40% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 40% marks in a course, shall be deemed to have failed in that course.

- ii) Grace Marks – A student shall be eligible for grace marks for clearing one or more courses to a maximum of 0.5% of the semester maximum marks (rounded to next higher integer). The grace marks will be added to individual subject score and the semester aggregate. In case the student does not want to avail the grace marks s/he will have to forward a notarized affidavit through the department stating that s/he is not willing to avail the grace marks and that s/he will not avail the same in future also and would clear the papers by re-appearing in the future examination(s).
- iii) Since the examination will be MCQ type there would be no requirement of any scrutiny of semester end examination and hence no provision of the same is made. However should a student fail in the examination s/he can appear in the same at a later date as notified below.

(b)

- i) A student obtaining less than 40% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear one more time in a semester end examination of the course after fifteen days and not later than thirty days of the examination date, failing which the student will appear in a subsequent semester(s) when the course is offered/ examination held by the University, subject to maximum permissible period of (n+4) semesters as mentioned in clause 3.4. The internal marks in such cases shall not change.
- ii) A student, who has to reappear in an end semester examination in terms of clause 9 (b) (i) above, shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claims that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Academic Review Committee of the College so certifies that the examination may be held in accordance with the old syllabus. In such cases the Dean of the college will ensure that the request for re-appear examination as per the old syllabus reaches the Controller of Examinations at least 6 (six) weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the department concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- iii) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the Vice Chancellor. However, s/he shall be required to re-register thereafter and complete the course within the stipulated maximum permissible period of (n+4)/ (n+2) semesters as mentioned in clause 3.4., including the period of academic break. This shall not apply to students under B.Voc program.

- (c)** The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for the degree. The credits included in the Study and Evaluation Scheme of a programme shall generally be upto 5% more than the minimum specified credits. A student will be allowed to avail audit in maximum of two subjects, in subjects permitted for audit in the Study and Evaluation Scheme, subject to earning the minimum credits to qualify for the degree. A candidate who has earned the

minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree.

Note:

- i) In case the student has cleared the minimum required credit s/he shall be eligible for the award of the degree. Courses in which the student has not got the required minimum percentage of 40% shall be shown as audit course in the consolidated mark sheet. However, should the student want to clear the said papers also s/he shall have to apply to the examination division through the department requesting to hold his final consolidated mark sheet. Such student will then have to clear the paper within the provisions of n+ 4 semesters for completion of the program.

Further, the successful candidates will be placed in Divisions as below:

- (a) Third Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 40 and above but below 50 shall be placed in Third Division.
- (b) Second Division: A candidate obtaining a CPI at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
- (c) First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
- (d) First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which s/he has earned credits, in the first attempt.

Division Improvement/Qualifying Audit Course(s)

A student having third or second division can avail one option to improve his/her division by appearing in external theory paper(s) during end semester examinations (odd and/or even) in subjects having less than 60% marks. The examination shall be as per the prevailing syllabus of the program, unless there is a change in nomenclature with substantial change in the contents of the course(s), and then the candidate shall be examined as per the old syllabus studied. The student can avail this option only during the year following the year of completion of the academic program.

A student who has any course (s) reflected as 'AU'-Audit Course(s) in the consolidated mark-sheet in any semester of the academic program, shall have the option to improve his/her performance in such course(s). The willing student shall have to submit the examination form, pay the applicable fee within thirty days of issuance of the consolidated mark-sheet along with his/her original consolidated mark-sheet, to the Examination Division. Only one chance shall be given in the year following the year of completion of the program for improvement in each audit course. Scheme of syllabus for such course(s) shall be the same as given in this clause of the ordinance under 'Division Improvement' heading.

In case, after the student has re-appeared in the subjects, and succeeds in improving his/her division with the revised marks and obtains an improved division, only then will the student be issued a fresh consolidated marks sheet/ transcript mentioning at the bottom a remark 'Consolidated marks sheet/ transcript after improvement of division', else the original marks sheet/ transcript will be returned.

In case a student appears in the odd semester examination and is able to secure marks sufficient for the improvement of the division to second or first, s/he will then not be entitled to appear in the even semester examination.

In case a student does not appear in the odd semester but appears in the even semester examination and is not able to improve his marks to obtain a second or first division s/he will not be entitled to further attempts for improvement.

Student who has been issued a migration certificate shall be allowed to apply for improvement, only after s/he submits back the original migration certificate to the University and get the same cancelled.

Note: For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 12 and shall be based only on revised marks obtained in courses for which credits have been earned.

10. USE OF UNFAIR MEANS

Standard Operating Procedure for Dealing with Cases of Unfair Means

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The examination committee of the university shall after giving a personal hearing will recommend the penalty to be imposed on the student. If the student fails to turn up before the committee for personal hearing, the committee shall be entitled to decide about the penalty to be imposed without giving any further opportunity of hearing.

Offences during the Examination

- a)** Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate or writing Roll No. in Answer Book at a place other than the space provided for it.
- b)** Found seating in a room or at a seat other than the allotted without permission of the Centre Superintendent.
- c)** Having in possession of book(s), notes, papers or any other like material connected with the examination.
- d)** Receiving or giving assistance in copying or in any other form during the course of the examination.
- e)** Smuggling in or out of the examination hall of Answer Book in whole or part or tampering with it in any way.
- f)** Using abusive/derogatory language orally or in writing in the Answer Book against the Centre Superintendent /Examiner/Invigilator or threatening/using violence towards Centre Superintendent/ Invigilators.
- g)** Impersonation, i.e. sending some other person to take the examination.

- h) Communicating with the examiner or any other person connected with the examination for favour.
- i) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- j) Writing questions and answers on any paper other than the Answer Book.
- k) Unethical and unlawful conduct with the faculty and staff involved in the conduct of examination.
- l) Any other case of Unfair Means detected at any stage during or after the examination.

10.1. PROCEDURE FOR BOOKING OF UFM CASES AT THE EXAMINATION CENTRE

- i) Issuance of Second Answer Book: As soon as any case of unfair means comes to the notice of the Centre Superintendent of the examination centre s/he shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and provide the candidate with a second Answer Book immediately. On the top of the Answer Book it should be superscribed "Second Answer Book". The Superintendent shall record on the first Answer Book the time when the case was brought to his/her notice. S/he shall also record the time on the second Answer Book when it was issued to the candidate.
- ii) Explanation of the candidate: While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation in writing. In case the candidate refuses to give his statement, s/he should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
- iii) Statement of the Invigilator: The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent.
- iv) Material found from the candidate: As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Book and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent,
- v) Procedure to be followed in case of smuggling out a Answer Book: In case a candidate has smuggled out a Answer Book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the candidate. The statement of the attendant/guard/police constable etc., if any should also be forwarded.
- vi) Other Cases of Unfair Means
 - (a) Impersonation: In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real

candidate, if possible. He may also report the matter to the police in the prescribed format as Annexure - B and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the examination division of the university.

(b) Misconduct: In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the attendant/guard/policeman concerned may be obtained and sent to the office of the Controller of Examinations.

vii) Documents required to be sent in UFM cases: All cases of UFM should be recorded in the form for reporting UFM cases as given in Annexure - A. The form shall be accompanied by the following documents:

- (a) First and/or second Answer Books and additional sheets
- (b) Explanation of the candidate
- (c) Statement of the Invigilator
- (d) Unfair aid material found from the student

Note: All the columns of the proforma must invariably be filled properly in order to strengthen the case.

viii) Dispatch of UFM Cases: A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed proforma in each case booked daily under UFM with a covering Proforma as per **Annexure-A**.

List of penalties for different types offences under UFM

Category of offence	Offence(s)	Penalty
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to the questions being asked on his question paper.	Issue of warning not to repeat the same.
II	Relevant material written by the candidate on any part of body, wall, door of the room, table or desk OR Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc. OR Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject,	Cancellation of the concerned paper

	<p>but not used.</p> <p style="text-align: center;">OR</p> <p>The candidate is showing his Answer Book to the other candidate to copy from his Answer Book.</p> <p style="text-align: center;">OR</p> <p>The candidate is copying from the Answer Book of another candidate.</p> <p style="text-align: center;">OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, lazer pen or other electronic device in the examination hall.</p> <p style="text-align: center;">OR</p> <p>Writing by the candidate even after the stipulated time is over and is being reminded by the invigilator repeatedly not to do so.</p>	
III	<p>Recovered matter is related with subject and is being used.</p> <p style="text-align: center;">OR</p> <p>Recovered material is copied on the Answer Book before distribution of question paper.</p>	<p>Cancelling the relevant paper along with one more paper (theory) in which the candidate has secured the minimum marks.</p>
IV	<p>Candidate is caught with a material which s/he has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents and also misbehaves with the invigilation staff</p>	<p>Cancellation of entire examination.</p>
V	<p>Replacement of Answer Book, exchange of Answer Book with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/pages,</p> <p style="text-align: center;">OR</p> <p>Manhandling with staff on duty or creating disturbance in the examination hall/centre.</p> <p style="text-align: center;">OR</p> <p>Caught using unfair means for more than once in a particular semester or yearly examination or during the whole duration of the programme</p>	<p>Cancellation of entire examination and further debarring for one year</p>

VI	Ran away with Answer Book from examination hall. OR Impersonation	Cancellation of entire examination And further debarring the candidate for two years.
VII	Two times UFM	Cancellation of the semester
VIII	Three times UFM	Expulsion from the University

IMPORTANT NOTES

- (a) The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examinations.
- (b) Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
- (c) Candidates can be physically searched by the Centre Superintendent/Invigilators/Member of the team of Observers deputed by Examination Division before or during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
- (d) Normally when a candidate goes out to toilet the invigilators must ensure that the Answer Book and Question Paper of the candidate has been left behind on his seat in the examination hall.
- (e) At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his/her way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. In no case this provision should be used to cover up the loss of Answer Book. The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.
- (f) In respect of the cases detected by the members of the team of observers, the Centre Superintendent should forward the same to the Examination Division after giving an opportunity to the candidate concerned to give his/her explanation. For these cases also requisite proforma should be used.
- (g) Proper procedure must be followed while reporting the UFM cases.
- (h) Under no circumstance shall the student be manhandled by anybody.

10.2. STUDENTS' GRIEVANCE

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting of question paper etc. along with specific recommendations of the Dean, the same shall be considered by the Examination Committee constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Committee.

10.3. SCRUTINY & RE-EVALUATION

Since the examination will be online and MCQ type there is no need for any scrutiny or re-evaluation hence no provision for the same is made available to the students.

11. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) S/he has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, appeared in examinations (internal and external) of all prescribed papers and secured the minimum credits prescribed for award of the concerned degree.
- ii) There are no dues outstanding in his/her name to the college/University and
- iii) No disciplinary action is pending against him/ her.

12. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

Cumulative Performance Index (CPI)

$$\text{C.P.I.} = \frac{\sum_{n=1}^{n=N} C_n M_n}{\sum_{n=1}^{n=N} C_n}$$

Where

- C_n** : is the number of credits assigned to the course n in any semester
M_n : is the marks obtained by the student for the course n.
N : is the total number of courses.

All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the course. In calculating CPI, only those courses, which the student has passed obtaining not less than 40% marks and for which credits are earned, will be taken into account, the other courses in which the students has appeared but secured less than 40% marks shall be treated as "Audit Course(s)" and the same shall be reflected in the final Consolidated Marks Sheet accordingly. CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the courses (subjects), wherein he/she has secured highest marks. However, in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

13. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of

examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

- 14.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans/heads of department. The decision of the Vice-Chancellor shall be final and binding.

