



DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

EXAMINATION REGULATIONS

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DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

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EXAMINATION REGULATIONS

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DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

EXAMINATION MANUAL

1 Objective and Scope

The conduct of examinations and declaration of results is one of the important activities of the Damodaram Sanjivayya National Law University. The Examination Department is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and speculation. This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the Damodaram Sanjivayya National Law University. All the Forms/Proforma for use in the examination process/ system and documentation has been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments.

2 Definitions and Abbreviations

2.1 'Academic Year' means a year commencing on such date in July – December and January – May as may be decided by the University.

2.2 'Admission to an Examination' means the issuance of admission card to a candidate in token of his having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a candidate who does not fulfil all such conditions may, at the discretion of the COE, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.

2.3 'Answer-booklet' means a stitched booklet of fixed pages issued by the University to the students in the examination Hall to write answers to the questions listed in the question paper of a subject of Examination.

2.4 'Answer script' means the Answer-booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a dummy number in case of theory paper at the time of evaluation and the identity of the examinee shall NOT be revealed.

2.5 'Applicant' means a person who has submitted an application to the Damodaram Sanjivayya National Law University in the prescribed form for admission to an examination.

2.6 'Arrear Candidate' is a student, who, having once been admitted to an examination of the Damodaram Sanjivayya National Law University is, again required taking the same examination by reason of his failure or absence in examination.

2.7 'Attempt' means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absent for exam/s will not be considered as an attempt.

2.8 'External Examiners' means subject experts approved by the Academic Council, consisting of list of External Examiners nominated by the Vice-Chancellor.

2.9 'Candidate' means a person, who has been admitted to an examination by the Damodaram Sanjivayya National Law University, Visakhapatnam.

2.10 'Candidates List' means the list of all eligible candidates registered for an examination which includes the name, Register number and the subjects/ courses which the candidate has registered to take the examination including those who are disqualified to appear in the examinations.

2.11 'Central Valuation Centre' means well secured premises with restricted entry where the evaluation of the theory answer papers of the Damodaram Sanjivayya National Law University examination is normally conducted.

2.12 'Code of Conduct' means the norms to be followed in conducting oneself in the context of the functions/ duties assigned to an individual.

2.13 'Course' means a paper of any subject of study during an academic period such as semester. A set of several courses constitute a Programme.

2.14 'Dummy Number' means a number printed on each Answer-booklet after the examination in order to hide the identity of the examinee to prevent bias and malpractice in the examination.

2.15 'Entire Examination' means the examination normally held at the end of an academic period such as a semester/ academic year and includes all the papers of theory, practical and viva-voce examination if any. When used in the context of present examination, it is referred to as 'Current Examination'.

2.16 'Errant Examinee' means an examinee who has been caught in an act of misconduct/ unfair-means/ malpractice and booked.

2.17 'Examination Centre' means any premises consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets etc.

2.18 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the Damodaram Sanjivayya National Law University from time to time.

2.19 'Examination Hall' includes premises used for conducting examinations of the Damodaram Sanjivayya National Law University.

2.20 'Examination Malpractices Enquiry Committee' means the committee constituted by the Vice-Chancellor for the purpose of conducting necessary enquiry on matters of the examinations related misconduct/ malpractice.

2.21 'Examinee' means a person who actually presents himself/herself for an examination or a part thereof to which he/ she has been admitted.

2.22 'Fine' means a sum of monetary penalty imposed on the candidate for reasons such as misconduct/ malpractice or any other undue acts of omission by the candidate/ student.

2.23 'Hall Assistant' means a non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to Hall Superintendent during the conduct of examination in the assigned hall.

2.24 'Hall Superintendent' means any teaching faculty of the Departments of Teaching/ Study appointed by the Controller of Examinations (COE) for invigilation work.

2.25 'Internal Assessment' means the assessment based on continuous internal assessment (CIA) tests and assignments given to the students during an academic period.

2.26 'Late Fee' means a sum of money by cash or other valid bank instrument that may need to be paid to the University as a result of failure to meet the deadlines.

2.27 'Malpractice' means any one or more of the acts prescribed as malpractice in examinations which is elaborated in Section 13.

2.28 'Misconduct' means any one or more of the acts such as disobeying the instructions, insolent/ violent behaviour, and causing hindrance to the duties of the staff on examination duty etc. as elaborated in Section 13.

2.29 'Near-Relative' means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt and such ones as may be indicated by the Damodaram Sanjivayya National Law University.

2.30 'Panel of Examiners' means pool of all available examiners from the University.

2.31 'Paper of Examination' means that particular paper belonging to a subject for which examination is being held on that day.

2.32 'Photocopy of answer paper' means a reprographic reproduction of the original Answer Booklet used for answering the questions by the student in the examination.

2.33 'Programme' means either Undergraduate or Postgraduate Degree or Diploma programme of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the duration of the Programme.

2.34 'Re-evaluation' means a repeat evaluation of the written answer-booklet by a external examiner based on submission of appropriate application with due fees thereof by the candidate, after announcement of the result and obtaining a photocopy of the answer booklet, when sufficient grounds exist for such a request.

2.35 'Scrutiny' means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing.

2.36 ‘Scrutinizer’ means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide remedy and validate it before it is accepted and taken up for the printing process.

2.37 ‘Semester’ means the duration of an academic period normally consisting of not less than 90 working days and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.

2.38 ‘Session Report’ means the report prepared by the Chief Superintendent(s) of the Examination centre for that session regarding the number of candidates present/ absent, Malpractice/ Misconduct if any, Attendance record of HS and other examination staff on duty and such related matters with necessary enclosures.

2.39 ‘Student’ means and includes a person who is enrolled as such by the University/ Department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma or certificate awarded by the Damodaram Sanjivayya National Law University.

3. Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations.

3.1 Issue of calendar of events and schedule of examination, notification of examination fees and inviting applications from the candidates for admission into University examination, Convocation and such other related work.

3.2 Preparation of detailed Time Tables and their publication in time.

3.3 Setting up centres of examinations for theory examinations.

3.4 Scrutiny of examination application forms of candidates before the commencement of Theory examinations.

3.5 Allotment of Register Numbers to the applicants and to prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects

3.6 Printing of candidates’ lists and issue of the same to the centre of examinations and posting on the University website.

3.7 Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 10% in excess of what is actually required in each subject.

3.8 The question paper packets shall indicate course, subjects, semester, date of examinations, Code, time of examinations, number of question papers in each packet etc.

3.9 Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.

3.10 Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

3.11 Registration, Distribution and dispatching of day to day communications/ letters.

3.12 Appointment of Hall Superintendents for each session of the examination for each of the examination and issue of instructions regarding the conduct of examinations.

3.13 Appointment of staff required for conduct of examination.

3.14 Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results

3.15 Preservation and disposal of valued answer scripts.

3.16 Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,

3.17 Collection of work done statements from the External Examiners and forwarding them to the Accounts Section for payment of remuneration.

3.18 Arrange for display and re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.

3.19 Scrutiny and forwarding the bills of printing and purchase of stationery etc. to the Accounts Section for payment

3.20 Assisting the Vice Chancellor in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

3.21 Dealing with matters of examination fees and refunds if any.

3.22 Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.

3.23 Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, etc.,

3.24 Work related to Convocation as entrusted by the authorities:

3.24.1 Inviting applications for award of Degrees.

3.24.2 Preparation of Eligibility lists for convocation year wise.

3.24.3 Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.

3.24.4 Preparation of Presentation lists, course wise, year wise, in person and in absentia separately.

3.24.5 Preparation of lists of Prize winners, and medal winners.

3.24.6 Print the lists of students attending the convocation and preserving the bound volume of such list.

3.24.7 Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D., LL.D certificate.

3.24.8 Intimating the candidates about the date and venue of convocation.

3. 24.9 Distribution of admission cards and parent passes to candidates for the convocation.

3.24.10 Distribution of Degree Certificates.

3.24.11 Seating arrangements in the convocation hall.

3.24.12 Arrangement for obtaining degrees online by candidates

3.24.13 To attend legal matters relating to examination, if any.

4 Powers and Functions of the Controller of Examinations (COE)

4.1 The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and declaration of the results.

4.2 The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in Section-3 above.

4.3 The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts.

4.4 He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events

4.5 He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.

4.6 He/ She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.

4.7 He/ She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.

4.8 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.

4.9 He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.

4.10 He/ She shall arrange for the valued answer scripts.

4.11 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.

4.12 The Controller of Examinations shall recommend to the Vice Chancellor to take disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.

4.13 He/ She shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme laid down by the Examination Committee.

4.14 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates.

4.15 He/ She may make any structural changes in the examination administration as and when required.

4.16 He/ She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

5. Question Papers

5.1 All arrangements shall be made to get the required sets of question papers for each paper of examination sufficiently in advance to the commencement of the examination period.

5.2 The question paper(s) shall meet the specifications/ pattern as per the academic regulations of each programme of study in the University. Question papers for each subject shall be available in multiple sets to meet any eventuality.

5.5.6 The teachers shall follow all the regulations of the University from time to time in respect of setting of question papers, scheme of evaluation etc.

5.6 Functions and Responsibilities of teachers who are Preparing Question Papers(Mid Semester/End Semester)

5.6.1 The teacher shall set the papers only on the courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.

5.6.2 The teacher shall take all the necessary precaution for the maintenance of confidentiality relating to the question paper(s) submitted set by him/ her.

5.6.3 The teacher shall set two sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all to the COE.

5.6.4 The teacher shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper.

5.6.5 The teacher shall provide necessary instructions for the guidance of candidates at the top of the question paper.

5.6.6 The question paper should be fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions only.

He/she shall affix his/her signature on each page of the question paper without fail.

5.6.7 If there are any sections which need to be answered in different answer booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions shall be marked clearly as per the pattern provided.

5.6.9 The teacher shall write the questions legibly typed, avoiding additions, alterations and erasures.

5.6.10 The questions should be written/typed clearly and legibly. Sufficient space should be provided between two questions.

5.6.11 The teacher shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.

5.6.12 The teacher shall not delegate the task of setting the question paper partially or entirely to anyone else.

5.6.13 The teacher shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.

5.6.14 The question papers and scheme of valuation, if any, shall be enclosed in the labeled inner cover duly sealed.

5.7 Handling Question Papers Received from the Teachers

5.7.1 The question paper(s) received from the respective teachers are received processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the teachers if question papers are not received within the stipulated time.

5. 7.2 All the question papers received from the teachers are subjected to scrutiny in order to validate its conformity with the pattern and academic regulations in force. Any errata or aberrations are subjected to necessary corrections.

5.7.3 The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.

5.7.4 All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.

5.7.5 The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.

5.7.6 Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme.

5.8 Duties of Question Paper Scrutiny Committee

5.8.1 Question paper scrutinizers are appointed by the Vice Chancellor for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.

5.8.2 The Question paper scrutinizer shall be present at the scrutiny room at the office of the COE of the University on the assigned date and time to fulfil the given responsibility

6. Registration of Candidates for Examination

6.1 Call for Registration Application

6.1.1 A notification regarding the time schedule for issue of exam application to the students and deadlines for submission of application forms to the University shall also be notified.

6.1.2 Examination forms relevant for each Examination shall be made available with the Examination Department. Instructions to students for filling the examination forms shall be displayed on the examination notice-board. The Examination fee details shall be provided in a structured manner.

6.1.3 Examination forms duly filled and verified should be collected by the Examination Department along with the examination fee receipt. The forms are to be arranged semester-wise by the Examinations section. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

6.2 Scrutiny of Examination Applications

6.2.1 All application forms received from the Candidates shall be subject to thorough scrutiny for the validity/ correctness of details.

6.2.2 It should be verified that the candidates have paid the due fee and fine/ late fee, if any, along with the application form and tally the same with the receipts in the University accounts.

6.2.3 All valid applications are processed further for data entry into the appropriate database systems at the examination computer centre. Such data entry shall also be cross-checked and validated.

6.3 Preparation of Candidates list

6.3.1 A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.

6.3.2 The list shall contain the candidate's name, Register number and the Code numbers of the courses/ subjects in which he/ she has registered for appearing in the Examination.

7. Pre-Examination Work/ Activities

7.1 Hall Ticket

7.1.1 The Hall Ticket is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Hall Ticket.

7.1.2 Hall Ticket shall contain information regarding the Name of the candidate, Register number, Photograph, Programme of Study, Semester/Year, and the Code numbers of the Subject(s) in which he/ she is registered for the current examination.

A Duplicate Hall Ticket may be provided on payment of Rs. 100/- to the Examination Department.

7.1.3 The office of the COE shall issue the Hall Tickets to the students one day before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Hall Ticket, it should be communicated to the examination section.

7.2 Scheduling and Time Table of Examinations

7.2.1 While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/ papers of examination occurs for any regular or arrear candidate.

7.2.2 The Examination time-table shall be cross validated for any overlap and necessary amendments made.

7.2.3 The Time-table of examinations shall be displayed on the Notice boards one day before the examination.

7.2.5 The Time table shall also be displayed on the University notice board before the commencement of the examinations.

7.3 Initial Preparations for the Theory Examination Period

7.3.1 The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the University examination.

7.3.2 On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed and necessary steps taken to make arrangements for the conduct of examinations.

7.3.3 The order of appointment of invigilators be issued and communicated to the invigilators.

7.3.4 A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination centre for the entire period of examination.

7.3.5 Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Programme of study and Semester/ Year of study.

7.3.6 Preparation of Answer-booklets Stock register at the examination centre which need to be updated after each session of examination.

7.3.7 Specific number of Answer-booklets shall be prepared hall-wise. The University seal shall be affixed.

7.3.8 Seating Charts be prepared for each room and displayed in the respective rooms and roll numbers should be pasted on the tables.

7.3.9 It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise

and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the almirah/ safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.

7.4 Appointment of Support Staff for Examination Centre

The COE shall appoint a team of members from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre. Such staff shall be responsible for all the activities.

8. Duties and Responsibilities of the Hall Superintendent (HS)

8.1 The Hall Superintendents are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of examinations conducted by the university.

8.2 The Hall Superintendent (HS) shall report to the COE at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the Examination Department. The HS should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.

8.3 On allocation of the examination hall at the Examination Department, the HS shall go to the examination hall allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.

8.4 All the HS must remain in the examination hall for the entire period of examination. HS are advised to keep constant vigil on the examinees in the hall.

8.5 The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The HS shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.

8.6 HS shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.

8.7 The HS should warn the candidates about the possession of Mobile phones, digital equipments and other electronic gadgets except a simple wrist watch. The candidates should

be advised to submit the same to the HS if they have inadvertently brought to the examination hall.

8.9 If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.

8.10 The HS shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.

8.11 The HS shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.

8.12 The HS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given (Section-11.4.2).

8.13 When candidates seek clarification on question paper that cannot be dealt with by the Hall Superintendent(s) in the Examination Hall, the HS shall immediately notify the Chief Superintendent who will endeavour to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue.

8.14 The HS shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.

8.15 The HS shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.

8.16 The HS should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.

8.17 The HS should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination.

8.18 After half an hour of the commencement of the examination (the third bell), the spare Answer Booklets shall be returned to the Control Room along with the Consolidated Attendance Statement for the Hall.

8.19 The HS shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.

8.20 The HS shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material through the Hall Assistant.

8.21 All Hall Superintendents are expected to remain in the hall for the entire duration of the examination. In the eventuality that the HS must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one HS present in the hall. Such absences must be kept to a minimum.

8.22 The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.

8.23 Whenever the warning bell sounds every half an hour, the HS shall alert the examinees about the time remaining for the examination session.

8.24 The HS shall ensure that, there is no communication among the candidates in the examination hall. The Hall Superintendent shall not allow the candidate to use unfair means in the examination hall.

8.25 The invigilator should report to the COE the cases of insolent, indecent, undisciplined and undignified behaviour of candidates.

8.26 While making rounds of the examination hall, if the HS notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Examination Department. He should not allow the candidate to leave the examination hall till the Controller of Examination comes to the examination hall and takes over charge.

8.27 The HS should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the COE. Coe should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the COE in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.

8.28 The Hall Superintendent shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and programme and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Examination Department. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.

8.29 The HS shall not leave the Examination hall until he/ she personally hands over the Answer Booklets at the Examination Department to the designated staff and return the examination relevant materials of the examination session in his possession.

8.30 In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.

8.31 When any candidate feels extremely sick/ distressed, the HS may request the COE to make arrangements to escort the sick candidate to the University Hospital with necessary transport arrangement with the help of the supporting staff in the Examination Department.

8.32 Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.

8.33 Any dereliction of duty on the part of the HS is recorded and the COE shall initiate necessary action as per the provisions of the examination regulations and report the same to the Vice Chancellor immediately.

9 Examination Session Timings and Bell Alerts

9.1 Unless otherwise notified, the forenoon session of theory examination shall be between 9:30 AM to 12:30 PM for all on-campus examinations.

9.2 Unless otherwise notified, the afternoon session of theory examination shall be between 2:00 PM to 5:00 PM for all on-campus examinations.

9.3 In an examination session there will be a total of 9 Bell alerts. The scheme of ringing of the bell during the examination session and the operations linked with it are given below:

9.3.1 First Long Bell 10 minutes before the commencement of the Examination

- Candidates enter the examination hall and take their respective seats.
- Answer-booklets are distributed.

9.3.2 Second Long Bell at the Scheduled start-time of the examination of the session.

- Start of Examination.
- Question papers are distributed.
- No Candidate should be allowed to leave the examination hall until the next bell.
- HS shall check the identity and hall tickets, verify the First page entries of Answer-booklets and affix the signature on the Answer-booklet Front page at the appropriate place.
- HS shall mark the attendance in the attendance sheet/ register of the Hall.

9.4.3 Third Bell – One Stroke at the end of the first 30 minutes of examination.

- HS shall also make the consolidated attendance sheet of the Hall.
- All the absentees should be marked “ABSENT” using RED ink pen in the attendance sheet/ register.

- No Candidate should be allowed to enter the examination hall.

9.4.4 Fourth Bell – Two Strokes at the end of 60 minutes of examination.

9.4.5 Fifth Bell – Three Strokes at the end of 90 minutes of examination.

9.4.6 Sixth Bell – Four Strokes at the end of 120 minutes of examination.

9.4.7 Seventh Bell – One Long Bell at the end of 150 minutes of examination.

- Warning 10 minutes before the end of the examination.
- Candidates are alerted about the remaining time.
- Candidates are reminded to enter the total pages written and strike off the unwritten blank pages in the answer booklet.
- Answer papers are collected.

9.5 The ringing of bells will be according to the time indicated by the watch/clock in the Control/ Services Room. Different watches may show different times but, for the purpose of the examination, the watch/clock of the Control/ Services Room will be treated as authentic.

9.6 The University may change the timings, if necessary.

10 Control Room & Services Room at the Examination Department

10.1 During the periods of University examinations, staff from the Office of Controller of Examinations shall be deputed to each Examination hall to attend to the duties related to the conduct of examinations for the entire duration of Examinations.

10.1 The Hall Assistants may be drawn from the non-teaching staff of appropriate rank of various departments of the University.

10.2 Summary of functions of the Control/ Services Room for each day of examination:

10.2.1 Seating Chart is to be exhibited on the Notice Board.

10.2.2 Instructions to candidates/examinees are exhibited on the Notice Board.

10.2.3 Candidates are assigned to Examination Halls.

10.2.4 Signature of Hall Superintendents, who report on duty, be taken in the relevant Form.

10.2.5 Outer Packet containing the Question paper packets for the session is open, 15 minutes before the commencement of the examination.

10.2.6 The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should agree with the subject mentioned in the Time Table.

10.2.7 Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

10.2.8 The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- ⌘ Attendance sheets of candidates. These should be signed by candidates as well as the Hall Superintendent.
- ⌘ Remaining Main Answer Books.
- ⌘ Remaining Question Papers.

10.2.9 A record of the usage of Answer-booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with signature of the person concerned.

10.2.10 Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.

10.2.11 Seating arrangement of the next day is prepared. Four copies of the seating map are prepared.

10.2.12 Packets of Main Answer Books, Supplementary Answer Books, and different proforma are kept ready, for the next day.

10.2.13 Superintendent should take rounds to ascertain the performance of duties by the invigilators.

10.2.14 Water should be served to candidates in the Examination Room.

10.2.15 After three hours, the Control Room should collect the Answer Books, check them, count them and send them to the University in sealed covers as per the prescribed instructions.

10.2.16 Session report in two copies, be prepared and signed for each session of Examination

10.2.17 Various examination related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.

10.2.18 Packet of Answer-booklets caught in Misconduct/ Malpractice/ Unfair-means is sent separately with the incriminating evidence along with the candidate's statement, HS report and CS report.

10.2.19 Perform any other relevant work/ activity that may be necessary.

11. Answer-booklets

11.1 Answer-booklets shall in no case be stamped in larger quantity than required for each session/ day's use so that any misuses/ malpractices are prevented.

11.2 Only University seal shall be used on all the answer.

11.3 The Answer booklet stock register should be made available for Inspection by the Observer or Chief Superintendent or any other authority concerned with the Examinations.

11.4 Hall Arrangements & Seating Arrangement in the Examination

11.4.1 The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.

11.4.2 The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.

11.4.3 Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for arrear candidate may vary for each of the arrear paper due to logistics and administrative constraints.

11.4.4 Sufficient space is given between two examinees so that the neighboring candidates may not peep into each others' Answer booklets. As far as possible, two adjacent candidates shall not be writing the same subject/ paper. If necessary, a candidate of a different subject or paper shall be seated between two candidates of the same paper.

11.4.5 Seating charts should be displayed prominently showing the position of candidates (according to their register number) in each room for each day accessible place for the examinees (inside/ outside the room) and copy of the same shall be retained for the sake of documentation and record keeping.

11.4.6 On the first day of Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of examination.

11.4.7 Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a Hall in the Ground floor.

11.5 Packing of Answer-booklets after the examination

11.5.1 Immediately after every session the answer scripts of each paper collected from candidates will be arranged in the serial order of Register Number and after counting them and checking the number of answer scripts with the number of candidates appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:

11.5.2 Answer books of only one subject and one examination must be packed in sealed packet(s).

11.5.3 Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/ paper).

11.5.4 The answer scripts related to Malpractice/ Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Hall Superintendent and statement of the errant examinee.

11.5.5 The consolidated report of the COE on all cases of reported malpractices/ misconduct shall be placed in the outer cover which shall contain all individual covers of reported malpractice cases.

11.6 Documentation of Reports of the Examination Session

The following records are consolidated, packed and sent to the Office of the COE after each session/ day of the examination at the examination centre.

11.6.1 Attendance Statements of Candidates sorted programme-wise/ subject-wise, Attendance statement of Superintendents and all Staff on Examination duty.

11.6.2 Attendance Summary Statement programme-wise/ subject-wise be prepared and sent to the Office of COE.

11.6.3 Answer scripts packing list for each bundle/ bag/ box.

11.6.4 Record of the instances of Malpractice/ Misconduct and the related materials such as Answer-scripts, incriminating materials and reports of HS.

11.6.5 The person in-charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from examination hall, check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

12 Misconduct and Malpractices in Examination by Candidates

In the Examination Hall the candidate shall be under the disciplinary control of the Hall Superintendent and he/ she shall obey the instructions of HS. No candidate shall use un-fair means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

12.1. Misconduct: A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

12.1.1 Candidate blatantly disobeying the instructions of the Hall Superintendent (HS) or any other university appointed officials on examination duty.

12.1.2 Candidate exhibiting insolent/ violent behaviour with the HS or other examination staff or other examinees. Unruly behaviour in or near the examination hall.

12.1.3 Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.

12.1.4 Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext.

12.1.5 Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.

12.1.6 Tearing off or mutilating an answer booklet or any part thereof.

12.1.7 Talking with neighbours, showing signs or signals to others in the hall/ verandah.

12.1.8 Writing the examination even after the final bell despite several calls to stop writing.

12.1.9 Causing damage to the belongings of Examiners, as an act of vengeance.

12.1.10 Arranging outside persons to terrorise the examination staff.

12.1.11 Causing damage to examination material/ records

12.1.12 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.

12.1.13 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.

12.1.14 Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.

12.1.15 Refusing to be searched by the HS any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.

12.2. Malpractices: A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

12.2.16 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.

12.2.17 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.

12.2.18 Possession of Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.

12.2.19 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.

12.2.20 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question

paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.

12.2.21 Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighbouring candidates.

12.2.22 Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.

12.2.23 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour for copying.

12.2.24 Copying from any printed or hand-written material or answer-booklet of another candidate.

12.2.25 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.

12.2.26 Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.

12.2.27 Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any papers setter, with the object of finding out the name and address of the paper setter or finding out the questions.

12.2.28 Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script.

12.2.29 Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.

12.2.30 Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page

12.2.31 Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination

12.2.32 Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.

12.2.33 Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.

12.2.34 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.

12.2.35 Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon

12.2.36 Replacing the answer-booklet supplied in the hall by pre-prepared answer booklet brought by the candidate himself/ herself or got from external sources.

12.2.37 Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.

12.2.38 Forging the signature of the teacher anywhere in the project/dissertation.

12.2.39 Helping another candidate in answering any question orally or by transmission of material or information.

12.2.40 Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.

12.2.41 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.

12.2.43 Mutual/ Mass copying by candidates in the examination hall.

12.2.44 Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.

12.2.45 Taking away with him/her the Answer script, without handing over the same to the Hall Superintendent or trying to take away or damage another candidate's answer-booklet/ script.

12.2.46 Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc.

12.2.47 Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.

12.2.48 Interfering with or counterfeiting of University/ Institution seal, or answer booklets or office stationery used in the examinations.

12.2.49 Making a false representation pertaining to the eligibility of the candidate to appear in the examination.

12.2.50 Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University.

12.2.51 Forging another person's signature in any of the examination documents.

12.2.52 Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority.

13. Handling and Reporting Misconduct, Malpractice at Examinations

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

13.1 Where a candidate is suspected of using unfair means as defined above, the HS or the centre superintendent or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the COE. The candidate's answer booklet shall be confiscated along with the material recovered.

13.2 The COE shall hold a preliminary enquiry, record the report of the Hall Superintendent, the statement of the candidate in the presence of a teacher other than the HS concerned. The COE will place the matter before Examination Malpractices Enquiry Committee (EMEC).

13.3 The Chief Superintendent shall thereafter obtain a statement/ undertaking of the student. The HS shall provide his/ her report. HS shall countersign both the report and the statement. The candidate shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.

13.4 If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by two members of the supervisory staff.

13.5 If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the HS and the matter reported to the COE immediately.

13.6 In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.

13.7 The answer scripts, relevant question paper(s), statement of the errant examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the HS Report(s) of all such cases along with the consolidated report of the COE on cases of malpractices for the session. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed.

13.8 A record of such malpractice shall be maintained at the examination Department in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Hall ticket.

13.9 The Office of the COE shall open only the outer cover containing the reports of HS and the inner cover/ packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of HS, the COE shall place such cases before the Examination Malpractices Enquiry Committee (EMEC) along with all the materials and records received by him/ her.

13.10 Post-Examination, if the examiner at the time of assessment of answer booklet(s) suspects that there is a prime facie evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her

name and signature to the COE. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

13.11 Punishments for Malpractice

Sl. No.	Nature of Malpractices/Improper conduct	Punishment
1	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
2	Has copied in the examination hall from any paper, book, or any other form of material relevant to the subject of the examination in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall

		not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations
4.	Smuggles the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject. The candidate is also debarred for two consecutive semesters from class work and all University examinations.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or write as to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Invigilator on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer - in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty or indulges in any other act of misconduct or mischief or engages in any other act which in the opinion of the Invigilator amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	He/she shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the	Expulsion from the examination hall and cancellation of performance in that subject and all the

	examination hall.	other subjects the candidate has already appeared and shall not be permitted for the remaining examinations of the subjects of that semester/year.
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The punishment(s) and monetary penalty shall be subject to review and/ or moderation by the Vice-Chancellor.

13.12 Examination Malpractices Enquiry Committee - Constitution, Powers and Functions -

The EMEC constituted by the University shall be the competent authority to enquire the act of misconduct/ malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

13. 12.1 The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the Vice-Chancellor. It shall consist of not more than three members and shall be nominated by the Vice-Chancellor.

13.12.2 The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to VC through COE. The Competent Authority (Vice-Chancellor) may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the recommendation of the Examination Malpractices Enquiry Committee (EMEC).

13.12.3 The EMEC shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/ penalty as per the norms provided in the regulations.

13.12.4 A prime facie case of Misconduct/ Malpractice in examinations reported to the University by the Chief Superintendent/ or Examiners shall be enquired into by the EMEC.

13.12.5 The Dean of faculty/ Head of the Department shall be the competent authority to implement appropriate disciplinary action recommended against the candidate.

14. Post-Examination Work/ Activities

14.1. Pre-Evaluation Processing of Answer scripts

14.1.1 Dummy Number Printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.

14.1.2 The Identity masked and dummy number printed Answer-scripts are then packed in packets.

14.1.3 On the day of commencement of Central Valuation, the Identity masked Answer-script packets shall be transferred to Valuation Centre. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

15. Central Evaluation of Answer scripts

15.1 A period of Central valuation of answer scripts is finalized by the COE in consultation with the Examination Committee.

15.2 The shortlisted examiners required to evaluate the answer-scripts of the University examination along with a form within the stipulated period.

15.3 All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.

15.3.1 Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.

15.3.2 The Examination Committee shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.

16. Duties and Responsibility of Examiners

16.1 No one can claim appointment as examiner or any other examination work as a matter of right.

16.2 The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the Vice-Chancellor depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor, exceptions may be made.

16.3 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. It is mandatory for the teachers to accept the work of evaluation of Examination Papers. It is the duty of all the Examiners to submit a model answer paper to COE office

16.4 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number printed on the answer script are the same and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the COE immediately.

16.5 The examiners shall value the scripts strictly in accordance with the scheme of valuation.

16.6 The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.

16.7 The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.

16.8 The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.

16.9 The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature.

16.10 The examiner shall not take the answer scripts out of the valuation center under any circumstances.

16.11 If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the COE. He/she shall submit the suspected script after valuing

it fully along with his/her report to the COE. He/she shall enter such references in the marks list against the register number / code number.

16.12 The examiner shall report to the COE, cases of any candidates of other person on his/her behalf approaching him/ her for any favor or writing letters to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc.

16.13 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose.

17. Post-Evaluation Data Processing/ Tabulation

17.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

17.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

17.3. Marks Tabulation and Validation

17.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks Tabulators.

17.3.2 Marks-Tabulator(s) shall be appointed by COE with the approval of Vice Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE.

17.3.3 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator(s) shall be drawn from the teaching faculty of the University.

17.3.4 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
- Check totals/aggregates posted by Marks-tabulator;
- Check the implementation of the resolutions of the Passing BoE;

- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, Permitted to Submit Later (PSL) and Absentees etc.
- Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

18. Examination Committee Meeting

18.1 The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject.

18.2. Award of Grace Mark/ Moderation of Marks

18.3 All results shall be subject to moderation. The moderation will be done by the Examination Committee, after moderation, with the approval of Vice Chancellor.

18.4 The Examination Committee shall recommend grace marks ranges from half percentage to one percent per semester.

19. Result Finalization and Publication

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. The results shall be published on the University website.

19.1 Results Withheld and their Declaration

19.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Dean Academic Affairs & Controller of Examination.

19.1.2 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.

19.1.3 The results reserved for dues payable to University and/or College shall be declared on confirmation of payment of the said dues.

20 Grievances in Examinations

20.1 The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.

20.2 Re-evaluation

20.3 Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS.

20.4 The application for revaluation shall be submitted to the Controller of Examinations.

20.5 In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the University shall take steps to get the answer-scripts re-evaluated.

20.6 The result of the revaluation shall ordinarily be made known to the within one month of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

20.7 Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

21. Award of Gold Medals

21.1 At the Convocation Ceremony, the University shall award gold medals for outstanding performance among the students of the outgoing batch. These shall include the gold medal for the highest overall CGPA, as well as the best performance in individual subjects.

21.2 Students who have appeared in a Repeat Examination or Improvement Examination shall not be eligible for the gold medal for highest overall CGPA.

21.3 Students who have appeared in a Repeat Examination or Improvement Examination in a particular subject shall not be eligible for the gold medal for the best performance in that subject.

21.4 Student who is expelled from the hostel for any act of indiscipline shall not be eligible for the award of gold medals or any award of the University.

22. Computation of SGPA and CGPA

As per UGC recommendations the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is considered:

22.1 The SGPA is the ratio of the sum of the product of 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 the credits of all the courses undergone by a student,

$$\text{i.e. SGPA (Si)} = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where **C_i** is the number of credits of the course and **G_i** is the grade point scored by the student in the course

22.2 The CGPA is also calculated in the same manner taking in to account all the courses undergone by a student over all the semesters of a programme,

i.e. $\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$ where **S_i** is the GPA of the semester and **C_i** is the total number of credits in that semester.

22.3 The GPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Illustration of Computation of SGPA and CGPA

Table -1: Computation of GPA and CGPA

Illustration for GPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	P	7.00	4 X 7.00 = 28.00
Course 2	4	C	7.50	4 X 7.50 = 30.00

Course 3	4	B	8.00	4 X 8.00 = 32.00
Course 4	3	B+	8.50	3 X 8.50 = 25.50
Course 5	4	A	9.00	4 X 9.00 = 36.00
Course 6	4	A+	9.50	4 X 9.50 = 38.00
	23			189.50

Thus, GPA = $189.50/23 = 8.24$

Illustration for CGPA

Semester - I	Semester - II
Credit : 23	Credit : 24
Total Grade Points : 189.5	Total Grade Points : 191.50

Total Grade Points of Semester I (**189.5**) + Total Grade Points of Semester II (**191.5**)

$$\text{Thus CGPA} = \frac{\text{Total Grade Points of Semester I (189.5) + Total Grade Points of Semester II (191.5)}}{\text{Total Credit of Semester I (23) + Total Credit of Semester II (24)}}$$

$$= 8.11$$

23. Committees formed for Examination Activities

- i. Examination Committee
- ii. Moderation Committee
- iii. Malpractice Committee

24. Registers Maintained by Examination Department

- i. Inward Register
- ii. Outward Register
- iii. Register of answer scripts
- iv. Register of revaluation/scrutiny of answer books
- v. Register of Degree Certificates

25. Miscellaneous

25.1. Internal Assessment Marks

25.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.

25. 1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the COE.

25.1.3 Post-evaluation Custody and Disposal of Answer-scripts

25.1.4 The evaluated Answer-scripts shall be preserved safely for a period of at least two years from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer book storage area to be fumigated and aired periodically so that they are preserved without any damage.

25.1.5 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the VC for safe disposal.

25.1.6 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.

25.1.7 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totalling/ Re-evaluation etc. Such transactions shall be recorded.

25.1.8 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

25.2 Scribes for Disabled Candidates

The facility of Scribe/Reader may be allowed to any person who has disability of 40% of more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

26. Remuneration Fixed for External Faculty Members:

- i. For Evaluation of Seminar Papers - Rs. 100/-(per subject)
- ii. For Evaluation of LL. M Dissertation - Rs. 200/-(per subject)
- iii. For Revaluation of Mid Semester - Rs. 50/-(per subject)
- iv. For Revaluation of Projects – Rs. 50/-(per subject)
- v. For Revaluation of End Semester - Rs. 100/-(per subject)

27. Fee collected by Examination Department for Various Examinations:

- i. For Revaluation of Mid Semester Answer Script - Rs. 500/-(per subject)
- ii. For Revaluation of Project - Rs. 500/-(per subject)
- iii. For Revaluation of End Semester - Rs. 1000/-(per subject)
- iv. Repeat Mid Semester Examination – Rs. 500/-(per subject)
- v. Repeat End Semester - Rs. 1000/- (per subject) (for immediate repeat)
- vi. Re Repeat Examination – Rs. 500/- (per subject)
- vii. Original Degree/ Consolidated Marks List – Rs. 2,500/-
- viii. Migration Certificate – Rs. 300/-
- ix. Fee for Late Submission of Projects Rs. 1,000/- (per subject)
- x. Issuance of Transcript - Rs. 50/- (per script)
- xi. Issuance of Duplicate Hall Ticket - Rs. 50/-

28. Application forms used by Examination Department

- 1. Application for Mid Semester, End Semester and Repeat Examinations (Annexure-I)
- 2. Application for Revaluation of Answer Scripts (Annexure II)
- 3. Malpractice form(Annexure -III)



DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY
APPLICATION FOR REGISTRATION OF END - SEMESTER
EXAMINATIONS April, 2021

5 Yr. Integrated B.A., LL.B. (Hons.) Course
End Term / Repeat End Term

Registration No.

HALL - TICKET

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(Student Copy)

Name of the candidate:

Semester Appearing for: II / IV / VI/ VIII / X (Tick the Semester Appearing for End Semester and Repeat End Semester)

Sl. No	Subjects	Sl. No	Subjects
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

Candidate should
affix his/her passport
size photo here

Signature of the Candidate

Co-ordinator Examinations

Date:
(P.T.O)



DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY
APPLICATION FOR REGISTRATION OF END - SEMESTER
EXAMINATIONS April, 2019

5 Yr. Integrated B.A., LL.B. (Hons.) Course
End Term / Repeat End Term

Registration No.

HALL - TICKET

--	--	--	--	--	--	--	--

(Office Copy)

Name of the candidate:

Semester Appearing for: II / IV / VI/ VIII / X (Tick the Semester Appearing for End Semester and Repeat End Semester)

Sl. No	Subjects	Sl. No	Subjects
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

Candidate should
affix his/her passport
size photo here

Signature of the Candidate

Co-ordinator Examinations

Date:
(P.T.O)

INSTRUCTIONS TO CANDIDATES

NOTE

1. Candidates are strictly prohibited from writing their names, initials and other marks of Identification on the answer books. Candidates violating these instructions shall face the risk of having the particular answer paper rejected from valuation.
2. Candidates should write on both sides of the answer paper.
3. Candidates must carry their identity Cards.
4. No candidate shall leave the examination hall before completion of half of the examination duration.
5. Candidates must obtain the Hall-Tickets from the Examination In charge, at least one day before commencement of the examinations.
6. Any kind of malpractice will be dealt with severe punishment as per rules

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DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

(Estd. under Govt of A.P. Act No. 32 of 2008)
“NYAYAPRASTHA”, Sabbavaram, Visakhapatnam-531035

APPLICATION FOR RE-EVALUATION

I. Name of the Candidate:

II. Semester:

III. Roll No:

IV. Examinations: Mid/End Term/Repeat/Re-repeat

V. Papers:

1.

2.

3.

4.

5.

6.

VI. Fee for each paper:

End Semester: Rs.1000/- Per Subject

Mid Semester: Rs. 500/- Per Subject

Total:

Date:

Mobile Number:

Signature of the Student

DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY

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PARTICULARS OF MALPRACTICE CASE

1. Name of the course:
2. Hall Ticket number of the student:
3. Name of the student:
4. Name of the examination in which Malpractice committed:
5. Name of the subject:
6. Subject Code:
7. Date of Examination:
8. Punishment recommended by the (MPC):

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Signatures of the Members of MPC:

- 1.
- 2.
- 3.

29. Examination Cell – Organization Chart

Examination Cell - Organization Chart

Vice-Chancellor



Registrar



Dean-Examinations



G. Prudvi Raju
(Senior Record Assistant)

U. Jagadeshwara Rao
(Record Assistant)

S. Nagaratnam
(Administrative Assistant)

B. Santosh Kumar
(Asst. System Administrator)

30. Job Chart of Examination Department

S.No	Name	Designation	Job Profile
1.	Mr. G. Prudhvi Raju	Senior Record Assistant	Students Requirements, Examination Conduction, Results Processing and announcement, Issuing Provisional Certificates, Original Degrees, Consolidated Grade Sheets, Students Certificates Verification, Note Orders, Tabulation of Students CGPA's
2.	Ms. S. Naga Ratnam	Administrative Assistant	Issuing and preparing Students Grade Sheets, Pass Certificates, Percentage Certificates and Filling of Office Files, Question Papers, Student Requisitions and Note Orders, De – Coding of Answer Scripts, checking E-mails
3.	Mr. U. Jagadeeshwara Rao	Record Assistant	Maintaining Office Records, outward and inward tappals, Coding and De-coding of Answer Scripts maintain of Old Projects and Answer Scripts, checking E-mails, Examination Conduction and Filling of Office Files
4.	Mr.B. Santosh Kumar	Assistant System Administrator	Students Requirements, Question Papers Formatting, Results Processing and announcement, Issuing Provisional Certificates, Tabulation of Students CGPA's, Issuing and preparing Students Pass Certificates, Percentage Certificates & Original Degree Certificates.