



Celebrating 50 Years of Excellence



EXAMINATION RULES



॥वसुधैव कुटुम्बकम्॥

**SYMBIOSIS
INTERNATIONAL (DEEMED UNIVERSITY)**

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

Vision

Promoting International Understanding through Quality Education

Mission

- to inculcate the spirit of 'Vasudhaiva Kutumbakam' (the world is one family)
- to contribute towards knowledge generation and dissemination
- to promote ethical and value-based learning
- to foster the spirit of national development
- to inculcate cross-cultural sensitization
- to develop global competencies amongst students
- to nurture creativity and encourage entrepreneurship
- to enhance employability and contribute to human resource development
- to promote health and wellness amongst students, staff and the community
- to instill sensitivity amongst the youth towards the community and environment
- to produce thought provoking leaders for the society



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Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Notification No. 1473

No. SIU/ U-28/ 3481

Dated: 21st August, 2024

Ref: Notification No. SIEC/28/99 Dated 4th October, 2005

Subject: Revised Examination Rule Book of
Symbiosis International (Deemed University) (Edition 7 - Version 2.0)

WHEREAS, the University had notified the Examination Rule Book vide Notification No. SIEC/28/99 dated 4th October, 2005.


2] AND WHEREAS, the Board of Management, vide Resolution No. A7: BoM: 07.06.2024, has approved the revised Edition 7 - Version 2.0 of the Examination Rule Book of Symbiosis International (Deemed University).

3] NOW THEREFORE, it is hereby informed to all concerned that the revised Examination Rule Book of Symbiosis International (Deemed University) (Edition 7 - Version 2.0, Annexure A) will be effective from the date of its notification and shall supersede the earlier Examination Rule Book.

Authority: Resolution No. A7: BoM: 07.06.2024

Dated: 21st August, 2024




Dr. M. S. Shejul
Registrar

Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost- FoMHS, Principal Director- Symbiosis, Dean-Academics and Administration, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Examination Rule Book (Edition 7-Version 2.0)

| Key Information | |
|------------------------|--|
| Title | Examination Rule Book |
| Policy Owner | Controller of Examinations |
| Responsible Department | Examination Department |
| Approved by | Board of Management |
| Date of Approval | 07-06-2024 (Resolution No. A7: BoM:07.06.2024) |
| Effective date | 21-08-2024 |
| Version number | Edition 7-Version 2.0 |
| Frequency of review | Three (3) years |



Examination Rule Book (Edition 7-Version 2.0)

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(For internal circulation only)

SECTION I – INTRODUCTION

This rule book supersedes all previous rule books unless and otherwise explicitly mentioned and will be in force till the next revision.

This rule book defines the terms and roles, policies and processes, and the rules related to the conduct of examinations. This applies to all constituents that have been notified by the appropriate authority. It will also be applicable to constituents that will be established henceforth.

A separate booklet is applicable for the Diploma & Degree programmes under Symbiosis School for Online and Digital Learning (SSODL) & M.B.B.S. under Symbiosis Medical College for Women (SMCW).

In this document, we use the word constituent to mean an institute/department of the University.

I-1 CONSTITUENTS OF THE UNIVERSITY:

Faculty of Law

1. Symbiosis Law School, Pune (SLS, Pune)
2. Symbiosis Law School, NOIDA (SLS, NOIDA)
3. Symbiosis Law School, Hyderabad (SLS, Hyderabad)
4. Symbiosis Law School, Nagpur (SLS, Nagpur)

Faculty of Management

1. Symbiosis Institute of Business Management, Pune (SIBM, Pune)
2. Symbiosis Institute of International Business (SIIB)
3. Symbiosis Centre for Management and Human Resource Development (SCMHRD)
4. Symbiosis Institute of Management Studies (SIMS)
5. Symbiosis Institute of Digital and Telecom Management (SIDTM)
6. Symbiosis Centre for Management Studies, Pune (SCMS, Pune)
7. Symbiosis Institute of Operations Management, Nashik (SIOM, Nashik)
8. Symbiosis Institute of Business Management, Bengaluru (SIBM, Bengaluru)
9. Symbiosis School of Banking and Finance (SSBF)
10. Symbiosis Centre for Management Studies, NOIDA (SCMS, NOIDA)
11. Symbiosis Institute of Business Management, Hyderabad (SIBM, Hyderabad)
12. Symbiosis Institute of Business Management, Nagpur (SIBM, Nagpur)
13. Symbiosis Centre for Management Studies, Nagpur (SCMS, Nagpur)
14. Symbiosis Centre for Skill Development, Nagpur (SCSD, Nagpur)
15. Symbiosis Centre for Management Studies, Bengaluru (SCMS, Bengaluru)
16. Symbiosis Centre for Management Studies, Hyderabad (SCMS, Hyderabad)
17. Symbiosis Institute of Business Management, NOIDA (SIBM, NOIDA)

Faculty of Computer Studies

1. Symbiosis Institute of Computer Studies and Research (SICSR)
2. Symbiosis Centre for Information Technology (SCIT)

Faculty of Medical and Health Sciences

1. Symbiosis Institute of Health Sciences (SIHS)
2. Symbiosis College of Nursing (SCON)
3. Symbiosis School of Biological Sciences (SSBS)
4. Symbiosis School of Sports Sciences (SSSS)
5. Symbiosis School of Culinary Arts and Nutritional Sciences (SSCANS) [Formerly Symbiosis School of Culinary Arts (SSCA)]
6. Symbiosis Medical College for Women (SMCW)

Faculty of Media and Communication

1. Symbiosis Institute of Media and Communication, Pune (SIMC, Pune)
2. Symbiosis Centre for Media and Communication (SCMC)
3. Symbiosis School of Visual Arts and Photography (SSVAP)

Faculty of Humanities and Social Sciences

1. Symbiosis School of Economics (SSE)
2. Symbiosis School for Liberal Arts (SSLA)
3. Symbiosis School of International Studies (SSIS)
4. Symbiosis Statistical Institute (SSI)

Faculty of Engineering

1. Symbiosis Institute of Technology, Pune (SIT, Pune)
2. Symbiosis Institute of Geoinformatics, Pune (SIG)
3. Symbiosis Institute of Technology, Nagpur (SIT, Nagpur)
4. Symbiosis Institute of Technology, Hyderabad (SIT, Hyderabad)

Faculty of Architecture and Design

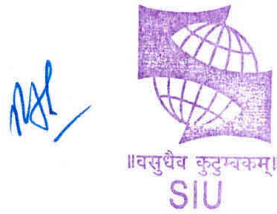
1. Symbiosis Institute of Design, Pune (SID)
2. Symbiosis School of Planning, Architecture and Design, Nagpur (SSPAD)

I-1.1 DEPARTMENTS OF SKILLS AND CONTINUING EDUCATION:

1. English Language Teaching Institute of Symbiosis (ELTIS)
2. Symbiosis Centre for Corporate Education (SCCE – Pune, NOIDA, Nagpur, Hyderabad)
3. Symbiosis School for Online and Digital Learning (SSODL)
4. Symbiosis Centre for Health Skills (SCHS)

I-1.2 DEPARTMENTS OF SYMBIOSIS INTERNATIONAL UNIVERSITY (BRANCH CAMPUS), DUBAI:

1. Department of Management
2. Department of Computer Studies
3. Department of Media and Communication



I-2 DEFINITIONS OF TERMS AND ROLES

I-2.1 Terms

Programme: The programmes conducted by the University follows semester/ annual pattern. A programme means a set of pre-defined courses selected from the Course Catalogue and approved by the Academic Council of the University. Successful completion of the courses will lead to the award of a Degree or Diploma e.g. Master of Business Administration.

Dual Degree programmes: 'Dual Degree programme' means a programme jointly designed and offered by SIU and a foreign partner HEI in the same disciplines/subject areas, and at the same level. The degrees for such a programme shall be conferred by SIU and the foreign partner separately and simultaneously upon completion of the degree requirements of both the institutions. This shall not in any way be construed as two-degree programmes in separate disciplines/ subject areas/ or levels being pursued simultaneously.

Joint Degree programmes: 'Joint Degree programme' means a programme where the curriculum shall be designed jointly by the SIU and the collaborating foreign partner HEI. Upon completion of the programme, the degree shall be awarded by SIU and the collaborating partner HEI jointly with a single degree certificate. This degree certificate shall have both SIU and partner HEI names and logos.

Pathway programs: An arrangement is where students complete a major portion of their academic requirements of a lower degree program at SIU, then proceed to the partner university to complete their program requirements and enter into a higher degree. The credits earned will be integrated into SIU's lower-level degree through Credit Transfer towards completion and award of the degree certificate

Credit Recognition and Transfer: "Credit Recognition and Transfer" shall mean 'Credit' conferred by a Foreign Higher Educational Institution to be recognised, quantified and included towards the credit requirements for a programme delivered by the University solely or jointly with a Foreign Higher Educational Institution and vice versa.

Programme Outcome: Programme outcome represents broad statements that incorporate many areas of inter-related knowledge and skills developed over the duration of the program through a wide range of courses and experiences.

Course Catalogue: A set of approved courses that includes the course objectives, syllabi, pedagogy and assessment approaches.

Course: A course means an individual subject that would be included from the course catalogue to become a part of the pre-defined courses of a programme e.g. Marketing Management.

Audit Course: Audit courses are the courses which are offered as additional/ optional learning opportunities over and above the programme requirements. They shall not exceed 10% of the semester credits in which it is offered and will be reflected as 'Pass' grade courses (only if, completed successfully) and would not contribute to the GPA/ CGPA.

Course Outcome: Course outcomes are statements clearly describing the meaningful, observable and measurable knowledge, skills and/ or dispositions that students will learn in the course.

Term: A term in semester pattern means one semester and in annual pattern means one year.

Semester: A semester consists of a minimum of 90 days of teaching-learning and requires about five months to complete. Any programme of 2 years duration will have 4 semesters, any programme of 3 years duration will have 6 semesters, any programme of 4 years duration will have 8 semesters and the programme of 5 years duration will have 10 semesters.

Assessment: The assessment includes continuous, practical (if applicable) and term end assessment. Continuous assessment in general, is formative while the term end assessment is summative in nature.

Continuous Assessment: The University has adopted the policy of continuous assessment, which shall be carried out by the respective constituents in accordance with the rules and regulations of the University. Continuous assessment aims at multi-level assessment and may include components like class room/ online test, surprise tests, open book tests, research essay, assignments, quizzes, case studies, practical, presentations, viva and others as approved by the Board of Studies of the respective Faculty. All the components of assessment should be spread across the term.

Term End Assessment: At the end of every term the University shall conduct 'Term End' examination, under its supervision and jurisdiction.

Examination: The examination is the entire process of assessment carried out at the Constituent and University level which includes both continuous and term end assessment.

Examination Session: Examination session means the time slot assigned for a particular examination. Generally, there shall be two sessions per day; however additional sessions may be conducted with prior permission, including on a Sunday or a holiday if necessary.

Examination Season: Each academic year is divided into two examination seasons. The October' and 'April' season is renamed as 'ODD' and 'EVEN' Semesters respectively. All examinations conducted for ODD Semesters will be considered as held in ODD Season. All examinations held for EVEN Semesters will be considered as held in EVEN Season. All annual pattern exams shall be conducted in EVEN Season.

Term Not Granted / Course Not Granted (TNG/ CNG)

A minimum of 75% aggregate attendance is mandatory for all students to be eligible to appear for the term end examination. If a student's aggregate attendance is below 75%, then the student will be termed as 'Term Not Granted' (TNG).

For all TNG students, course-wise attendance shall be checked. If a student has less than 75% in any course, then the CNG rule is applied and such courses are termed as 'Course Not Granted (CNG).

Students who are awarded TNG-CNG shall appear for the respective courses during the examinations in the upcoming season as backlog(s). The student will have to pay backlog examination fees for the immediate and any/ all subsequent attempts.

Question Paper Manuscript: It is the original copy of the question paper signed and submitted by the paper setter.

Marking Scheme: Marking scheme refers to the distribution of marks to the questions and sub questions and weightages assigned to the expected points covered in the answers.

Model Answer: The answer to a question as expected from a student.

Backlog Examination: A student who had failed in continuous, practical (if applicable) and term end assessment of a course shall appear in subsequent examinations as backlog examination. Backlog examination will not be conducted for Audit Course/s.

Re-evaluation: It is a mechanism which facilitates the students to get the answer scripts reassessed by a different examiner.

Grace Marks: The examinee shall be given the benefit of grace marks to pass a particular course as per the University rules.

Condonation: If a candidate fails in only one head of passing, having passed in all other heads of passing his/ her deficiency of marks in such head of passing may be condoned as per the University rules.



Credit: A credit is defined as follows:

- a) 1 Credit = 12 hours of face to face contact sessions including continuous assessment as per SIU norms: not exceeding 2 hours* + 3 hours for continuous assessment linked to experiential learning.
- b) 1 Credit = 30 hours of Laboratory or Studio or practical hours
- c) 1 Credit = 60 hours of Internship/ Project/ Dissertation
- d) For courses which employ combination of practical and theory, the practical hour be converted to contact hours in the ratio of 1:2 meaning 1 face to face contact hour = 2 hours of practical (Lab and/ or Studio hours)

(* Rarely, if the assessments / credit exceeds 2 hours/ credit, the additional hours be allowed beyond the defined credit hours, with the approval of the Director as a special case)

Each credit is assessed for 50 marks at the PG level and 25 marks at the UG level, unless otherwise explicitly mentioned by the respective statutory councils.

Relative Grading: The grading of students will be done based on the relative performance of the students compared to the class. The students will be awarded letter grades.

Absolute Grading: Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.

Grade Point (GP): Each letter grade is assigned a numeric value which is termed as grade point.

Grade Point Average (GPA): The Grade Point Average for the semester will be calculated by taking the weighted average of the course grade points and the total number of credits for the semester.

Average Grade Point (AvGP): The Average Grade Point for the semester will be calculated by taking the weighted average of the course grade points. The ideal range of average grade point of each course (continuous, practical *(if applicable)* and term end) should be between 6.85 and 7.1.

Cumulative Grade Point Average (CGPA): The Cumulative Grade Point Average for the programme will be calculated by taking the weighted average of the GPA of each semester.

Term-End Assessment Programme (TAP): After the term end examination the assessment programme will be conducted in the respective constituent.

Un-Fair Means: Un-Fair Means includes any unethical means and malpractices adopted by the student during the examination. *(Please refer to section III-10)*

Lapses: Lapses is any act on the part of the examination staff, teachers, paper-setters, examiners, moderators, juries amounting to the negligence, omissions and any other un-fair practices which can affect the smooth conduct and sanctity of examination.

I-2.2 Roles

The **Board of Examination** shall be the authority to implement policies to conduct the examinations, improve the system of examinations, appointing paper setters, examiners, moderators, prepare schedule of examination and declare the results.

Controller of Examinations (CoE): Controller of Examinations is a statutory officer and a member Secretary of the Board of Examination.

Head of the Constituent: Director or Head of the constituent of the University.

Student: Student means and includes a person, who is enrolled with the University and declared eligible for receiving instructions qualifying for any degree, diploma or certificate awarded by the University.

Chief Conductor: The Head of the Constituent shall be the Chief Conductor for all the University examinations conducted at the respective Constituent. In the absence of the Head of the Constituent, Deputy Director or the senior most faculty member deputed by the Head of the Constituent shall act as Chief Conductor. However, the Head of the Constituent shall be responsible for lapses occurring during the conduct of examinations and thereof.

Examination Staff: The examination staff shall include Officer, Senior Supervisor, Assistant to Senior Supervisor, Junior Supervisors/ Invigilators, Stationery in-charge and any other support staff.

Exam Coordinator: In every constituent, there shall be a coordinator appointed for every programme who shall be a senior non-teaching staff.

Senior Supervisor: There shall be two senior supervisors (1 internal & 1 external) at each examination centre, having minimum of three years of experience of teaching.

1. **External Senior Supervisor:** The external senior supervisor is appointed by the University.
2. **Internal Senior Supervisor:** The internal senior supervisor is appointed by the Head of the Constituent from among the faculty members or administrative officer/ office superintendent.

Junior Supervisor (Invigilator): The junior supervisor is appointed by the Head of the Constituent from amongst staff by rotation or from outside Constituent. Such persons should be graduates and preferably with minimum 2/ 3 years of experience of such exam supervision.

Vigilance Squad: The vigilance squad is appointed by the Controller of Examinations and shall include senior teachers/ admin officers of Constituents and shall consist of at least one lady member. The vigilance squad/ s shall have three/ four members.

Teacher: The word "Teacher" shall mean a Full-Time or Part-Time member of the Faculty, who is involved in teaching in a Constituent of the University. In addition, a person possessing the requisite academic qualification and actively engaged in related professional work or research can be approved as a teacher by the Dean of the Faculty.

Teaching Experience: The term "Teaching Experience" shall mean experience as a Teaching Assistant/ Associate, Research Associate, Junior Lecturer, Lecturer, Reader, Assistant Professor, Associate Professor or Professor.

Paper Setter: A teacher teaching a course is a paper setter for that course. However, with an approval of Board of Examination (BoE) subcommittee for the appointment of paper setters, any other teacher can be assigned this responsibility by the Head of the Constituent.

Examiner: The term "Examiner" refers to the faculty teaching the course in full or part. He/ She is responsible for creating a question paper and assessment of the same. In specific courses the Jury or Industry Experts may be nominated as examiners by the Dean of the Faculty. However, with an approval of Board of Examination (BoE) subcommittee for the appointment of examiners any other teacher can be assigned this responsibility by the Head of the Constituent.

Examiner for Re-evaluation: The term Examiner for Re-evaluation refers to the internal faculty who has not evaluated the answer script earlier and has relevant knowledge of the course.

External Examiner: External examiner means a teacher, who is not associated with this University or a professional with appropriate qualifications and experience and approved by the Board of Examination (BoE); currently applicable to SCON, SMCW, SID & SSPAD.

Scrutiny & Moderation Committee: The Head of the Constituent shall appoint a Scrutiny & Moderation Committee for reviewing the quality of question papers, continuous & term end assessments, and fair distribution of grades. The constituents under the faculty of law (where the programmes are of 5-year duration) may appoint maximum 11 members per programme to cover the vast specializations.

Academic Audit Committee: The Head of the Constituent shall appoint Academic Audit Committee to monitor the plan and implementation of the continuous assessment at the Constituent. The committee shall comprise: Deputy Director, Head of the programme and at least one senior faculty per programme.

Term-End Assessment Programme (TAP) Director: The Director for TAP shall be the Head of the Constituent. In the absence of the Head of the Constituent, the Deputy Director or a senior most faculty member deputed by the Head of the Constituent shall act as TAP Director. However, the Head of the Constituent shall be responsible for lapses occurring during the TAP.

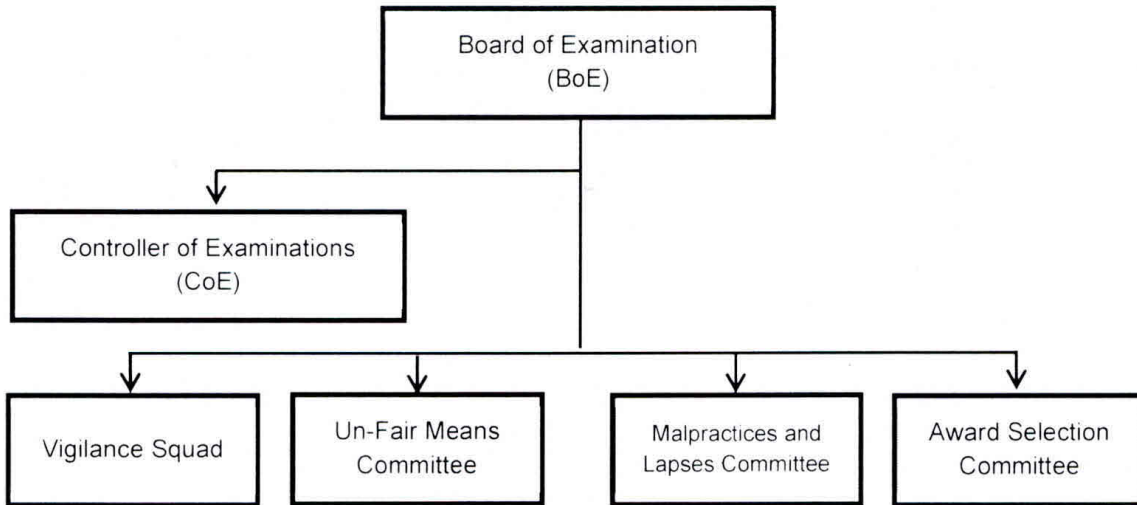
Un-Fair Means Committee: The Un-Fair means committee is appointed by the Board of Examination to investigate the un-fair means resorted by the student/ s at the University examinations.

Malpractices and Lapses Committee: The Committee appointed by the Board of Examination to investigate the cases of malpractices used and/ or lapses committed by the examination staff, teachers, paper-setters, examiners, moderators, jury members etc.



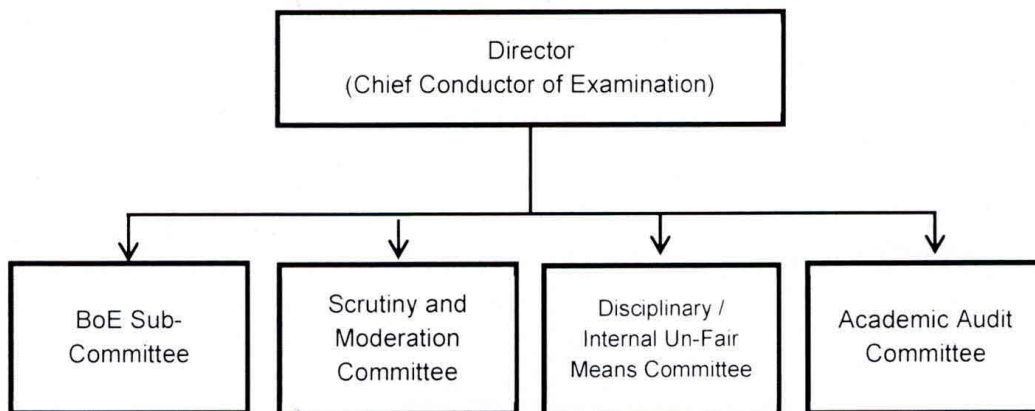
I-3 ORGANIZATION STRUCTURE

I-3.1 At the University



I-3.2 At the Constituent:

The constituents of the University constitute the following committees for smooth and effective conduct of examinations:



I-4 OVERVIEW OF EXAMINATION PROCESSES

SIU promotes fair and transparent examination and assessment for assessing the extent of learning that happens in various programmes. The University ensures the quality of learning through continuous assessment and also continues with the tradition of term end summative assessment. It has kept abreast with the global practices of assessment by adopting a credit system based on relative/ absolute grading as appropriate.

Continuous assessment is carried out at the constituent level by the respective faculty of the particular course. The quality of continuous assessment is monitored by the Academic Audit Committee of the constituent. Every constituent is required to constitute a BoE Sub-committee and Scrutiny & Moderation Committee. The BoE Sub-committee is responsible for the appointment of paper setters and examiners for the term end assessment. The Scrutiny & Moderation Committee ensures the quality of question papers and reviews continuous & term end assessments. Continuous assessment and term end examination marks are scrutinized and locked by the Scrutiny & Moderation Committee after moderation and also monitors the evaluation of answer scripts along with fair distribution of grades.

The Chief Conductor of examination is responsible to make all necessary arrangements for smooth conduct of examinations in accordance with the rules and regulations of the University. Un-Fair Means, Malpractices and Lapses observed during the examination are reported to the respective committee for appropriate action.

After the completion of the examination, a term-end assessment programme (TAP) is carried out at the Constituent at the end of which the University declares the results. The conduct of examinations and declaration of results are important activities of the University. The objective of TAP is to ensure the timely declaration of results while maintaining the quality and fairness in the assessment. Subsequent to the declaration of the result there is a provision for re-evaluation. Grievance regarding evaluation if any, are addressed through the process of answer script review.



SECTION II – EXAMINATION PROCESS

II-1 PRE-EXAMINATION

II-1.1 At the Constituent

II-1.1.1 Constitution of Committees

- The Director shall constitute a BoE Sub-committee for appointing paper setters, examiners, examiners for re-evaluation and approving the time table prepared by the exam coordinator.
- The Director shall constitute a Scrutiny & Moderation Committee and an Academic Audit Committee.

Composition and Functions of the BoE Sub-Committee:

| Representative from Constituent | Representative from University |
|--|--|
| Director | Vice Chancellor (Chairperson) Provost, Faculty of Medical and Health Sciences |
| Deputy Director | Dean of the respective Faculty |
| Faculty in Charge of Examination | Controller of Examinations |
| Supervisor / Coordinator - Exam Department | Asst. Controller of Examinations, Supervisor & Exam Coordinator |

The BoE Sub-committee will appoint the paper setters, examiners and examiners for reevaluation for the examination season. BoE Sub-Committee format duly filled in and signed by the BoE Sub-Committee members and the Director. The following documents shall be submitted to the University for the smooth conduction of examination season.

- Constitution of the BoE Sub-Committee and Scrutiny & Moderation Committee.
- Letter confirming completion of 90 teaching days in a Semester
- Confirmation of student's photographs on portal
- List of students not eligible under ATKT rule.
- List of tuition fees not paid students
- List of students on 100% scholarship
- List of admission cancelled / non-reporting students
- List of students attending the Global Immersion Programme (GIP), including Summer School, Semester Abroad, etc.
- List of FYUG programme students opted for an 'Exit' option after Sem-II/IV/VI.
- List of students who opted and completed the audit courses.
- List of full-time and visiting faculties
- List of nominations of faculty members for appointment as External Senior Supervisor in other Constituents
- Paper Setters' Curriculum Vitae (CV) (**Appendix-II-1.1.1**)
- List of Specialization/ Elective courses/Major/Minor,
- List of courses with absolute grading.
- List of courses wherein no reevaluation allowed, and
- List of question papers (mathematics/statistics) where the formula sheet is to be provided
- List of examinations to be conducted in the computer lab (please refer guidelines **Appendix-II-2.1**)
- Proposed Timetable for theory, practical (if any) and the viva-voce examinations.
- Examination stationery requirement
- Acknowledgement for storage of previous season result softcopy as a permanent record.

Constitution and Functions of Scrutiny & Moderation Committee

- Each Constituent to constitute Scrutiny & Moderation Committee as under:
 - I. Director – Ex-officio Chairman
 - II. Deputy Director – Member
 - III. 2 or 3 Senior faculty members (This number may vary as per the number of courses. The constituents under the Faculty of Law, where the programmes are of 5-year duration, may appoint maximum 11 members per programme to cover the vast specializations.)

Functions of the Scrutiny & Moderation Committee:

a) Scrutiny & Moderation of Question Papers:

- The question paper sets shall be presented for scrutiny & moderation, to the Scrutiny & Moderation Committee.
- The Scrutiny & Moderation Committee shall fill the details in the checklist for each of the question paper moderated.
- Check the level of difficulty of question papers vis-à-vis the University norms.
- Scrutinize the question papers and advise the faculty members regarding quality of question papers.
- Check that the questions in the question paper are linked to the course outcome(s)
- Ensure appropriate coverage of syllabus
- Ensure that the level of complexity of questions as prescribed in the course catalogue indicating the level of the course has been met

The distribution of complexity across the questions is suggested to be as follows:

- 50% average
- 30% difficult
- 20% very difficult

b) Scrutiny & Moderation of grades:

- The spread of grades for continuous, practical and term-end assessments in context with predefined range of AvGP shall be checked. If AvGP of the grades allotted to a course are not falling within the predefined range the committee shall analyse and take corrective steps by addressing the issues with the low spread of marks in a course or big gap between the scores. The grades shall be adjusted in a manner that the ideal range of GPA for each course (continuous as well as term end) shall be between 6.85 and 7.1.
- In extreme cases, during moderation if it is observed that a particular examiner was too lenient or too harsh in the allocation of marks, the Scrutiny & Moderation Committee may submit their remarks to the Director for appropriate corrective action. The Director shall consult the University for further advise.
- Continuous assessment and term end examination marks shall be scrutinized and locked by the Scrutiny & Moderation Committee after moderation.
- The mark sheets shall be signed by the examiner, verifier, scrutiny & moderation committee member (moderator) / the faculty in-charge of the examination at the Constituent to be dispatched to the University.
- The Director shall sign the summary sheet of course- wise grade distribution for each batch of the programme.

The Academic Audit Committee to check the following:

- To check the course outcome and programme outcome
- Monitor the continuous assessment of courses
- Inspect the scheme of continuous assessment
- Ensure compliance with the recommendations made by the Board of Studies
- Submit a written report to the Head of the Constituent.

The number of continuous assessments for Post Graduate and Under Graduate programmes shall be 'n' where 'n' stands for the number of credits. If evaluations exceed two, then gamified evaluations or online evaluations are preferred. Maximum 4 evaluations irrespective of the value 'n' may be conducted.

II-1.1.2 Procedure for Paper Setting

- There shall be an exam coordinator (non-teaching member) for coordinating the activity of paper setting for each examination.
- He/ she shall give proper instructions to paper setters, outlining the requirements regarding the syllabus coverage, level of complexity of questions, assigning course outcomes (COs) model answers and marking scheme. **Guidelines Attached. Appendix II-1.1.2.**
- He/ she shall ensure that all secretarial assistance is provided to the paper setter such as stationery, typing assistance (if required) etc. at the time of paper setting.
- There shall be a minimum of 2 sets of question papers prepared by the paper setter. In case of less than 5 candidates registered for an examination, only one question paper set may be prepared.
- Coordinator shall obtain these sets of question papers and corresponding manuscripts duly signed by paper setter/ s in separate sealed packets (i.e., one set of question paper and one set of manuscript of the same course to be sealed in one envelope). Question paper template **Appendix-II-1.1.2A**
- Images in the question paper, if any, should be clear.
- These sets shall be presented for scrutiny, to the Scrutiny & Moderation Committee.
- The exam coordinator and paper setter must ensure that any material used for paper setting (soft copies/ hard copies of notes, diagrams, case studies, questions etc.) are destroyed immediately after the completion of the paper setting exercise. Each Constituent must have shredding machine in the exam room.
- The 2 envelopes carrying the manuscript and the paper to be printed, be sealed & signed by the paper setter/ s and the Head of the Constituent.
- Model answers with marking scheme for the sets shall also be submitted separately along with the question papers to the University.
- The coordinator shall hand over the sealed packets containing the question papers and model answers to the Controller of Examinations along with the duly completed and signed report of the Scrutiny & Moderation Committee, as per the schedule. The Scrutiny & Moderation Committee shall fill the details in the checklist (**attached as Appendix-II-1.1.2B**).
- The coordinator shall submit an undertaking from paper setters as per the format in **Appendix-II-1.1.2C**.

II-1.1.3 Allocation of examination staff and infrastructure resources

- The Chief Conductor shall appoint the necessary and adequate examination staff.
- He/ she shall procure/ hire any other resource(s) required to make all necessary arrangements for the smooth conduct of examinations in accordance with the rules and regulations of the University.

II-1.1.4 Preparation for Conduct of Examination at the Constituent

- Constituent shall ensure that the Examination Timetable received from the University is announced and communicated to students at least three weeks before the commencement of examinations.
- Constituent shall forward the list of TNG and CNG candidates to the University along with the exam form list. (**Please refer to section III-1.1A**)
- Constituent shall check for the eligibility of students for ATKT and validity of terms. (**Please refer to section III-1.1B**).
- The Chief Conductor shall receive the question papers in sealed packets from the Controller of Examinations and shall keep it in his/ her safe custody.
- The Internal Senior Supervisor shall ensure that the stationery required for the conduct of examination, question papers, etc., is available one day prior to the commencement of examinations.

- Continuous assessments/ Practical/ Oral/ Viva-Voce/ Project examinations are conducted by the concerned Constituent. The marks and/ or grades obtained by the students shall be communicated to the Controller of Examinations one week before the commencement of the term end examinations. All marks/ grades shall be submitted in prescribed format under the seal and signature of the Head of the Constituent. **Appendix-II-1.1.4A and Appendix-II-1.1.4B.**

II-1.1.5 Registration for Examination and distribution of hall tickets

- Examination forms will be released for eligible students who have cleared all their dues, submitted all required documents for eligibility and their photograph in formal attire. Indian students need to register on Academic Bank of Credits and must have ABC/APAAR ID.
- The eligible students should register online for regular as well as backlog examinations (if applicable). **Please see Rule No. III-1 for eligibility, Rule No. III-3.1 for examination fees.**
- The Director shall submit the list of students appearing for regular and backlog examinations to the University at least one week prior to commencement of term end examinations.
- University shall incorporate the photographs of the students in the various documents issued to the students.
- University shall provide access to Constituent to generate and print the Hall Tickets of eligible students. **Appendix-II-1.1.5.** In case original hall ticket is misplaced by any student a duplicate hall ticket shall be issued against payment of fees.
- Students with TNG shall not be issued hall tickets. CNG shall be marked with '*' in the hall tickets.

II-1.1.6 Block preparation

- The internal senior supervisor shall be responsible for the seating arrangement of students. Every block shall consist of 30 to 40 students.
- The internal senior supervisor shall obtain the seat numbers and centre-wise summary to make the appropriate seating arrangements.
- The internal senior supervisor shall instruct all junior supervisors/ invigilators to ensure adherence to the instructions and code of conduct during the examinations by the students. **(Appendix-II- 1.2.2B)**



II-1.2 Pre-Examination at the University:

II-1.2.1 BoE Sub-Committee Meeting

- University shall convene a BoE Sub-Committee meeting two months prior to the commencement of the examinations.
- University shall release the BoE Sub-Committee format to individual Constituents.
- BoE Sub-Committee shall recommend the list of paper setters, examiners, and examiners for re-evaluation for the approval of the Dean, Provost – Faculty of Medical and Health Sciences, Vice Chancellor, Chairman of the Board of Examination (BoE) & Academic Council.

II-1.2.2 Preparation for Conduct of Examination at the University

- University shall send appointment letters to the examination coordinators of the respective programmes along with the list of paper setters.
- University shall collect the following documents from the Constituent at least ten days prior to the commencement of the examinations:
 - Question papers
 - Model answers & marking scheme
 - Changes in paper setter list (if any) with reasons
 - Scrutiny & Moderation Committee Report
 - Undertaking by the paper setters
- University shall send the circular of examination schedule to the Constituent.
- University shall coordinate with the Constituent coordinator for getting the examination forms list the TNG, CNG, ATKT, GIP list.
- University shall distribute exam stationary such as answer scripts, junior supervisor report (**Appendix-II-1.2.2A**), Instructions to Candidates (**Appendix-II-1.2.2B**) etc. at least one week prior to the commencement of the examination.
- University shall provide access to Constituent to generate the Hall Tickets.
- University shall make appointments of External Senior Supervisors & Vigilance Squad.
- University shall send sealed question papers to the concerned Constituents minimum two days prior to the commencement of examination and obtain a receipt of the same.

MA



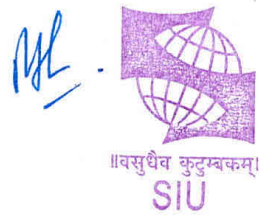
II-2 CONDUCT OF EXAMINATION

II-2.1 At the Constituent

- The external senior supervisor shall report to the examination centre minimum 30 minutes prior to the commencement of examination as per the time table. Non-reporting without a prior written confirmation from the University will be considered as a **major lapse** on the part of the faculty and will be informed to the lapses committee for necessary action.
- **Opening of envelopes containing question papers:** The external senior supervisor shall open the sealed question paper packets in the presence of the internal senior supervisor, thirty minutes before the start of the examination. In the absence of either of the two, a senior faculty member appointed by the Chief Conductor will handle the responsibility.
- **Opening of envelopes containing question papers for outstation campus:** One copy of question paper of each course will be handed over to the Constituent. The Director of the respective Constituent will be responsible for the custody and confidentiality of the question paper. He/ she will ensure that necessary copies are prepared for the distribution to the students as per the guidelines issued by the University.
- The internal senior supervisor shall ensure that the answer scripts are distributed to the students 10 minutes before the commencement of the examination.
- The Junior Supervisor invigilating in the examination hall must ensure all processes & details are recorded/tallied while distributing and collecting the answer scripts during examination.
- The Chief Conductor/ External Senior Supervisor shall also ensure that the students are not resorting to un-fair means/ practices. Should any such incident occur, he/ she shall immediately report the case(s) of un-fair means to the Controller of Examinations in the prescribed format (**Appendix-III-10.2 A, B, C**) along with his/ her report. The external senior supervisor is required to be present at the examination centre during the entire examination period.
- Guidelines for computer-based examinations are attached in **Appendix-II-2.1**.

II-2.2 At the University

- University shall monitor that examinations are being conducted as per the approved Timetable.
- University shall coordinate with the external senior supervisor appointed at the respective Constituent.
- University shall reschedule examination in case of unforeseen circumstances like natural calamities, elections, etc. In any such eventualities examination/ s shall be postponed and will never be preponed. The Constituent shall inform the revised examination schedule to all affected students.
- University shall monitor un-fair means cases and will compile the cases to place before the un-fair means committee members. (**Please refer to Rule No. III-10**).



II-3 POST EXAMINATION

II-3.1 At the Constituent

- At the end of the examination session, internal senior supervisor shall receive the answer scripts from the junior supervisor of each block, check the same as per the junior supervisor's report and ensure that the number of answer scripts tally with the junior supervisor's report. Care should be taken to ensure that the absent students are correctly marked and their answer scripts are not present. This activity shall be performed in the presence of the external senior supervisor.
- The internal senior supervisor shall hand over the answer scripts collected from the junior supervisors to the Chief Conductor in a sealed packet along with the junior supervisor's report.
- The Chief Conductor shall keep the answer scripts under lock and key in his/ her custody till the commencement of the term-end assessment programme (TAP).
- All answer scripts and supplementary answer scripts shall be masked before the commencement of term-end assessment programme (TAP).

II-3.1.1 Term-End Assessment Programme (TAP)

- The TAP shall consist of the following stages:
 - Pre - Assessment work
 - Assessment
 - Post - Assessment work
- University shall send TAP letter giving details of the examiners (the faculty member teaching the course) for each course to the Constituent along with the date for submission of marks.
- The University shall provide all relevant information regarding TAP to the TAP Director. The TAP Director shall make arrangements regarding the space, and staff required for the smooth conduct of TAP.

II-3.1.1.1 Pre-Assessment

- The University shall issue the TAP letter specifying the last date of submission of term end examination marks to the University.
- The venue of TAP shall be respective Constituent unless otherwise specified by the University.
- The Director of TAP shall communicate with all the examiners approved by the Board of Examinations & Academic Council well in advance. In case of non-availability of any examiner, the TAP Director shall make suitable replacement and communicate the same to the Controller of Examinations for approval of Vice Chancellor along with the reason for change.
- The TAP Director is responsible for the safe custody of all the answer scripts at his/ her centre.
- The staff employed for TAP shall check the answer scripts, junior supervisor's reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved by the TAP Director in consultation with the Controller of Examinations.
- The answer scripts shall be arranged batch wise/ course wise/ section wise as per the convenience for the distribution of answer scripts to the examiners for assessment.

II-3.1.1.2 Assessment

- On the first day of TAP, the examiners shall be given information and briefing regarding the SIU rules of assessment of answer scripts, TAP schedule, seating arrangement, payment of conveyance (if applicable), remuneration, etc.
- Coordinator shall ensure that sealed envelope containing model answer with marking scheme is handed over to the respective examiner for assessment. The examiner should refer to the same during assessment to avoid vast variation in assessment.
- While issuing the answer scripts to examiners for assessment, the coordinator at issuing counter should

obtain the signature of the concerned examiner for having received the answer scripts for assessment.

- The faculty members appointed as examiners will be paid conveyance provided he/ she assesses minimum 30 answer scripts of more than two hours of paper duration or 40 answer scripts of two or less than two hours of paper duration per day. He/ she shall not assess more than 80 answer scripts per day.
- If a student scores less than five percent marks, in spite of his/ her writing substantially, the examiner shall record the reasons for awarding those marks on the front page of the answer script. The faculty in-charge of the examination should verify these cases for accuracy.
- For students who have been marked absent or students who have scored 'zero' marks, the examiner should report these cases to the faculty in-charge of examination for cross verification.
- Every examiner shall be required to sign the TAP attendance register every day.
- While returning the answer scripts at the counter, the coordinator at the counter shall ensure that entry is made of having received back the answer scripts in the register against the name of the examiner. The examiner shall take another bundle of answer scripts for assessment only after returning the first bundle. This process shall be continued till the assessment of all the answer scripts in the concerned course is over. The coordinator receiving the answer scripts at the counter shall see that the examiners have assessed all the answer scripts given to them for assessment.
- The examiners shall perform the assessment work only in the TAP room. The assessed answer scripts are to be returned to the concerned coordinator before leaving the TAP room.
- In case the examiner detects use of un-fair means while assessing the answer scripts he/ she should report and submit the concerned answer scripts to the TAP Director, which the TAP Director shall forward to the University.
- **Examiner shall assign marks to the answers in the margin on the left side of the answer script for each question and not on the written answers.** The marks must be entered using **RED ink only**. Failure to adhere to these instructions will be considered as a lapse on the part of the examiner.
- **For revaluation and review of answer scripts the question wise allotted marks will not be written on the answer script but they will be marked on the separate mark sheet provided by the University.**
- In case where the question is divided into sub-sections, A, B or C; the examiner shall give the marks for each sub-section and then indicate the total marks of that question as a whole separately and encircle the same. This will facilitate the examiner to take the total of marks of all sub questions and also for transferring the marks on the front page of the answer script.
- The examiner should assess all the questions attempted by the student and the answer which has got maximum marks should be considered.
- Examiner shall take due care and correctly transfer the marks given by him/ her on the front page of the answer script against the corresponding question number.
- Examiner shall avoid overwriting the marks. In case of overwriting, the examiner shall write the new marks in words and affix initials.
- The coordinator, on receiving the assessed answer scripts, must verify the accuracy of marks entered and also check that the examiner has assessed all the answers.



II-3.1.1.3 Post Assessment

- **At the Constituent**
- Preparation of mark-lists
 - The coordinator shall check that the 'Absentees' from the Junior Supervisor's/ Invigilator Report, TNG/ CNG, and Un-Fair Means/ Disciplinary cases are correctly recorded. The faculty in-charge of the examination is expected to cross check these cases for accuracy.
 - The examiner shall enter the marks in the examination software using his/ her login only.
 - Verification of marks entered in the examination software from the physical answer scripts/ records and verification of the points mentioned above should all be done by a different coordinator.
 - Continuous assessment and term end examination marks should be scrutinized and locked by the Scrutiny & Moderation Committee after moderation.
 - The print out of mark lists should be signed by the examiner & the member who has verified the marks, scrutiny & moderation committee member (moderator) / the faculty in-charge of the examination at the Constituent.
 - The Director should sign the summary sheet showing course- wise grade distribution.
- The assessed answer scripts shall then be rearranged by inserting junior supervisor's/ invigilator Report, the copy of question paper in the relevant bundle of answer scripts and submitted to the University.
- TAP claims shall be updated in the examination remuneration portal by the Constituents after conclusion of TAP and re-evaluation result thereafter.

II-3.2 At the University

- University shall send reminders to the Constituent in case of late submission of marks.
- University shall prepare the final results and upload on SIU website, as per the policy.
- University shall forward the results to the Constituent with grade sheets, consolidated grade sheets and certificate of passing (if applicable) along with the ledger and statistical reports in softcopy format.
- The staff related to TAP will not get remuneration if the delay is more than a week from the stipulated date of submission of TAP marks/ grades.

II-3.2.1 Re-evaluation and Review of Answer Scripts

- University shall announce the date to submit the revaluation forms.
- University shall generate case numbers for the re-evaluation requests.
- University shall verify answer scripts (check for completeness of assessment of answer script and correctness of total marks). Any error identified at the time of verification shall be accepted and further reported to the lapses committee.
- University shall send answer scripts to another approved examiner for re-evaluation.
- University shall process the re-evaluation result as per the rules **(Please refer to Rule III-8.1)**
- University shall declare the re-evaluation result after the approval of the Vice Chancellor.
- If student is not satisfied with re-evaluation result, he/ she may apply for review of answer script within one week from the date of declaration of re-evaluation result. **(Please refer to Rule III-8.2)**
- **A student who has not applied for re-evaluation is not permitted to apply for review of answer script.**



SECTION III – GOVERNANCE

- All Term end examinations are conducted under the supervision and jurisdiction of the University.
- All continuous assessments are conducted by the respective Constituents in accordance with the rules and regulations of the University.
- All Certificate & Corporate programmes are conducted and evaluated by the respective Constituents.

III-1 ELIGIBILITY

III-1.1 Eligibility for candidate to appear for examination (examinee): The list of candidates eligible to appear for the examination will be provided by the eligibility department, minimum a week before commencement of regular term end examination.

III-1.1A Term Not Granted/ Course Not Granted (TNG/ CNG) Please refer to Section I-2.1

- Constituent shall declare the attendance every month.
- Constituent shall declare a list of students awarded Term Not Granted/ Course Not Granted (TNG/ CNG) who do not fulfil minimum attendance requirement for all part time/ full time degree/ diploma programmes. Constituent should announce the cut-off date for calculation of the attendance of students well in advance and should communicate TNG/ CNG list to the University along with the exam form list of regular semesters.
- Students who are awarded TNG/ CNG or falling under ATKT shall appear for the relevant courses during the examinations in the proceeding season as backlog(s). The student will have to pay backlog examination fees for the immediate as well as any further subsequent attempt.
- Student whose eligibility is not cleared for any non-submission of required (non-academic) documents to the Eligibility Department of SIU, will not be permitted to register for examination from second semester onwards.

III-1.1B Allowed to Keep Terms (ATKT)

ATKT Rules for 3 Year to 5 Year Programmes

A student will attend classes of all the years with his/ her batch. The following rule will be applicable as per the total number of semesters in a programme:

He/ she cannot appear for Term End Examination of **Semester-5** if he/ she has CGPA less than 4.00 up to **Semester-2**.

He/ she cannot appear for Term End Examination of **Semester-6** if he/ she has CGPA less than 4.00 up to **Semester-3**.

He/ she cannot appear for Term End Examination of **Semester-7** if he/ she has CGPA less than 4.00 up to **Semester-4**.

He/ she cannot appear for Term End Examination of **Semester-8** if he/ she has CGPA less than 4.00 up to **Semester-5**.

He/ she cannot appear for Term End Examination of **Semester-9** if he/ she has CGPA less than 4.00 up to **Semester-6**.

He/ she cannot appear for Term End Examination of **Semester-10** if he/ she has CGPA less than 4.00 up to **Semester-7**.

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student having CGPA less than 4.00 at the end of semester 5, but having a CGPA greater than 4.00 at the end of semester 6 will be eligible to appear for Term End Examinations of Semester - 8 and Semester - 9)

ATKT rule for 2 Year Programme

He/ she cannot appear for Term End Examination of **Semester-3** if he/ she has CGPA less than 4.00 up to **Semester-1**.

He/ she cannot appear for Term End Examination of **Semester-4** if he/ she has CGPA less than 4.00 up to **Semester-2**.

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student having CGPA less than 4.00 at the end of Semester - 1, but having CGPA greater than 4.00 at the end of Semester - 2 will be eligible to appear for Term End Examinations of Semester - 3 and Semester - 4)

The ATKT rules will not be applicable post the minimum duration of the programme is over i.e. the student can appear for any semester backlogs during the extended validity of the programme.

III-1.1C Validity of Terms for Programmes

Post Graduate Degree Programmes

Students admitted to the post graduate degree programmes of the University, are allowed to keep term for a period of one year from the date of admission beyond the normal period of the programme, i.e. a student joining two years programme must complete the programme in three years from the date of admission.

Under Graduate Degree Programmes

Students admitted to the under graduate degree programmes of the University are allowed to keep term for a period of two years from the date of admission beyond the normal period of the programme, i.e. a student joining three years programme must complete the programme in five years from the date of admission.

Rules for four-year UG Programmes, as per NEP 2020

1. The validity of all Four Year UG programmes (FYUGP) will be seven years. An exiting student can re-join the programme within three years, fulfilling all terms and conditions of re-admission.
2. The exiting students will intimate about their exit before registering for the EVEN semester University examinations. The intimation of the exiting students will be given by the Institutes to the exam department.
3. The student who does not have a backlog and fulfils the condition for the award of Certificate/ Diploma/ Degree, can exit only after the EVEN semesters.
4. Additional attempt in the consecutive exam season should be given to the students exiting with the Certificate/Diploma for the award of Certificate/ Diploma. (Original attempts, Summer Exam season and immediate ODD exam season). The exiting students should successfully complete 4 credits Vocational course in summer.
5. Re-entry in the FYUGP will be permitted at the beginning of the academic year as per the Lateral Entry Policy of the University.

Diploma, Post Graduate Diploma and Post Graduate Executive programmes

Students admitted to any of the above programmes are allowed to keep term for a period of two years after the stipulated duration of the programme.

Expiry of Validity

Students who are not able to complete their programme within the stipulated period will have to take fresh admission to the programme as per the prevalent rules and his/ her performance at the examinations and the terms kept earlier will be treated as null and void.



III-1.2 Eligibility of Paper Setter and Examiner:

- Faculty teaching the course shall ordinarily be appointed as examiner and paper setter for the same. The faculty shall also evaluate the answer scripts. In case faculty teaching the course is not available for the paper setting/ assessment, Head of the respective Constituent can appoint another faculty. Such changes shall be forwarded to the University along with the justification for the approval of the Vice Chancellor.
- Persons having the following relations with the candidate appearing for the course in the examination shall be considered ineligible for appointment as examiners/ paper setter: father, mother, wife, husband, son, daughter, grandson, grand-daughter, brother, sister, niece, nephew, grand-niece, grand-nephew, aunt, uncle, cousin, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-son, step-daughter, step-brother or step-sister.
- No person can claim appointment as paper setter/ examiner/ moderator or any other examination work as a matter of right.
- Faculty members shall not refuse to accept the assignment of any work related to examination.

III-1.3 Eligibility for availing facilities for differently-abled candidates (DA)

The students admitted under the differently-abled category can avail additional facilities on recommendations from the Director–Symbiosis Centre for Health Care (SCHC). Refer recommended guidelines by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). **Appendix-III -1.3.**

III-1.4 Availing writer and extra time due to medical reasons

Students facing medical issues can avail the facilities of writer and/ or compensatory time based on the recommendations from the Director - SCHC.

- The Chief Conductor is authorized to make the appointment of a writer at an examination for a candidate who is unable to write the answer-scripts on serious medical grounds, blindness or disability. Further, they should ensure that the writer is not from the same subject stream and is having lesser qualification than the student. The constituent must inform the University about such appointments.
- The writer should not be from the same Constituent.
- The Chief Conductor is permitted to collect the writers' fees at the prescribed rates as mentioned in scale of remuneration (**Please refer to Rule No. III-12**) from the candidates concerned and disburse them to writers appointed by them directly. No writer fee shall be collected from blind and disabled candidates. The remuneration in respect of the writer provided to blind and disabled candidate should be paid by the Constituent from examination grants.
- Please refer to **Rule No. III-2.3** for compensatory time to be provided in case of writer.



III-2 EXAMINATION SCHEDULE AND REGISTRATION

The University shall declare term end examination schedule one month prior to commencement of examination. Maximum fifteen days will be allotted to students without late fees to fill online examination forms for regular and backlog attempts. Additional one week (maximum) will be given to fill forms with late fee. After the last date declared to fill exam forms with late fees, a super late fee of Rs. 500 per day will be applicable subject to an upper limit of Rs. 5000/- (i.e. up to 10 days from the due date of accepting examination form with late fee)

The University shall release hall tickets, seat number wise and centre wise summary at least three days prior to the commencement of term end examinations.

III-2.1 Rescheduling examinations for candidates representing Symbiosis International (Deemed University) for Sports at National/ Zonal Level

- University Sports Board shall send the list of final team selected to represent Symbiosis International (Deemed University) at Inter-Varsity level to the concerned Constituent.
- Examination Coordinator of respective Constituent shall send the necessary information about the examination/s to be rescheduled.
- All the term end examinations of the concerned students scheduled during the tournaments shall be re-scheduled by the University.
- University Sports Board shall send the attendance of students during the camp and Inter-Varsity Tournament to the University & respective Directors to confirm the claim made by the students.

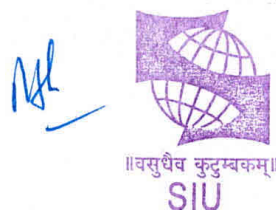
III-2.2 Backlog Examinations

- For backlog examinations, the latest version of the syllabus will be used for paper setting. Hence for a particular examination season the same paper shall be used for both regular and backlog students. Student undertaking in this regard is obtained during the online exam registration process.
- A separate backlog paper will be set only in case the **title/ credits** changes.
- The student will procure the latest syllabus from the Constituent and prepare for the backlog examination accordingly.
- With prior permission of Head of the Constituent, the student may attend classes to cover new topic with a convenient batch or any other arrangement as provided therein.
- In case of annual pattern, a backlog examination shall be conducted in each of the semester of a year or annually as per rules.

III-2.3 Time slot for Term End Examinations:

| Term End Marks | Duration of Examination | Compensatory Time * |
|---------------------|-------------------------|---------------------|
| less than 40 | 1 hour | 20 min. |
| 40 to less than 60 | 1 hour and 30 minutes | 30 min. |
| 60 to less than 80 | 2 hour and 30 minutes | 50 min. |
| 80 and more than 80 | 3 hours | 60 min. |

* in case of writer or physical disability approved by SCHC



III-3 EXAMINATION FEES

III-3.1 Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes

| Particulars | Amount of fees |
|--|---|
| Examination Fee for regular students, to be collected as a part of tuition fees every year | Rs. 6,000/- (Rs. 3,000/- per semester) |
| Backlog examination fees of all Degree/ Diploma programmes | Rs. 700/- per course + Rs. 700/- Processing fee per semester |
| Practical Fee for Regular and Backlog Examinations | Rs. 1,000/- per course |
| Examination Fee for the MDP Programme | Rs. 4,000/- for the programme |
| Re-evaluation Fees | Rs. 700/- per course |
| Late Fee | Rs. 1,000/- per semester |
| Super Late Fees | Late Fees + Rs. 500/- per day |
| Review of Answer Script | Rs. 3,000/- per course |
| Convocation Fee (Applicable in the final year of the programme, to be collected as a part of tuition fees) | Rs. 4,000/- for Degree Programmes |
| | Rs. 2,000/- for Diploma Programmes |
| | USD 100 (International Students) |
| Storage & Maintenance Fee Storage & Maintenance fee shall be applicable, If the degree/diploma certificate is not collected before the subsequent Convocation. | Rs. 4,000/- [#] for Degree Programmes Rs. 2,000/- [#] for Diploma Programmes USD 100 (International Students) (Inclusive of 18% GST Charges) |

The storage and maintenance fees shall be applicable as per the prevalent convocation.

(Note: TNG/ CNG/ ATKT students to pay backlog exam fees for the immediate as well as further subsequent attempts. **GIP students need not** pay examination fees only for the immediate subsequent attempt.)

III-3.2 Fees for issue of duplicate documents:

| Particulars | Amount of Fees |
|---|--|
| Duplicate Degree Certificate | Rs. 4,000 / USD 50 (International student) |
| Duplicate Diploma Certificate | Rs. 2,000 / USD 25 (International student) |
| Duplicate Hall Ticket, Grade Sheet, Consolidated Grade Sheet, Statement of Marks/ Consolidated Statement of Marks, Certificate of Passing | Rs. 500/- for Duplicate Hall Ticket Rs. 1,000/- for other duplicate documents |

III-3.3 Other Fees:

| Particulars | Amount of Fees |
|--------------------------------|--|
| Issue of Transcripts | (1) Rs. 1,000/- per set + postal charges, as applicable (Indian Students) |
| | (2) USD 20 per set in Equivalent Indian Rupees + postal charges, as applicable (International Student) |
| Academic Document Verification | Rs. 1,500/- (per candidate) |
| Academic Document Attestation | Rs. 150/- per certificate per copy |
| Provisional Degree certificate | Rs. 500/- (per candidate) |
| Postal Charges | Rs. 250/- within India |
| | Rs. 2,500/- Outside India (International Speed Post) |



III-4 APPOINTMENT OF EXAMINATION STAFF

The staff appointed for various examination duties shall not refuse the assigned duty. In case of non-availability of external senior supervisor, the Head of the concerned Constituent will provide a substitute to the University. He/she shall be responsible for the smooth conduct of the examination. He/ she shall ensure strict vigilance against the use of un-fair means by students and shall be responsible for reporting such cases to the University.

III-4.1 Norms for the appointment of the staff for examinations:

- Chief Conductor – 1 per centre
- Senior Supervisor (Internal/ External) [Academic Staff] – 1 per centre
- Assistant Senior Supervisor [Non-Academic Staff] – 1 per centre
- Junior Supervisor/ Invigilator - 1 per block of up to 40 candidates.
- One relieving Junior Supervisor/ Invigilator for every ten blocks
- Stationery Coordinator – 1 per centre
- Office Attendants – 2 for every 300 students appearing for the examination (1 attendant for students up to 150).

No additional staff to be assigned other than those allocated above. Any deviation will be paid for only by prior approval of the Controller of Examinations.

III-4.2 Norms for appointment of staff for TAP:

The scheme of term-end assessment programme (TAP) is introduced with a view to –

- Declaring the results in the shortest possible time.
- Increasing the reliability of the results.
- Maintaining uniformity and consistency in the assessment.
- Increasing accuracy and efficiency in the declaration of results.
- Creating confidence amongst the students about the assessment system.

The Director of the TAP will ordinarily appoint the required staff as per norms mentioned below.

- Assistant / Dy. Director - One (for a block of 3000 answer scripts)
- Assistant Coordinator / Coordinator - One
- Attendant – One

III-4.3 Norms for appointment of Vigilance Squad:

The University shall appoint campus wise Vigilance Squad which shall include Senior Faculty/ Admin Officers/ Office Superintendent of the Constituent and shall consist of at least one lady member and any other person as the University deems appropriate. Vigilance Squad shall have three/ four members.

Functions of Vigilance Squad

- To ensure that the term end examinations are conducted as per rules and regulations laid down by the University.
- To observe that, the internal senior supervisors and junior supervisors/ invigilators are following the instructions scrupulously during the conduct of the term end examinations.
- To ensure that students resorting to malpractices at the time of term end examinations are reported to the University.



- The vigilance squad is authorized to visit appointed examination centre without prior intimation and enter the office of the Chief Conductor of the Examination Centre to check the records and other material related to the conduct of examination. They can enter any block of examination for checking candidates' identity card, hall tickets etc., to ascertain the authenticity of candidates. The vigilance squad is authorized to detect use of malpractices and un-fair means in the term end examination. **All the members should go together for the visit.**
- The Chairman of vigilance squad shall submit the report in original to the Controller of Examinations with a copy to the concerned Chief Conductor. The vigilance squad may report their observations on compliance of examination rules and give suggestions to ensure compliance in case of lapses in the proper conduct of examinations, if necessary. (The report format for vigilance squad: **Appendix-III-4.3**)



III-5 GRADING AND RESULTS:

The results of the concerned examinations shall ordinarily be declared within 30 days from the last date of examination or as prescribed by the University.

III-5.1 Choice Based Credit System (CBCS): Cumulative Grade Point Average (CGPA) System for Academic Programmes

- All programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continuous assessment and term end examination prescribed in the approved programme structure.
- Audit courses shall not be considered for computation of GPA/ CGPA. The grade P (Pass) will be printed on the grade sheet only if the student passes the audit course. This course is evaluated 100% on a continuous basis.
- **Relative grading:** The grading of students will be done based on the relative performance of the students compared to the class. Continuous Assessment, Term End Examination and Practical (if any) will be separate heads of passing. Passing in a course means securing 40% of absolute marks in each head. Separate grade points will be calculated for Continuous Assessment, Term End Examinations and practical (if any). The weighted average of these components will be the grade point for the course.
- **Grading on absolute performance:** Assessment based on absolute marks may be applied for the courses Project/ Dissertation/ Thesis/ Internship (Ref. AC Resolution No. A6: AC: 21.08.2020). Absolute grading shall be mandatory for all the courses where the student number is 15 or less in each course.
- **Re-evaluation:** In case of re-evaluation, the scores obtained will be fitted as per the original range of marks of the grades.
- **Backlog Examinations:** In backlog examination the marks secured will be fitted back into the earlier distribution i.e. original range of marks of the grades.
- **Calculation of GPA for Semester and Overall CGPA:** The Grade Point Average for the semester will be calculated by taking the weighted average of the course grade points and the total number of credits for the semester.

The weights will be defined as per the credit points they carry. Similarly, the CGPA for the programme will be calculated by taking the weighted average of the semester grade points where the total credits for the semester will act as the weight. The formula is as below:

$$\text{CGPA} = \frac{\{(\text{GPA of Sem. I}) (\text{Credit Points of Sem. I}) + (\text{GPA of Sem. II}) (\text{Credit Points of Sem. II}) + (\text{GPA of Sem. III}) (\text{Credit Points of Sem. III}) + (\text{GPA of Sem. IV}) (\text{Credit Points of Sem. IV})\}}{\{ \text{Total Credit Points} \}}$$

- CGPA will be calculated up to two decimal points
- **Conversion of CGPA to percentage marks:** Percentage = CGPA / 10 * 100
- There is no provision to appear in examination to improve marks or grade.
- **Standard of passing:** A student has to pass Continuous Assessments, Term End Examinations and/or Practicals (as applicable) separately i.e. obtain minimum GP of 4.00. GP less than 4.00 will be treated as grade F (fail).



- **Award of Degree:** A student (UG/ PG) will be awarded the degree only if he/ she has a CGPA of minimum 4.00 on the completion of programme and has cleared Integrated Disaster Management Programme and Core Environmental Studies, as applicable. Fitness for Life, is mandatory for award of degree for Under Graduate students.
- For Four-year UG Programme aligned with NEP 2020, the students who have opted to exit the programme after semester II/IV, will be awarded Certificate / Diploma, as applicable, after successful completion of a 4 credit Vocational Course in the summer term.
- The Health and Wellness modules shall be the value-added courses offered from the Academic Year 2024-25 as mandatory, non-credit, with pass/fail grade, to all full-time Undergraduate & Postgraduate students, once in the academic life cycle of the student;

The Health and Wellness modules shall be conducted as:

- (a) Health and Wellness – Module I: Health Promotion (SCHC - 4 hrs) + Emotional Well-being (SCEW - 13 hrs) + First Aid and Disaster Preparedness (SCHS - 13 hrs)
- (b) Health and Wellness – Module II: Sports, Fitness & Yoga (DSRW - 30 hrs)

These non-credit modules shall not be a part of the programme structure and will not be counted within the credit structure of the full-time Undergraduate/ Postgraduate degree programmes conducted in conventional mode and the performance of the student in these VACs will not affect the CGPA of the student;

Passing of these modules is a requirement for award of the degree. Remedial assessment(s) will be conducted to facilitate the passing of the VAC of Faculty of Medical and Health Sciences (FoMHS). Hence, it will be mandatory for every Undergraduate & Postgraduate student of SIU to successfully clear both the VACs;

For full-time Postgraduate degree programmes conducted in conventional mode, the FoMHS modules be taken in the 1st year (Module: I followed by Module: II) from A.Y. 2024-25;

For full-time Undergraduate degree programmes conducted in conventional mode, these modules may either be taken in the 1st year or 2nd year (Module I followed by Module II) from A.Y. 2024-25;

These modules have to be successfully completed by the students for the award of a degree; As issuance of degree certificate is linked to the passing of these Value-Added Courses i.e. Module: I and Module: II,

The total fees for module I and module II will be Rs. 6000/-per student.

The mandatory non-credit courses viz. Fitness for Life, Integrated Disaster Management, and Emotional Well-Being will be replaced by the said Health and Wellness Modules I and II from A.Y. 2024-25.

- **Award of Diploma:** A student will be awarded the diploma only if he/ she has a CGPA of minimum 4.00 on the completion of programme.
- **Award of Certification Programmes:** The following non-degree academic programmes commenced from the academic year 2018 will be awarded Certificate by SIU. The award of these academic certifications would require successful completion of the number of credits and it will be signed by the authorities as shown in the table below.

Certification Programmes (UG/ PG/ Executive)

| Certification | Minimum Credits | Signature on the Certificate |
|------------------|-----------------|------------------------------|
| Certificate | 10 | Director |
| Diploma | 30 | Vice Chancellor |
| Advanced Diploma | 45 | Vice Chancellor |

III-5.1.1 Calculation of Grade Points corresponding to grades based on relative grading:

| Letter Grade | Proportion | Grade Point |
|-------------------|------------|-------------|
| O (Outstanding) | Top 3% | 10 |
| A+ (Excellent) | 12% | 9 |
| A (Very Good) | 21% | 8 |
| B+ (Good) | 28% | 7 |
| B (Above Average) | 21% | 6 |
| C (Average) | 12% | 5 |
| P (Pass) | Bottom 3% | 4 |
| F (Fail) | | 0 |
| AB (Absent) | | 0 |

III-5.1.2 Absolute Grading:

- The absolute grading system is applicable to Projects/ Dissertations/ Thesis/ Internships Courses under all Faculties, as per the requirement of assessment.
- Absolute grading system shall also be applicable for all the courses where the student number is 15 or less.
- Absolute grading system courses (if any) during each semester be informed to the Controller of Examinations during the respective Board of Examination (BoE) Sub-Committee meeting.
- Absolute grading system courses shall be marked with a **symbol (~)** on the grade sheets.

Calculation of Grade Points corresponding to grades based on absolute grading:

| Percentage | Grade | Grade point |
|---------------|-------|-------------|
| 90% and above | O | 10 |
| 80% to 89.99% | A+ | 9 |
| 70% to 79.99% | A | 8 |
| 60% to 69.99% | B+ | 7 |
| 50% to 59.99% | B | 6 |
| 45% to 49.99% | C | 5 |
| 40% to 44.99% | P | 4 |
| Below 40% | F | 0 |

III-5.1.3 Marking System & Award of Class for Symbiosis College of Nursing (SCON):

As per the requirement of Nursing Council, the following rules shall apply –

- A student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course for appearing in the University examination.
- A student must have 100% attendance in each of the practical areas before the award of degree.
- Minimum pass marks shall be 50% in each of the theory and practical examination separately.

- Time duration for the external examination shall be as per INC Guidelines
- A candidate can take maximum three attempts per course inclusive of first attempt with a condition that he/ she completes the course successfully within the maximum period allowed.
- The maximum period to complete the programme successfully should not exceed 8 years for 4 years programme and 4 years for 2 years programme.
- If a student fails in either theory or practical paper he/ she has to re-appear for both the papers (Theory and practical).
- All practical examinations must be held in the respective clinical areas with one internal and one external examiner.
- Maximum number of students for practical examination should not exceed 20 per day.
- The candidate, in spite of failing in more than two courses he/ she can be promoted to next year except for the final year. To get promoted into the final year the student has to pass in all courses of previous years.
- Minimum pass marks shall be 40% for English only for B.Sc. (Nursing)
- A candidate has to secure minimum of 33% in qualifying subject (English) for passing in P.B. B.Sc. (Nursing).
- Internal and External assessment ratio is 25:75.
- Transcript in the format prescribed by the Nursing Council shall be provided by the Constituent.

Award of Class as per INC Rules & Regulations:

| Percentage Range | Division |
|------------------|---|
| 50% | Pass in each of the head (Theory & Practical) |
| 50.01 to 59.99% | Second Division |
| 60.00 to 74.99% | First Division |
| 75% and above | Distinction |

III-5.1.4 CGPA System for B. Sc. (Nursing) programme of Symbiosis College of Nursing (SCON):

- Bachelor of Science (Nursing) degree will be awarded after taking into consideration, the performance of candidates in all 8 semesters taken together. The degree will be awarded only to those who have completed 100% attendance in the clinical field.
- The student has to pass in all mandatory modules placed within courses and the pass marks for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.
- If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.
- The candidate shall appear for exams in each semester.
- The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
- The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
- The candidate has to pass separately in internal and external examination



Award of Class for B. Sc. (Nursing) programme as per INC Rules & Regulations:

| Letter Grade | Grade point | Percentage |
|-------------------|-------------|---------------|
| O (Outstanding) | 10 | 85% & Above |
| A+ (Excellent) | 9 | 80-84.99% |
| A (Very Good) | 8 | 75-79.99% |
| B+ (Good) | 7 | 65-74.99% |
| B (Above Average) | 6 | 60-64.99% |
| C (Average) | 5 | 50-59.99% |
| P (Pass) | - | 50% and above |
| F (Fail) | 0 | <50% |
| AB (Absent) | 0 | 0 |

- For Nursing Courses and all other courses – pass is at C Grade (5 grade point) 50% and above
- For English and electives – Pass is at P grade (4 grade point) 40% and above

Standard of Passing for B. Sc. (Nursing) programme of SCON

- First Class with Distinction – CGPA of 7.5 and above
- First Class – CGPA of 6.00 – 7.49
- Second Class – CGPA of 5.00 – 5.99

III-5.2 Credit Equivalence Policy:

Global Immersion Programme (GIP):

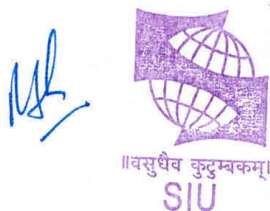
GIP is a special feature of SIU wherein student gets an opportunity to study abroad for a semester at the University of their choice. Students go to the partner Universities and study some courses. Courses offered by foreign partner Universities are studied carefully and adapted into SIU curriculum in such a way that a student can choose the courses of his/ her choice which are equivalent to the regular courses at SIU.

To be eligible for GIP the student should have obtained more than 7 CGPA/ GPA out of 10 in the previous semester or as an average across all previous semesters, with good conduct. The student should not have any backlog or Terms Not Granted (TNG) in any semester (they must have 75% attendance in each semester).

Constituent shall forward the result of GIP students to Symbiosis Centre for International Education (SCIE). SCIE will convert the grades of a partner university as per the conversion table below and forward it for the approval of the Director - Academics.

Dual degree and Joint degree programmes:

- (i) In the case of such programs where 30% or more of the entire program credits are earned at the partner university, the credits of such semesters shall feature as a single cumulative unit of credits as opposed to being indicated course-wise.
- (ii) Upon receiving the grade sheets from students or partner universities, whichever the case may be, and upon necessary verifications, SCIE shall assist the relevant institutes in credit and grade conversion as per SIU guidelines and forward for the approval of Head Academics.



Pathway programmes:

- (i) Pathway programmes shall follow the same model as that of the GIP programmes.
- (ii) Upon receiving the grade sheets from students or partner universities, whichever the case may be, and upon necessary verifications, SCIE shall assist the relevant institutes in credit and grade conversion as per SIU guidelines and forward for the approval of Head Academics.

The grade conversion table:

| US Grade | British Grade | ECTS Grade | SIU Grade | SIU GP |
|----------|---------------|------------|-----------|--------|
| A+ | 80-100 | | O | 10 |
| A | 70-79 | A | A+ | 9 |
| B+ | 65-69 | B | A | 8 |
| B | 55-64 | C | B+ | 7 |
| C+ | 50-54 | D | B | 6 |
| C | 40-49 | E | C | 5 |
| D+ | | | P | 4 |
| D | | | | |
| F | 0-39 | F, FX | | |

| NTU Grade | SIU Grade | SIU GP |
|-----------|-----------|--------|
| A+ | | |
| A | O | 10 |
| A- | A+ | 9 |
| B+ | A | 8 |
| B | B+ | 7 |
| B- | B+ | 7 |
| C+ | B | 6 |
| C | C | 5 |
| D+ | P | 4 |



III-6 RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS:

III-6.1 Rules for Grace Marks for Passing in each head of passing:

The examinee shall be given the benefit of grace marks only for passing in each head of passing in Term End or Continuous assessment or Practical examination as follows:

| Marks | Grace Marks up to |
|-----------------|-------------------|
| Up to - 50 | 2 |
| 051 - 100 | 3 |
| 101 - 150 | 4 |
| 151 - 200 | 5 |
| 201 - 250 | 6 |
| 251 - 300 | 7 |
| 301 - 350 | 8 |
| 351 - 400 | 9 |
| and 401 & above | 10 |

- Provided that the benefit of such grace marks is given in different heads of passing in the regular attempt of the examination and it shall not exceed 1% of the aggregate marks.
- Provided further that the benefit of grace marks under this rule shall be applicable only if it helps the candidate to pass the entire examination of semester/ year.
- Provided further that the grace marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol "&" and rule number.

III-6.2 Rules for Condonation:

- If a candidate fails in only one head of passing, having passed in all other heads of passing his/ her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total marks of that head of passing in which he/ she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only for the regular attempt of examination.
- Condonation of deficiency of marks will be shown in the Statement of Marks/ Grade Sheet with a symbol "# " and rule number.

Note: For Rule No. III-6.1 & III-6.2

- If a deficiency of marks is condoned, the class/ grade in the concerned examination, of the candidate, shall be declared on the actual marks obtained by the candidate.
- The benefit of not more than one rule shall be given for one examination.

III-6.3 Rules for Amendment of Results:

• Due to errors

In any case where it is found that the result of an examination has been affected by any one or a combination of the following errors:

- Error in computer/ data entry, printing or programming and the like
- Clerical error, manual or machine, in totalling or entering of marks
- Error due to negligence or oversight of examiner or any other person connected with conduct of examination, assessment and result preparation

The Controller of Examinations shall have power to amend such result in a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor, provided the errors are reported/ detected within 6 months from the date of declaration of results or before the announcement of the examination of the subsequent term, whichever is earlier. Errors detected thereafter shall be placed before the Board of Examination.

- **Due to fraud / un-fair means**

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

Lapses committee should be constituted to enquire into cases of such errors, to recommend suitable measures. (Please refer to Rule No. III-9)



III-7 ISSUANCE OF TRANSCRIPTS AND OTHER CERTIFICATES:

The procedures and fees for obtaining transcripts/ duplicate degree or diploma certificate/ attestation/ verification are available on the SIU website <https://www.siu.edu.in/downloads2.php>

III-7.1 Duplicate Documents (Hall Ticket, Grade Sheet/ Consolidated Grade Sheet, Statement of Marks/ Consolidated Statement of Marks, Certificate of Passing)

- The candidate has to apply to the respective Constituent along with the prescribed fees.
- Duplicate documents will be sent to the respective Constituent within 15 days from the receipt of application and payment.

III-7.2 Duplicate Degree/ Diploma Certificate

- Concerned student shall visit the SIU website to apply for a duplicate degree/ diploma certificate.
- Duplicate degree or diploma certificate will be sent to the candidate within 15 days from the date of receipt of the application along with the requisite fees.

III-7.3 Transcripts

- The SIU alumni shall visit the SIU website to obtain a transcript.
- The transcript procedure will be completed within 15 working days from the date of receipt of the application along with the requisite fees.
- Application form to obtain transcript is available on the SIU website for the alumnus applying to WES/ LSAC/ IQAS/ CES etc.

III-7.4 Attestation of Certificates

Students/ Alumni shall visit the SIU website for attestation of certificate/s issued by SIU. The original certificate/s are required at the time of attestation.

III-7.5 Verification of Documents

- Concerned person/ agency/ embassy shall visit the SIU website for availing the verification services.
- The verification procedure will be completed within 7 working days from the date of receipt of the application along with the requisite fees.

III-7.6 Provisional Degree Certificate

- Students who have cleared all examinations and obtained a certificate of passing, but the convocation is not held for them are eligible to apply for a provisional degree certificate.
- Concerned student shall visit the SIU website to apply for a provisional degree certificate.
- Provisional degree certificate will be sent to the candidate within 10 working days from the date of receipt of the application along with the requisite fees.



III-8 RE-EVALUATION:

After the declaration of results of Term End Examination, students may apply for re-evaluation. If the re-evaluation result is not satisfactory, subsequently he/ she may apply for review of answer script. The grievances regarding assessment can be addressed by conducting a process of review of answer scripts. A student who has not applied for re-evaluation will not be allowed to apply for answer script review.

III-8.1 Candidates appearing at the Term End Examinations are eligible to apply for re-evaluation of his/ her answer scripts of the theory courses of the Term End Examinations, subject to the following conditions:

- Candidate whose result is withheld due to non-fulfilment of eligibility criteria due to non-submission of non-academic documents such as Transfer/ Migration/ Gap/ Ragging Certificate etc., can apply for re-assessment of Semester-I fresh examination. The Constituent may communicate the grades to these students but **not the marks**. The ledger details are only for constituent records.
- A candidate may apply for re-evaluation in any number of papers per semester in which he/ she has appeared in the term end written examination. The entire answer script (including MCQs) will be re-evaluated in case of physical answer scripts mode. Re-evaluation is not permitted for online mode of examination in MCQ format.
- The re-evaluation includes reassessment by another subject expert and verification of total marks. In case of any error in total marks, the verified marks, if more, shall be considered.
- The student gets an opportunity to discuss the results of the continuous evaluation with the concerned faculty in respect of answer scripts of theory component Continuous Assessment. The institute is required to maintain a record of such queries related to continuous assessments in a query register. This should be maintained for every semester and every programme with an Action Taken Report.
- In case of Term End Examination, a candidate shall apply online for re-evaluation, by paying the requisite fees within the prescribed date.
- The Director of the Constituent shall forward the list of students who have applied for re-evaluation of theory paper/ s along with the prescribed fee to the University.
- A candidate applying for re-evaluation should note that the result of the re-evaluation of his/ her answer script of the theory paper/ s shall be binding on him/ her and that he/ she shall accept the revised marks/ grades to his/ her theory paper/ s after re-evaluation.
- There will be no change in result if increase in revaluated marks is below 10% of the maximum marks.
- The revaluated marks will be accepted if increase is between 10% and 20% of the maximum marks. If this increase is seen in 50% of cases or more than 50% of cases applied for revaluation in a single course, then the average of original marks and revaluation marks should be taken for the declaration of the revaluation result (the total number of cases for revaluation shall be ten or more than 10 in a single course).
- If the increase in revaluated marks is between 21% and 50% of the maximum marks, then the average of original marks & re-evaluated marks will be considered for declaration of re-evaluation result.
- If revaluated marks increase by more than 50% of the maximum marks then the answer script is sent for 2nd re-assessment and the average of original marks, 1st re-assessment marks and 2nd re-assessment marks will be considered for declaration of re-evaluation result.
- However, in extreme cases, the Vice Chancellor may use his/ her discretion for getting second opinion for re-evaluation. In such case the answer script shall be re-examined by a separate examiner of the choice of the Vice Chancellor.
- Re-evaluation of answer scripts of the theory paper/ s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination.
- If, as a result of re-evaluation, a student attracts the provision of condonation of deficiency, the same shall be applied to him/ her only for regular attempt.

III-8.2 Procedure for Review of Answer Scripts (Grievance Redressal Mechanism):

- If student is not satisfied with the re-evaluation result, he/ she may submit an application for review of answer script to the Director of the Constituent after paying the requisite fees within one week from the date of declaration of re-evaluation result. If the student does not apply for re-evaluation, then he/ she loses the right for an answer script review.

- The respective Constituent will forward this application to the Controller of Examinations within 2 working days of the receipt of such application.
- The Controller of Examinations shall arrange a meeting of the faculty who has assessed/ re-evaluated the answer script and the concerned student. The answer script is reviewed in the presence of the student. The remarks/ observations of the concerned faculty and the student are noted and signed by both. **(Appendix-III-8.2)**
- The decision of the process is communicated to the Director of the Constituent and the student.
- In case of increase in marks by at least 10% of maximum marks, revised grade sheet is issued and the answer script review fee will be refunded to the student.
- Guidelines for the faculty members appointed for review of answer script:
 - (I) Instructions to be given to Examiner reviewing the Answer script:
 - The answer script is already evaluated and re-evaluated.
 - The process is to explain the student about expected answers for the questions.
 - The marks of the answer script review will be submitted to the Controller of Examinations and will not be disclosed to the student.
 - Change in result is permitted only if the difference in marks is more than 10% of the maximum marks for the component (term end).
 - Cases with variance in marks is more than 10%, the faculty member will need to explain the reasons for increase in marks.
 - Student feedback should be obtained with his/ her signature on the review of answer script form.
 - (II) Instructions/ clarifications to be given to student seeking review of answer script:
 - Student should submit the feedback on the review process and sign the form.
 - Students are not allowed to carry the mobile/ electronic devices with them during the course of review of answer script.
 - Parents are not permitted to attend the process.



III-9 PROCEDURE TO DEAL WITH LAPSES:

Malpractices used or Lapses committed by any paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination.

III-9.1 Definition:

(a) Competent Authority

The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations committing lapses or using, attempting to use aiding abetting instigating or allowing to use malpractice/ s at the examination conducted by the University.

(b) Management

It includes the Managing Body or Governing Body of the Constituent which shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners or any other persons attempting to use, aiding, abetting instigating or allowing to use malpractice/ s at the examination conducted by the University or Constituent on behalf of the University.

(c) "Paper-setters, examiners, moderator, referees and teachers" means and includes person/s duly appointed as such for the examination by the Competent Authority and the term "any other person connected with the conduct of examination" means and includes person/ s appointed for the examination by the competent authority.

(d) "Malpractice or Lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of un-fair means, fraud or undue influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/ s or omitting to do what he/ she is bound to do as duties.

(e) Investigating Committee:

The Committee appointed by the Board of Examinations shall investigate the cases of malpractices used and/ or lapses committed by the paper-setters, examiners, moderators, juries, teachers or any person connected with conduct of examinations at the University examinations.

III-9.2 Powers and Functions:

On receipt of report regarding malpractices used or lapses committed in connection with the conduct of examination held by the University or Constituents, in breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have powers at any time:

- to constitute inquiry
- to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination, from any examination work either permanently or for a specified period
or
to refer his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or may award any one or more of the prescribed punishments.

III-9.3 Procedure for Investigation:

- (a) The case of alleged use of malpractices or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations, is reported to the University/ Constituent.
- (b) It shall be scrutinized by the concerned Officer/ In-charge at the Examination Section of the University/ Constituent to collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge.

- (c) The concerned Officer/ in-charge shall then submit the said case with his/ her primary report to the concerned competent authority.
- (d) If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Lapses Inquiry Committee for further investigation.
- (e) The concerned Officer/ in-charge through whom the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Lapses Inquiry Committee, Police Authorities, and Court of Justice and shall deal with the case till it is finally disposed off.
- (f) The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing the act of malpractice/s used and / or lapse/s committed by him/ her at the examination and shall issue him/ her show cause notice, as why the charge/ s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice.
- (g) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/ her and charge levelled against him/ her therein. The concerned person himself/ herself only shall present his / her case before the Committee.
- (h) The documents which are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/ her by the Inquiry Committee if he/ she presents himself / herself before the Committee. The evidence, if any, should be recorded in his/ her presence.
- (i) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/ her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making final report/ recommendation.
- (j) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (k) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she shall be given one more opportunity to appear before the committee in his/ her defense. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/ her absentia on the basis of whatever evidences/ documents available and same shall be binding on the concerned person.
- (l) The Committee shall submit its Report to the concerned Competent Authority along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.

III-9.4 Punishment:

- (a) The Competent Authority, after taking into consideration the Report of the Committee, shall pass such orders as it deems fit including granting the concerned person, the benefit of doubt, issuing warning or exonerating him/ her from the charge/ s and shall impose any one or more of the punishments prescribed below, if found guilty.
- (b) The Competent Authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/ her case and the punishments imposed on him/ her.
- (c) An appeal may be made within 30 days of imposition of the punishment to the Board of Examinations and their decision in the appeal shall be final and binding.
- (d) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry/ Lapses Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/ her case to the appellant / petitioner, if applied for in writing.
- (e) The Competent Authority may report the case of the concerned person to the appropriate Police Authorities.
- (f) The court matters in respective cases of malpractices/ lapses shall be dealt with by the competent authority.



The Quantum of Punishment for Malpractices / Lapses by any person connected with the Conduct of University / Constituent Examinations.

| Sr. No. | Nature of Lapse | Recommended Category | Recommended Action/ Quantum of Punishment |
|---------|---|----------------------|---|
| 1 | Mismatch of manuscript and question paper. | Minor | To inform constituents to be more careful and avoid such errors. |
| 2 | Wrong instructions given on question paper but correction made before printing of question paper/ communicated during the examination to all students. | | |
| 3 | Printing less question papers than the number of students. | | |
| 4 | Assigning marks to the answers anywhere in the answer script other than the space provided. | | |
| 5 | Wrong Question Paper distributed to the students. | Major | The Director / Competent Authority to issue Memo to the concerned member with a copy to the University and the Chief, HR. |
| 6 | Changes in Continuous/ Term End/ Practical Examination marks after declaration of result. | | |
| 7 | Changes in marks during verification (re-evaluation process). | | |
| 8 | Student marked absent, even when present for examination. | | |
| 9 | Marks interchanged between seat numbers. | | |
| 10 | More than 30% of the question paper same compared to paper released in previous season. | | |
| 11 | Any indicator (* / # / \$ / @ / & / etc.) that could give a hint regarding the correct answer in question paper. | | |
| 12 | Use of wrong stationery for declaration of results. | | |
| 13 | Negligence in duties by the external senior supervisor or vigilance squad members. | | Controller of Examinations to report to the Chief, HR. |
| 14 | Paper-setter setting questions outside the scope of the syllabus. | Severe | Disqualification from examination work temporarily/ permanently. |
| 15 | Paper-setter/ any other person found responsible for leakage of the question paper/ favouring a student while awarding marks/ intentionally not assigning marks to student. | Very Severe | Disqualification from examination work temporarily / permanently. Disciplinary action to be taken by HR, as per policy. |

Note: In addition to the above-mentioned punishment, the competent authority may impose a fine on the concerned person if declared guilty. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.



III-10 PROCEDURE TO DEAL WITH CASES OF UN-FAIR MEANS:

Procedure to Deal with Cases of Un-fair Means resorted to by Students

III-10.1 Definitions:

Unless the context otherwise requires:

- a) 'Un-fair Means' means and includes one or more of the following acts or omissions on the part of the students during the examination period.
- b) "Un-fair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud, or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other people.
- c) "Un-fair means material" means and includes any material whatsoever related to the course of the examination, soft copy, printed, typed, handwritten, audio-visual or otherwise on the person or on clothes, or body of the student (examinee) or other material in any manner or in the form of a chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- d) "Possession of un-fair means material by a student" means having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
- e) "Student found in possession" means a student reported in writing as having been found in possession of un-fair means material by Junior Supervisor, Sr. Supervisor, member of the Vigilance Squad or any other person authorized for this purpose. This definition shall apply even if the un-fair means material is not produced as evidence because it is reported as swallowed, destroyed, snatched away, or otherwise taken away or spoiled by the student or any other person acting on his behalf to such an extent that it becomes ill-eligible. A report to that effect shall be submitted by the Jr. Supervisor, Sr. Supervisor, Chief Conductor, or any other authorized person to the Controller of Examinations or Head of the Constituent.
- f) "Material related to the subject of examinations" means and includes-
 - I. The material produced as evidence, any material in written, etched, carved, printed or in electronic form which is certified as related to the course of the examination by a competent person such as the examiner or external examiner or any expert/teacher with at least two years' experience of teaching or consulting in that course.
 - II. If the material is not produced as evidence or has become illegible for any reason including the attempt to destroy the material, the presumption shall be that the material did relate to the course of the examination.
 - III. Unfair means also includes plagiarism in case of any continuous/ term end evaluations which are in the form of project reports, assignments, etc exceeding 10 percent.

III-10.2 Powers, Functions and Procedure:

a) Un-fair means by any student at any examination conducted by the University:

On receipt of a report regarding use of unfair means by any student at any University examination, the Board of Examinations shall have power at any time to constitute inquiry and to punish such un-fair means or breach of the rules:

- I. by excluding such student from any examination, or any Programme or Convocation of the University for the purpose of conferring degree either permanently or for a specified period.
- II. by the cancellation of the result of the student in the University examination for which the student appeared.
- III. by deprivation of any University scholarship.

- IV. by the cancellation of the award of any University prize or medal to him/ her.
- V. by the imposition of a fine, or
- VI. in any two or more of the aforesaid ways within a period of one year.

b) Un-Fair means by any student at any Constituent examination:

Where the Constituent conducts the continuous assessment examinations or 100% assessment of the course on behalf of the University, the Head of the concerned Constituent on receipt of a report regarding the use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the Constituent for the proper conduct of examination, shall have the power at any time to make an inquiry and to punish such a student who indulges in un-fair means or breach of any of the rules

- I. by the exclusion of such a student from any such examination of University programme in any Constituent either permanently or for a specified period.
- II. by the cancellation of the result of the student of the examination for which he / she appeared.
- III. by deprivation of any scholarship.
- IV. by the cancellation of the award or prize or medal to him/her.
- V. by the imposition of a fine or
- VI. by any two or more of the aforesaid ways within a period of one year.

c) Procedure to be followed by the Chief Conductor/ s of the Examination Centre:

In the case of unfair means, the Chief Conductor of the Examination Centre shall follow the procedure as under.

- I. The student shall be called upon to surrender to the Chief Conductor the un-fair means material found in his or her possession if any, and his/ her answer script.
- II. Signature of the concerned student shall be obtained on the relevant materials and list thereon. The concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant material and documents. The Chief Conductor or any other person on his behalf is authorized to access the copying material stored in the electronic/digital form to establish the evidence.
- III. Statement of the student in the prescribed format and the statement of the concerned Junior Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make a statement or to subject to procedures of collection of evidence or surrender the material or to give an undertaking; the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures. (**Appendix-III-10.2A**)
- IV. Chief Conductor shall take one or more of the following immediate decisions depending upon the seriousness/ gravity of the case.
 - Obtain a statement from the student to the effect that the decision of the concerned competent authority in his/ her case shall be final and binding and allow him/ her to continue with his/ her examination.
 - Confiscate his/ her answer script, mark it as "suspected un-fair means case" and **issue him/ her fresh answer script duly marked.**
- V. All the relevant material and list mentioned in **Appendix-III-10.2A** Part A, B & C i.e. Statement of the Candidate, Junior Supervisor, Internal/External Senior Supervisor along with his/her report, report of the Course Expert (**Appendix-III-10.2C**), report of the Chief Conductor as the case shall be uploaded on the SIU Examination Portal under Unfair Means tab. The answer scripts to be forwarded to the University on demand, if required by the Unfair Means Committee.
- VI. In case of un-fair means of oral type, the Junior Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report & treat the same as a disciplinary case.

d) Procedure to be followed by Examiner detecting Un-fair Means during Assessment:

If the examiner at the time of assessment of the answer script suspects that there is prima-facie evidence that the student/ s whose answer script/ s the examiner is assessing appears to have resorted to unfair means in



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the examination, the examiner shall prepare a report and submit to the TAP Director along with the evidence. The constituent shall upload the relevant documents of unfair means on the SIU Examination portal.

e) Procedure of inquiry to be followed in case of prima-facie Un-fair Means:

- I. All cases of un-fair means having prima-facie evidence at the term end examination shall be reported to the University by the Chief Conductor & must be signed by the Junior Supervisor, Sr. Supervisor, and/ or examiners.
- II. Such cases shall be first heard by the committee appointed at the constituent. All necessary documents and reports along with the Internal Unfair Means / Disciplinary Committee report in the specified format (**Appendix-III-10.2D**) shall be uploaded on the portal. The recommendations of the Committee w.r.t. the quantum of punishment, are for the consideration of the Unfair Means Committee of the University, and strictly not to be shared with the concerned student/parents.
- III. In the event cases of un-fair means reported through any other source, the concerned officer at the Examination Section of the University/ Constituent shall scrutinize the case and collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge.
- IV. Then, the officer shall submit the case with his/ her primary report to the concerned competent authority.
- V. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Un-Fair Means Inquiry Committee for further investigation.

f) Results during Inquiry:

Examination result/ s of the concerned student/ s (**entire season i.e. Regular + Backlog**) involved in such cases shall be held in reserve till the Competent Authority takes the final decision in the matter and the concerned student/s and the Constituent to which he/ she belongs to, shall be informed accordingly.

III-10.3 Appointment of Un-Fair Means Committee:

a) At University examinations:

For the purpose of investigating unfair means resorted to by the students at the term end examinations, the Board of Examination shall appoint a committee. The committee shall refer to the report submitted by the constituent for further recommendations.

Composition: The un-fair means committee appointed by the University shall consist of one Director (Chairperson), one Dy. Director, Head - Student Welfare, External member nominated by Vice Chancellor and Controller of Examinations.

b) At the examination held by the Constituent:

For the purpose of investigating un-fair means resorted to by the students at the continuous & term end examinations, the Director shall appoint an internal Unfair Means / Disciplinary Committee.

Composition: The un-fair means committee appointed by the Constituent shall consist of Dy. Director (Chairperson), one Senior Teacher nominated by the Director, and Faculty in charge of the examination.

c) Functions:

- I. The internal Unfair Means / Disciplinary Committee at the constituent level shall conduct the hearing of the unfair means cases and shall submit its recommendations in the form of a report (**Appendix-III-10.2D**) to the Controller of Examinations, SIU. The recommendations of the Committee w.r.t. the quantum of punishment, are for the consideration of the Unfair Means Committee of the University, and strictly not to be shared with the concerned student/parents.
- II. The internal Unfair Means / Disciplinary Committee at the constituent level shall maintain the record of the hearings conducted in a secure & confidential manner.
- III. University's Unfair Means Committee shall review the report and evidences.

- IV. The cases are scrutinized by the Controller of Examinations. The cases wherein additional information is required and the candidate should appear before the University's Unfair Means Committee, the relevant students shall be called for a hearing.
- V. It shall ensure that a reasonable opportunity has been given to the concerned implicated student in his/ her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the categories of punishment laid down in this behalf.
- VI. The quantum of punishment awarded in the case shall be informed to the Director of the constituent for further necessary action.
- VII. The recommendations of all reported cases shall be forwarded to the Board of Examinations / Vice Chancellor for final approval. Dy. Director / Faculty in-charge of examinations shall inform the decision of the University to the concerned students with a copy to the parents. Institute shall also issue a warning letter to the concerned students.
- VIII. The scan copies of the correspondence informing the decision of the University's Unfair Means Committee, along with the warning/termination letter duly acknowledged by the student / parents shall be uploaded on the examination portal of the University in the form of an action taken report.

d) Procedure to be followed by the Un-fair Means Committee:

At the Constituent level:

- I. The Head of the constituent or the officer authorized by them, as the case may be, shall inform the student concerned, in writing of the act of unfair means alleged to have been committed by him/ her.
- II. The student shall appear before the committee on a day, time, and place fixed for the meeting with a written reply/ explanation to the notice served on him/ her therein.
- III. Only the student himself/ herself shall present his/ her case before the committee.
- IV. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/ s against the student should be shown to him/ her by the committee. The evidence if any should be recorded in his/ her presence
- V. Reasonable opportunity including oral hearing shall be given to the student in his/ her defence before the committee. The committee shall consider the reply/ explanation given by the student to the show-cause notice before making a recommendation in the case.
- VI. The committee should follow the above procedure in the spirit of the principle of natural justice.
- VII. After serving a notice, if the said student fails to appear before the committee on the day, time, and place fixed for the meeting, the student may be given one more opportunity to appear before the committee in his/ her defence only under exceptional circumstances.
- VIII. The committee shall submit its report on the unfair means portal (**Appendix-III-10.2D**) addressed to the Controller of Examinations for each of unfair means cases reported separately. The recommendations of the Committee w.r.t. the quantum of punishment, are for the consideration of the Unfair Means Committee of the University, and strictly not to be shared with the concerned student/parents.
- IX. In case the concerned student fails to appear before the committee, the committee shall take the decision in his/ her case in absentia on the basis of the available evidence/ documents, which shall be binding on the student concerned.
- X. Dy. Director / faculty in-charge of the examination, shall verify the uploaded scanned PDFs of all the required documents (including report of the internal Unfair Means / Disciplinary Committee) on examination portal for review and decision by the Unfair Means Committee of the University.



At the University:

- I. The Controller of Examinations (CoE) or Officer appointed by the CoE shall review the disciplinary/unfair means cases uploaded by the constituents in the Unfair Means Module.
- II. Then he / she shall insert the remarks for each of the case and submit for review and decision by the Unfair Means Committee of the University.
- III. The CoE shall convene a meeting of the Unfair Means Committee of the University. In severe offence cases and repeated cases the student would be called in-person or online to present his/ her case before the Committee. In case the student remains absent, the Committee will take the decision in absentia.
- IV. The members shall recommend the quantum of punishment after reviewing evidence, other submitted documents and hearing conducted.
- V. The details of the recommended quantum of punishments shall be submitted to the Board of Examinations/ Vice Chancellor for finalization.

The decision of the Board of Examination of the University shall be informed to the respective Director for further necessary action.

III-10.4 Punishment:

- a) On a finding of any breach of ethical standards, a commission of a crime, or adoption of unfair means by any student, such incident shall first be reported to and investigated by the Director of the respective Constituent.
- b) Un-fair means committee constituted at SIU may call upon any students, staff, faculty members, or any other person for its scrutiny and shall pass such orders as it deems fit, including but not limited to granting the student a benefit of the doubt, issuing a warning, exonerating him/ her from the charges, or shall impose any one or more of the punishments as specified under 'Broad categories & quantum of punishment' on the student found guilty.
- c) Student concerned shall be informed of the punishment imposed on him/ her in writing by the competent authority or the authorized officer. A copy of the action taken report for disciplinary cases to be sent to the Controller of Examinations by the Head of the Constituent.
- d) Students using unfair means at the Practical / Dissertation/ Project Report / Jury examination shall be dealt with the same punishment as provided for the theory examination.
- e) The Head of the Constituent will issue a warning letter to the punishment-awarded student/s. The termination letter will be issued to the students who are awarded the punishment of termination of studentship.

III-10.4.1 Cases of Indiscipline during term end examinations:

- a) Possession of material not related to the course.
- b) Material lying near the bench.
- c) Written on palm not pertaining to the course.
- d) Arguing with the Junior Supervisor/ Senior Supervisor or any other staff.
- e) Possession of electronic device/ communication device/ storage device (in 'off' mode within fifteen minutes from the start of the examination).
- f) Student misconducts during the term end examinations.
- g) Revealing identity in any form in the answers or in any other part of the answer book by the student at the University Examination.
- h) Plagiarism percentage of assignments/reports/submissions exceeding 10 percent.
- i) Any other act of unfair means where the institute has reason to believe that the evidence may be tampered/lost during the course of time.
- j) Not covered above and directed by the un-fair means committee to be treated as a disciplinary case.

For all the above circumstances the Head of the Constituent should convene a disciplinary committee meeting at the institute and propose a recommended disciplinary action which may include any or both the following punishments:

1. The performance of the concerned course should be nullified.
2. Further the Director may have the discretion to inform the incidence to recruiter or while issuing the recommendation letter to the student for higher studies.

III-10.4.2 Recommended Categories and Quantum of Punishment for Un-Fair Means Resorted to by Students at the University Examinations:

The cases mentioned below shall be forwarded to the University with appropriate and adequate evidence after due scrutiny and hearing at the constituent level. These cases will be presented to the Unfair Means Committee constituted by the University for further verification and decision. The decision of the Unfair Means Committee shall be binding on the student.

| Sr. No. | Nature of Un-Fair Means |
|---------|---|
| 1 | (*) Possession of copying material of the concerned course/ Actual copying from the copying material (Print/ Electronic/ body parts/ clothes etc). |
| 2 | (**) Possession of another student's answer script with or without actual evidence of copying therefrom or any other form of mutual copying. |
| 3 | (**) More than one student involved in the act of unfair means (mutual copying). |
| 4 | (**) Smuggling in/ out of blank or written Answer Script–main or supplement / question paper as copying material. |
| 5 | Forging signature of the Junior Supervisor on the answer script - main or supplement. |
| 6 | Insertion of currency notes in answer script or attempting to bribe any of the person/ s connected with the conduct of examination. |
| 7 | Using obscene language/ violence/ threat at the examination centre by a student at a University Examination to Junior Supervisor/ Chief Conductor/ Examiners/ other students. |
| 8 | Impersonation at the University Examination. |
| 9 | A student resorting to Un-Fair Means at multiple times within same examination season. |
| 10 | A student against whom a disciplinary action was taken previously for any Un-Fair Means is involved again in any of the above. |
| 11 | Use of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct. |



Recommended Quantum of Punishment as per the category mentioned above:

- I. (*) Annulment of the performance of the student/s at the University examination for the Concerned Course as well as additional two courses.
- II. (**) Annulment of the performance of the student/s at the University examination in full. (All courses appeared for term end examination under that seat number).
- III. Annulment of the performance of the student/s at the University examination in full. Additionally, exclusion of the student/s from the University examination in subsequent examination season.
- IV. Annulment of the season of the student/s at the current University examination in full. Additionally, exclusion of the student/s from the University examination for 2 subsequent examination seasons.
- V. Enhanced punishment shall be imposed on such student/s which may extend to double the punishment otherwise provided for such unfair means.
- VI. **In case of offense in a third instance, the studentship shall be terminated.**

Note: The above is the indicative list of punishments, however the **quantum of punishment** can vary depending upon the judgement and finding of the unfair means committee.

III-10.5 Grievance redressal:

Grievances of students related to the quantum of punishment given by the Un-Fair means committee will be forwarded to the Grievance Redressal Committee by the Controller of Examinations.



III-11 AWARD OF CHANCELLOR'S GOLD MEDALS AND OTHER ACADEMIC AWARDS GIVEN DURING THE CONVOCATION:

Gold Medals and other awards are awarded every year in the Convocation to the eligible students completing the Full Time Post Graduate and Under Graduate Degree Programmes of SIU as per terms and conditions of each award.

III-11.1 Every year Four (4) **Chancellor's Gold Medals** are awarded as under:

- Best Outgoing Student in **Post Graduate** Programme
- Best Outgoing Student in **Under Graduate** Programme
- Best Outgoing **International Student in Post Graduate** Programme
- Best Outgoing **International Student in Under Graduate** Programme

Other Awards:

- Nani A. Palkhivala Memorial Trust Gold Medal to the topper in LL.M. Programme, SLS, Pune.
- Late Jayatee Deshmukh Award for the Best Out Going Girl Student from SIU.
- Late Chetan Dattaji Gaikwad Gold Medal to the topper in B.Tech. (Civil Engineering) Programme, SIT, Pune.
- Late Shri Dajikaka Gadgil Gold Medal to the topper in MBA (IB) programme, SIIB, Pune.
- Late Satpal P. Malhotra Gold Medal of Excellence in Business Management by Weikfield Foundation.
- Lt. Gen. (Dr.) M. A. Tutakne (Retd.) Gold Medal for the 'Best Outgoing Under Graduate Student' completed the programme of a duration of four years or more.
- Late Shri Prabhakar Trimbak Sonwaney Gold Medal for a Girl Topper in the Master of Business Administration programme with a specialisation in Operations Management or Supply Chain Management.
- Late Akanksha Kavindra Nath Tiwari Gold Medal to the Girl Student Securing Highest Marks in Bachelor of Technology (E&TC Engineering) Programme in Symbiosis Institute of Technology, Pune.
- Certificate of Merit is awarded to the candidate with Best Academic Performance in each of the Post Graduate & Under Graduate Degree programmes.

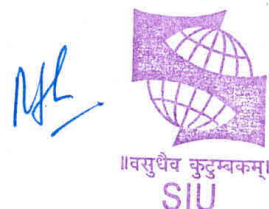
III-11.1A Eligibility:

The Chancellor's Gold Medalists and other Awardees are selected by the selection committee. The criteria for eligibility are as follows:

- All full-time degree programme students of SIU are eligible.
- For International Students Category, only Foreign Nationals are eligible.
- Student should have passed all Term End Examinations, Continuous Assessment and/or Practical Examinations (as applicable), in the first attempt without grace marks, within the prescribed period of the programme.
- Student should not have received punishment for breach of code of conduct.
- Student should have scored minimum 7.00 CGPA out of 10. (This is not applicable for International Students)

The Head of the Constituent will forward the eligible students' applications (one nomination per programme) every year in the month of January after due verification and scrutiny at their end (**Appendix-III-11.1A**). The applications of the students with extraordinary achievements (softcopy) should be forwarded to the University before specified date of submission. Applications received late shall not be considered. NIL report to be submitted by the Head of the Constituent if there is no candidate with extraordinary achievements.

Symbiosis Centre for International Education (SCIE) shall collect the applications of international students and after due scrutiny will send the report to the Vice Chancellor with the selected candidates' name (one in each category to whom the gold medal will be awarded) for further processes.



III-12 SCALE OF REMUNERATION

Claims for exam remuneration will not be entertained beyond six months from the date of declaration of the result of the examination concerned. No claim shall be entertained after the period of one year.

The remuneration for different examination related activities are listed below:

(A) Paper setting:

| Sr. No. | Remuneration | Amount in Rs. |
|--------------------|---|---------------|
| 1. | For paper setting (per set) Paper setting Post Graduate and Graduate Degrees and Diplomas | |
| | Marks 60 & above | 600 |
| | Marks 40 and above | 500 |
| | Marks Less than 40 | 400 |
| 2. | Computer operator charges for paper typing (per set) | |
| | • Per page | 15 |
| | • Two or more than two pages | 30 |
| | • Mathematical content question papers (Minimum Rs.15/- per page, Maximum Rs. 50/-) | 15 to 50 |
| 3. | Paper setting per programme (Exam Coordinator Non-Teaching Member- Constituent and University): | |
| | No. of Courses: | |
| | Up to 20 | 200 |
| | 21 - 40 | 400 |
| | 41 - 60 | 600 |
| | 61 - 80 | 800 |
| 4. | Allowance - Scrutiny of question papers and model answers (per programme to be distributed equally among all) | |
| | No. of Courses: | |
| | Up to 20 | 900 |
| | 21 - 40 | 1,400 |
| | 41 - 60 | 1,900 |
| | 61 - 80 | 2,400 |
| 5. | For preparing model answers and marking scheme (subject to the approval of the scrutiny committee / Head of the Constituent, equally distributed amongst all paper setters) | |
| | Marking Scheme | |
| | Marks 60 & above | 60 |
| | Marks 40 and above | 50 |
| | Marks less than 40 | 40 |
| | Model Answer | |
| | Marks 60 & above | 200 |
| | Marks 40 and above | 150 |
| Marks Less than 40 | 100 | |

(B) Conduct of Examination:

| Sr. No. | Remuneration | Amount in Rs. |
|---------|---|-----------------|
| 1. | Senior Supervisor – Faculty / AO/ OS (Internal and External each per day) | 400 |
| 2. | Assistant Senior Supervisor – Non-Teaching Exam Staff (per day minimum two sessions) (for preparation & conclusion - Two extra days for the entire season) | 200 |
| 3. | Junior Supervisor | 200 Per Hour |
| | Conveyance to Junior Supervisor for Lavale, Hinjewadi, Viman Nagar, Bengaluru, Nashik, NOIDA, Nagpur, Hyderabad and new Campuses (Conveyance not applicable for S B Road, Model Colony, Kirkee, or all campuses within city limits) | 200 Per Day |
| 4. | Vigilance Squad (Per Visit Per Member) | 200 |
| 5. | Office Attendant (Per Day) 1 for a minimum 5 blocks of 30/40 students. If the number of students/blocks is less than above, then the number of days will be considered in proportion. | 100 |
| 6. | Stationery Coordinator (Constituent) (Per Season) Responsible for security and record keeping | |
| | Less than 100 students | 100 |
| | 101-200 students | 200 |
| | 201-500 students | 300 |
| | 501-1000 students | 400 |
| | 1001-1500 students | 500 |
| | 1501 students and above | 600 |
| | Stationery Coordinator (University) (Per Season) | 2,000 |
| 7. | Director | |
| | up to 8 days | 1,000 |
| | up to 15 days | 1,500 |
| | up to 30 days | 2,000 |
| | above 30 days | 2,500 |
| 8. | Writers Fees: Post Graduate, Graduate & Diploma Programme | 500 |
| 9. | Photocopy of Question Papers for outstation constituents – (Expenses on actuals to be borne by SIU on procurement of evidence) | At actuals |

The internal / on-roll staff shall be paid 50% of the remuneration. The internal staff performing the duty on their Weekly offs/ Sundays may be paid the full amount and the conveyance. (Reference SIU/EXAM/605/4567 Dt. 14/09/2023)



(C) Term-End Assessment Programme:

| Sr. No. | Remuneration | Amount in Rs. |
|-------------------------|--|-------------------|
| 1. | For assessment of Term End Examination (per Answer script) | |
| | Marks - 60 & above | 60 |
| | Marks - 40 & less than 60 | 50 |
| | Marks - less than 40 | 40 |
| 2. | Continuous Assessment: * To be paid to visiting faculty for all courses (irrespective of 100% CA or CA+TE) * To be paid to regular faculty, if the course is 100% Continuous Assessment * To be paid to regular faculty, for assessment of backlog exams | |
| | Marks - 60 & above | 60 |
| | Marks - 40 & less than 60 | 50 |
| | Marks - less than 40 | 40 |
| 3. | Entry of Term End + Continuous Assessment marks (whoever enters the marks Examiner or coordinator) Institute to maintain separate Excel (Per candidate per course) | |
| | Marks - 151 & above | 15 |
| | Marks – 51 to 150 | 10 |
| | Marks – 50 or less than 50 | 5 |
| 4. | Term-End Assessment Programme (fresh semester/s students count) (Duration of TAP includes all programmes including Executive & Diploma) | No of days |
| | Less than 100 students | 5 |
| | 101-200 students | 8 |
| | 201-500 students | 12 |
| | 501-1000 students | 15 |
| | 1001-1500 students | 18 |
| | 1501 students and above | 21 |
| 5. | (a) Director: | |
| | Less than 200 students | 1,000 |
| | 201-500 students | 2,000 |
| | 501-1000 students | 3,000 |
| | 1001-1500 students | 4,000 |
| | 1501 students and above | 5,000 |
| | (b) Assistant Director: | |
| 501-1000 students | 2,000 | |
| 1001-1500 students | 2,500 | |
| 1501 students and above | 3,000 | |
| 6. | Examination Coordinator (per day, maximum 21 days) | 100 |
| 7. | Office Attendant (per day, maximum 21 days) | 75 |
| Sr. No. | Remuneration | Amount in Rs. |

| | | | |
|-----|--|-----------------------|------------------|
| 8. | Masking / Unmasking Charges per answer script | | 5 |
| | Examiner for conducting Practical examination and/ or viva (per student - equally distributed among all Examiners) | | |
| 9. | Up to and inclusive of 100 marks | | 60 |
| | Above 100 marks | | 70 |
| | Internal Jury - per student (Maximum 2 members to be distributed equally) | | 100 |
| 10. | Lab staff for Conducting Practical examination and continuous assessment backlog examination (including computer-based examination) - per student (equally distributed among all for the entire season). The course having a computer-based examination with a maximum number of students to be considered. | | 15 |
| | External Examiner for assessment of Practical examination of SSCA per student per examiner. | | 100 |
| | Examiner: Project work (assessment & Viva- per student) | External Faculty | Internal Faculty |
| 11. | Projects up to 3 credits | 200 | 50 |
| | Projects with 4 to 6 credits | 500 | 125 |
| | Projects of 1 semester duration (Degree deciding Project i.e. Project is the only course for the entire semester and no other course in that semester) | 1,000 | 250 |
| | External Jury (per student – to be equally distributed) | | |
| 12. | 20 to 100 marks | | 200 |
| | 101 to 179 marks | | 500 |
| | 180 marks and more | | 1,000 |
| | External Jury B. Des. (To be equally distributed) | | |
| 13. | All Jury courses 20 - 100 marks | 4-5 students per hour | 800 per hour |
| | All Specialization Projects 20 - 100 marks | 2-3 students per hour | 1000 per hour |
| | Degree Projects 180 & above marks | Each student 2 hours | 1500 per hour |
| 14. | Verification charges for re-evaluation per answer script (University / outside campuses) | | 15 |
| | Re-evaluation of Answer Script | | |
| 15. | Examiner (for each answer script) | | 50 |
| | Minimum Remuneration | | 100 |
| 16. | Honorarium to Faculty Member towards Answer Script Review Process (Note: In case of change in result the faculty will not be paid the above-mentioned honorarium if he/ she was involved in the assessment or re-evaluation process) | | 500 |
| 17. | Incidental Expenses (i.e. hospitality, stationery, etc.) | | 4,000 |
| 18. | Factotum Charges per student (To be distributed amongst all the office staff including the AO if involved in examination work) | | 10 |
| 19. | Local Conveyance for visiting Faculty only | | As per rules |

Note(s) –

i. Maximum Remuneration:

If actual remuneration payable to a paper setter and examiner exceeds Rs. 40,000 the Vice Chancellor may decide whether the excess amount above Rs.40,000 be paid in full.

Any excess payment shall be done only on approval of the Vice Chancellor.

If actual remuneration payable to the Non-Teaching member exceeds Rs. 5000/- the Vice Chancellor may decide whether the excess amount above Rs.5000/- be paid in full.

ii. **Conduct of Examination: Office Attendant**

Ratio for calculation of remuneration: 1 attendant for maximum 175 students per day. If number of students is less than 175, then the number of days will be considered in proportion.

iii. Internal Senior Supervisor and Asst. to Senior Supervisor shall be considered for two sessions per day for calculation of remuneration.



III-13 PRESERVATION OF DOCUMENTS:

III-13.1 Time period for the preservation will be as under:

| Document | Period | At University | At Constituent |
|--|--|---------------|----------------|
| BoE sub-committee formats and minutes | Two years | ✓ | ✓ |
| Appointment letters of examiners/ paper setters | Three years | ✓ | ✓ |
| Appointment letters of supervisors/ vigilance squad | One year | ✓ | ✓ |
| Manuscript of question paper/ typed question papers | Two years | ✓ | - |
| Various approvals in connection with appointments of examiners / paper setters | Two years | ✓ | ✓ |
| Scrutiny and Moderation committee report | Two years | ✓ | - |
| Answer Scripts of Continuous Assessment | One year (Till the completion of academic audit) | - | ✓ |
| Answer Scripts (Term End Examinations) | One year | ✓ | ✓* |
| Reports of Junior Supervisor | One year | ✓ | ✓* |
| Practical and project reports | One year | - | ✓ |
| Mark lists submitted by the examiners | Three years | ✓ | - |
| Result Ledger ** | Permanent | ✓ | ✓ |
| List of Re-evaluation applications | One year | ✓ | ✓ |
| Re-evaluation ledger ** | Permanent | ✓ | ✓ |
| Re-evaluation result ** | Permanent | ✓ | ✓ |
| Convocation Ledger ** | Permanent | ✓ | ✓ |
| Policy matters – BoE (agenda, minutes, circulars) | Permanent | ✓ | - |
| Ph.D. Thesis | Permanent | ✓ | - |
| Un-fair Means cases | Till successful completion of programme of the student | ✓ | ✓ |
| Lapses | Three years | ✓ | - |
| Correspondence with students | Two years | ✓ | ✓ |
| General correspondence | Six months | ✓ | ✓ |

* For outstation Constituent

** Permanently stored on Document Management System





SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

PROFILE OF PAPER - SETTERS / EXAMINERS

(To be filled in by the concerned person and submit to CoE, SIU at the time of BoE Sub-Committee)

Name of the Constituent : _____

Name of the Faculty : _____

Full Address : _____

Telephone No. : Residence: _____ Office: _____

Mobile No. : _____ E-mail I.D.: _____

Pan Card No. : _____ Aadhar Card No.: _____

Name of the Bank : _____ Branch: _____

Bank Account No. : _____ IFSC Code: _____

Name of the Programme : _____

Name of the Course/s taught : _____

Qualification(s) : _____

Academic Experience (in brief) : _____

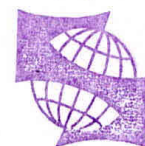
Industry Experience brief if applicable : _____ (in

Experience as an Paper Setter/ Examiner : _____

Association with any other Institutes / University : _____

Signature: _____

Date: _____



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SIU

Guidelines to be given to the faculty for setting Question Papers

1. Factors that can enhance the Quality of the Question Paper.

- 1.1 Some key words that should guide the setting of the Question Paper are - 'Analyse', 'Apply', 'Critically', 'evaluate', 'Argue', 'Discuss', 'Validate', 'Justify', 'Show', 'Decide', 'Explain'.
- 1.2 At least a few questions in each Question Paper should ensure that the ability to apply the theoretical concepts is tested. This could be done through case studies or questions relating to real life situations.
- 1.3 Questions must elicit answers that are not reproduced by rote but test the ability to analyse / critically evaluate / to apply an innovative and original approach.
- 1.4 Attempts must be made to make the Question Paper innovative, interesting and challenging so that the students are forced to think and apply their knowledge.

2. Coverage of Syllabus

- 2.1 The Question Paper setter must ensure that all the important topics in the syllabus are broadly covered.
- 2.2 Topics covered in the continuous assessment should not be excluded from the final Question Paper. They should not be repeated verbatim (only thematic repetition is permitted).
- 2.3 The topics indicated for self – study or class presentations may also be included in the Question Paper.

3. Level of Complexity of Questions

- 3.1 The Question Paper should consist of questions of all levels of complexity. Ordinarily, Questions set for examinations can be of three levels of Complexity – Average, Difficult and Very Difficult
- 3.2 The faculty teaching a particular course year after year, should take due care that the Question Paper is not repeated. If certain topics are very important and are included every year, the manner in which the question is asked must be varied.

4. Format / Type of Questions included in the Question Paper.

The following types of questions, **if included**, must be of high level of difficulty and be limited to not more than 10% of the total marks.

- 4.1 A statement / diagram / table followed by multiple choices of answers, having only one correct answer or having all correct answers, where the most appropriate answer is to be chosen.
- 4.2 Images in the question paper, if any, should be clear.
- 4.3 Matching the elements from two columns.

If included these questions must necessarily involve analysis or justification and marks should be awarded based on analysis / explanation and not just for marking the right answers.



5. Number of options provided in the Question Paper (Theory type)

- 5.1 Providing too many options dilutes the level of complexity and encourages students to omit several topics / chapters from the syllabus. Therefore, this should be avoided.
- 5.2 Options may be given only for Questions of difficult or very difficult level of complexity and should not exceed 20 – 25 % of the marks allotted to difficult questions.

6. You are requested to submit 2 sets of Question Papers. The process of typing and sealing 2 sets has to be done at the Constituent. The Constituent would provide assistance for typing, if required. Please ensure that the following information is definitely included:

- Name of the Course
- Maximum Marks
- Date, Day, Time & Duration (Start & End Time)
- Special Instructions (if any)

7. Marking Scheme

7.1 The Question Paper should clearly mention marks for the sub-section of a question. These marks may all be put at the right-hand side of the paper, to standardize the pattern.

Example:

Q.1 (a) Is the demand for Indica cars more elastic than the demand for cars in general?
Explain. (2 Marks)

Q.1 (b) Illustrate the case of a monopolist incurring losses, using Average and Marginal Revenue Curves and Average and Marginal Cost Curves. (2 Marks)

7.2 If further elaboration of the marking scheme is desired, this may also be submitted along with the Question Papers.

7.3 Marks should be allotted to each sub question. The total of all sub questions, if any, should tally with the maximum marks allotted to the main question.





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| | | | | | | | |
|----------|--|--|--|--|--|--|--|
| Seat No. | | | | | | | |
|----------|--|--|--|--|--|--|--|

Institute: (0208)SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT, BENGALURU

Programme: (020841) MASTER OF BUSINESS ADMINISTRATION

Batch: 2022-24

Semester: II

Course: Human Resource Management

Course Code: 0208410201

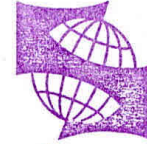
Date: 20/03/2023

Maximum Marks: 60

Day: Monday

Time: 14:00 - 16:30

Handwritten signature in blue ink.



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SCRUTINY CHECKLIST FOR EXAMINATION PAPER

Objective: This checklist ensures that important examination criterion for paper setting are reviewed, analysed and accepted.

PROGRAMME

BATCH & SEMESTER

COURSE

PAPER SETTER

CREDIT & TERM END MARKS

NAME OF THE SCRUTINY MEMBER/S

INSTRUCTIONS:

1. Please verify the Credits and Total Marks for each Batch
2. Please verify Sub Totals of each question
3. Please check that the instructions are correct and relevant
4. Please check the quality of text, grammar and formation of questions
5. Please check that Course Outcomes & Programme Outcomes are assigned to questions

Please use checklist to scrutinize (these are general guidelines constituent may add more parameters to upscale the quality of question papers)

| SR. NO | TASK | YES | NO | N/A |
|--------|---|-----|----|-----|
| 1. | The two sets are clearly distinct and do not contain common questions | | | |
| 2. | The questions are unambiguous and as per the difficulty norms of SIU | | | |
| 3. | The questions are application based | | | |
| 4. | The questions are framed grammatically correct | | | |
| 5. | The question paper covers the entire syllabus | | | |
| 6. | The marks assigned to the questions are justified | | | |
| 7. | Marking scheme matches with the maximum marks | | | |
| 8. | The Model Answer Key is prepared and covers all related points | | | |

Difficulty level of Questions Paper (Mention Approx. %)

| Level of Complexity | Guideline % | Actual % |
|---------------------|-------------|----------|
| AVERAGE | 50% | |
| DIFFICULT | 30% | |
| VERY DIFFICULT | 20% | |

Model Answers

Marking Scheme

Signature/s: _____

Scrutiny Date: _____

The formats of undertaking from faculty members & coordinators are as under:

The faculty member is required to give an undertaking at the time of paper setting & also after the assessment of answer scripts. The coordinator will give an undertaking after the TAP.

1) At the time of paper setting (by the Faculty member)

I have set the paper as per the University norms. I have deleted all the content related to question paper from the computer. I have ensured the difficulty level of question paper is as per University norms. I have ensured that all Course Outcomes are covered in desired proportion.

Name & Signature: _____ Date: _____

2) After assessment of answer scripts (by the Faculty member)

I have crosschecked that all questions are assessed. The award of marks is as per the question paper. All attempted questions have been assigned marks and the totals are correct and have entered into examination software. Question wise marks allotted inside are correctly transferred to the table of marks on the front page of the answer script.

Name & Signature: _____ Date: _____

3) From the examination coordinator:

I have verified the sum of marks on front page and inside the answer paper and it is correct. I have checked that all answers are corrected and marks are allotted to them. I have verified that the marks entered into examination software are correct.

Name & Signature: _____ Date: _____



**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)
MARK LIST FOR TERM END MARKS - EVEN 2024**

Faculty (02) FACULTY OF MANAGEMENT
Institute (0203) SYMBIOSIS CENTRE FOR MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT, PUNE
Programme (020341) MASTER OF BUSINESS ADMINISTRATION
Semester 2
Course (0203410201) BUSINESS RESEARCH METHODS
Component TERM END (MARKS OUT OF 60)
Batch 2023-25

| SEAT NO | Marks | Grade |
|---------|-------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

| SEAT NO | Marks | Grade |
|---------|-------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

| SEAT NO | Marks | Grade |
|---------|-------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Number of Students

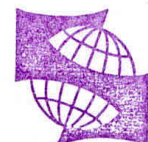
Number of Absent Students

Grade Wise Count : O () A+ () A () B+ () B () C () P () F ()

**Examiner
Name:-**

**Verified by
Name:-**

**Moderator
Name:-**



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SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the U.U. Act, 1956)
 Re-recognized by NAAC with 'A++' Grade (Autonomous Category) - 1 By 2022

HALL TICKET FOR THE EXAMINATION SEMESTER 2 OF LLB

BATCH : 2022-25
 EVEN 2023

SEAT NO. : 455582 PRN : 22010122001
 NAME : YUKTA
 INSTITUTE/DEPARTMENT : 010122 SYMBIOSIS LAW SCHOOL
 CENTRE : PUNE

PHOTO

Candidate is allowed to appear for the following courses :

0201 CIVIL PROCEDURE CODE AND LIMITATION ACT
 0202 CONSTITUTIONAL LAW I
 0203 FAMILY LAW II
 0204 PROPERTY LAW
 0205 PUBLIC INTERNATIONAL LAW
 0206 SPECIAL CONTRACTS
 0207 JUDICIAL PROCESS AND INTERPRETATION OF STATUTES
 0208 LAW OF CRIMES II- CRIMINAL PROCEDURE CODE
 0209 CIVIL LAW PRACTICE
 0210 CRIMINAL LAW PRACTICE
 0211 INTEGRATED DISASTER MANAGEMENT
 0212 FITNESS FOR LIFE
 0214 COPYRIGHT LAW

Seal & Signature
 of Institute/Department
 Authority

Signature of Candidate

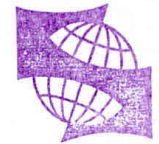
* - NOT ALLOWED TO APPEAR FOR TERM END EXAMINATION OF THE (*) MARKED COURSE (CNG)

NOTE : While appearing for the Examination bring this Hall Ticket.

Candidate will not be allowed to enter the examination hall without this Hall Ticket.

Candidates are requested to note that the name printed on this Hall Ticket will come on University record permanently.
 If there is any change, kindly contact the University within 7 days of receipt of this Hall Ticket.

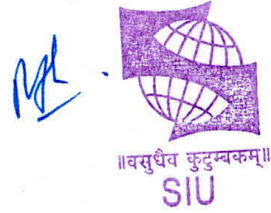
YUKTA



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 SIU

INSTRUCTIONS TO JUNIOR SUPERVISORS

1. Junior supervisors should mention the seat numbers of candidates ' Absent ' and should not simply mention total number of candidates ' Absent '. They should personally check the seat numbers written on the Answer - Scripts by the candidates and ensure that candidates write the correct seat numbers allotted to them by the University.
2. They should ensure to take candidate signature in Column No. 5 corresponding with the Seat No.
3. Whenever there are candidates appearing for more than one course in block, separate Report should be prepared for each course and the total number of the courses should be shown as the total strength of the block.
4. A Nil Report should be prepared and sent to the examiner in case no candidate appears for a course and the seat numbers of candidates who were scheduled to appear for such course should be specifically mentioned in the column No. (1) overleaf.
5. The Junior Supervisors are instructed to see that all the details required under this Report are thoroughly filled and checked. Failure to give the required information will be treated as a lapse on the part of the Junior Supervisors.





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INSTRUCTIONS TO CANDIDATES WHILE ENTERING THE EXAMINATION HALL: -

- 1) Candidates are required to be present at the respective block of examination fifteen minutes before the commencement of examination.
- 2) Candidates are not allowed to enter the Examination Hall after commencement of the examination unless explicitly permitted by the Chief Conductor but not beyond 15 minutes.
- 3) Candidates are not allowed to leave the Examination Hall for the first 30 minutes, after commencement of examination.
- 4) Candidates are forbidden from taking any material into the Examination Hall that can be used for malpractice at the time of examination.
- 5) Candidates are not allowed to carry any electronic devices such as smart phones, smart watches, audio/video players, etc. in the Examination Hall.
- 6) Use of Scientific calculator, electronic dictionaries and similar devices are not allowed unless and until it is explicitly permitted in the concerned question paper.
- 7) The candidates must ensure that nothing is written on any part of the body, clothes and any belongings carried in the Examination Hall.
- 8) It is the responsibility of the candidates to note the examination time table and any changes thereafter, as displayed on the notice boards at the centre of examination.
- 9) Candidates should bring Identity Card as well as Examination Hall Ticket at the time of examination.
- 10) Request for any special concessions such as a change in date or time fixed for the University Examinations shall not be granted for any reasons.
- 11) Candidates should bring their own pen, pencil, scale and water bottle.
- 12) Candidates should write answers in BLUE/BLACK ink only. Use of Pencil and other colours are permitted only in case of diagrams, graphs etc. Answer Scripts written with pencil or ink of other colours will not be evaluated.
- 13) Candidates are not allowed to carry answer script/s or supplement/s written in or blank while leaving the Examination Hall.
- 14) Candidates are not allowed to communicate in any manner with any other candidates in the examination hall while the examination is in progress.
- 15) Candidates should not write anything on the question paper.
- 16) Candidates are required to follow the instruction/s given by the Senior/Junior Supervisor.
- 17) Candidates should not behave in rude OR disobedient manner with any staff during the examination.



EXTERNAL COMPUTER BASED EXAMINATION GUIDELINES

Computer based examination - An examination conducted in Computer Lab where in a software/set of software is used as a tool to solve the questions given in the examination. The answers of the examination may be saved as softcopy or written on sheet of paper for assessment. The assessment in such cases will happen immediately/later based on the submissions by the student.

PRE-EXAMINATION GUIDELINES

1. The faculty should intimate the constituent's examination department if he/she prefer to conduct computer-based examination and the required software should be clearly written in the assessment pattern submitted by the individual faculty before the course commencement.
2. Institute should communicate to SIU regarding the courses for which external computer-based examination have/need to be conducted.
3. Question papers and answer keys should be submitted to SIU in advance in hardcopy/CD
4. Depending on the strength of the students enough number of question paper sets (at least one set per batch of 40 students) to be prepared.

CONDUCT OF EXAMINATION

1. Computer based Exams should be conducted at the Constituent's Computer / IT resource centres only.
2. Students should not be allowed to give exams using their laptops.
3. The software required for the examination should be the authorized licensed software or open source software only. The cracked version or freeware are not allowed.
4. Students are preferably required to use examination login id created by the constituent.
5. Students are required to report to the IT centre at least 15 minutes before commencement of exam. Late entry of students with permission up to 15 minutes is allowed as per SIU rules.
6. Students should be prohibited from carrying books, notes, slips, reference material, log tables, scribbling pads, cell phones, programmable calculators, portable storage media, electronic and audio/video devices, etc.
7. The access to the student's individual folder and all other common folders in the constituent premises should be blocked during the examination time.
8. The access to internet should be blocked in the academic block to all the students for the period of exam unless it is required for accessing online databases and software packages.
9. Browser will be locked for the duration of the exam and System IP and the common folders should be under continuous observation/monitoring during the examination in order to avoid any kind of malpractice.
10. The question paper should be made accessible 5 minutes before the exam from the common folder which will have only read only access to only those students who are appearing for the exam during that time slot.

OR

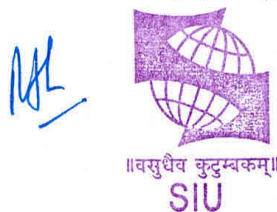
Hardcopy question paper to be distributed



11. Once the exam paper is opened by the students, the exam time starts and logs out on completion of duration of the examination. Subsequently the students should be given an additional 5 minutes to save the work in the examination Login ID created by the constituent at specified location.
12. The Exam Centre Coordinator and the IT staff of the constituent shall inform the exam department/ Admin officer/ senior supervisor immediately in case of Power failure or other technical problems. It is desirable to have UPS/Generator backup.
13. In case of genuine reason like system failure the exam time can be extended for particular student if the technical staff finds it appropriate
14. In case of a fault by the students in cases like intentionally unplugging the System/ Peripherals/ Network etc., time will not be extended and exam will be terminated at the original time only
15. Surveillance through CC Cameras has to be ensured during examination.

POST-EXAMINATION GUIDELINES

1. The rough copies / supplement given to students for any kind of support during the exam should be collected and sent to examination department.
2. The softcopies of the answer sheets should be written on a CD immediately and submitted to the examination department within 15 minutes of respective exam closure. The IT department should verify the Seat Numbers of students present during the examination and also indicate the seat number of students who failed to save the soft copy of the answer sheet. No softcopy to be retained at the constituent level and should be sent to SIU after assessment.
OR
The soft copy answer sheets to be printed and used for assessment and further to be sent to SIU
OR
The answer should be written by students on the given answer sheet and to be submitted for assessment
3. In case of an online database-based exam, the answer sheets should be made secured and made accessible to the faculty only for assessment.
4. There shall be provision of Re-evaluation of computer-based examination and procedure will be as per the SIU re-evaluation rules. The soft copies/hard copies of answer sheets to be shared by SIU with examiner for the same.



विश्वविद्यालय अनुदान आयोग
University Grants Commission

Ministry of Human Resource Development, Government of India

19, Raisinwalla, New Delhi, India - 110002
19 Raisinwalla, New Delhi - 110002

Phone: 011-23101215

e-mail: ugc@ugc.gov.in / ugc@ugc.ac.in

February 2019

डॉ. जी. एस. चौहान
संयुक्त सचिव

Dr. G. S. Chauhan
Joint Secretary

F No 6 2/2013(SCT)

The Registrar
All Universities

Sub - Guidelines for conducting written examination for Persons with Benchmark Disabilities

Sir/Madam

The undersigned is directed to invite your kind attention to this office letter of even number dated 14/01/2019 on the subject mentioned above and to inform that O M No 34-02/2015-DD III dated 29/08/2018 of Ministry of Social Justice & Empowerment Department of Empowerment of Persons with Disabilities New Delhi prescribing the guidelines for conducting written examination for persons with disabilities is amended as under :-

Para XII on page 3 of the above guidelines may be substituted with the following :-

"The word 'extra time or additional time' that is being currently used should be changed to 'compensatory time' and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5."

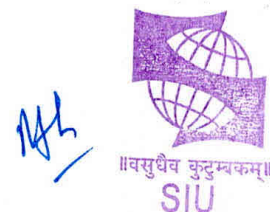
This letter may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours faithfully,

(Dr. G. S. Chauhan)
Joint Secretary

Copy to Shri K. V. S. Rao, Director, Government of India, Ministry of Social Justice & Empowerment Department of Empowerment of Persons With Disabilities (Divyangjan) Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, New Delhi - 110003 With reference to your letter No F 34-02/2015-DD III(Pt) dated 8th February 2019 for information.

(Dr. G. S. Chauhan)
Joint Secretary



IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.



XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&F, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

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ASL



APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs
_____ (name of the candidate with disability), a person
with _____ (nature and percentage of disability as
mentioned in the certificate of disability), S/o/D/o _____,
a resident of _____ (Village/District/State)
and to state that he/she has physical limitation which hampers his/her
writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

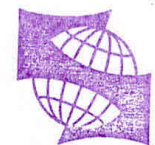
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability
(eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic
specialist/PMR).



Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

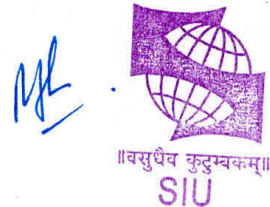
I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:





SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

Report by the Vigilance Squad

(to be submitted by the Convener / Chairman for every visit made to the exam Centre)

| Sr. No. | Name of the Members | Signature | | |
|--|-----------------------|------------------|-------------------|---------------|
| 1) | (Chairman) | | | |
| 2) | (Member) | | | |
| 3) | (Member) | | | |
| Centre visited | | | | |
| Day, Date and Time of visit: | | | | |
| Constituent Name & location: | | | | |
| Person contacted: | | | | |
| Short description of the visit: | | | | |
| | | | | |
| | | | | |
| Documents Verified: | | | | |
| Type of document | Status (please ✓) | Type of document | Status (please ✓) | |
| | NS S G E | | NS S G E | |
| | NS S G E | | NS S G E | |
| Status: | Not Satisfactory (NS) | Satisfactory (S) | Good (G) | Excellent (E) |
| Malpractice Noticed (if any): | | | | |
| | | | | |
| | | | | |
| Suggestions for improvement: | | | | |
| | | | | |
| | | | | |

Signature of the Convener/ Chairman

Signature of the Constituent Director/ Chief Conductor

Date: _____

Place: _____



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

FEEDBACK FOR SHARING ANSWER SCRIPT WITH THE STUDENT

Name of the Candidate : _____ Season : _____
 Name of the Programme : _____ Batch : _____
 Course Name : _____ Semester : _____
 PRN / Seat No. : _____ Date & Time : _____
 Case No. : _____

I, the undersigned student of _____ visited SIU/ Constituent and have seen my answer script as per details above.

Remarks: _____

Yours sincerely,

(Signature of the student)

For Office use only (for examiner)

Name of the Examiner : _____
 Name of the Examiner for Re-evaluation : _____
 Name of the Faculty for Answer script review : _____

| | |
|----------------------------|--|
| Answer Script Review Marks | |
|----------------------------|--|

Remarks: _____

Signature of the Faculty: _____

For Office use only (SIU EXAM)

| Maximum Marks (Out of) | Original Marks | Re-evaluation Marks |
|------------------------|----------------|---------------------|
| | | |

Change in result: - Yes / No

Remark by CoE: _____



Controller of Examinations



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Established under Section 3 of the UGC Act, 1956
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PART - A (STATEMENT OF THE CANDIDATE)

To,
The Controller of Examinations, SIU

I am submitting herewith my statement regarding unfair means/ malpractice in which I am involved. I have read the rules and punishments awarded in this regard. I am aware that the decision of the Authorities is final and binding on me.

| Candidate to tick either of the options given below (✓ only one option. In case of correction, kindly sign for authentication) | |
|--|--|
| I am guilty of being involved in unfair means and shall abide by the decision of the UFM Committee, as per SIU policy | |
| I am not guilty and I wish to present my case before the UFM Committee, in person | |

Signature of the Candidate _____ Date & Time _____ Place _____

PART - B (TO BE FILLED BY THE INVIGILATOR/ JUNIOR SUPERVISOR)

Note: A report in detail, explaining the circumstances, evidences, and the observations must be attached separately.

Sir / Madam,

I _____ the undersigned Junior Supervisor appointed on the above-mentioned block at the examination held at _____ Constituent/ Department hereby making a report against candidate Name: _____ Seat No _____ as follows

| Sr No | Particulars | Kindly tick one or more (as applicable) |
|-------|--------------------------------|---|
| 01 | Possession of copying material | |
| 02 | Actual copying | |
| 03 | Any other | |

(Signature of Jr. Supervisor)

Name _____ Time _____ AM / PM | Date _____ / _____ / _____

PART - C (TO BE FILLED BY THE INTERNAL SENIOR SUPERVISOR)

Note: Details of Seized Material signed by the student to be attached

| | | |
|----------------------------------|--------------------------|-------------------------|
| Name of the Candidate: _____ | PRN _____ | Seat No _____ |
| Sem. _____ | Batch _____ | Season EVEN/ODD _____ |
| Programme _____ | Course _____ | |
| Exam date: _____ / _____ / _____ | Exam Time _____ to _____ | Time of incidence _____ |

I. **Internal Sr. Supervisor remarks:** _____

Name & Signature _____ Date _____ Time _____

II. **External Sr. Supervisor remarks:** _____

Name & Signature _____ Date _____ Time _____

III. **Chief Conductor remarks:** _____

Name & Signature _____ Date _____ Time _____





SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

To,

The Inspector / Sub-Inspector
Police Station _____

Sub.: Complaint against the student for the alleged use of Un-Fair Means at the _____ examination held in the _____

Sir,

On behalf of the Symbiosis International (Deemed University), Lavale - 412115. The _____ examination held in the April/October of 20_____ is conducted in the premises of the _____ Constituent/ University. I have been authorized by the Symbiosis International (Deemed University), Lavale - 412115 vide letter no. _____ dated _____ addressed to the Director by _____ to take action under the provision of Maharashtra Act XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Un-Fair Means at the _____ examination.

1. Name of the Student : _____
2. Examination Seat No. : _____
3. Name of the Constituent through which he/ she appeared for the examination : _____
4. Name of the Course : _____
Date & Time _____
5. Name of the Jr. Supervisor : _____
6. Name of the Sr. Supervisor : _____
Who detected the case.
7. Material found with the Candidate : _____
8. Other Information if any in connection with the case : _____

According to section '7' of the Maharashtra Act XXXI of 1982 – An Act to provide for preventing malpractices at University/ Board and other specified examinations. Shri. / Kum. _____ has committed the offence at the _____ examination and therefore, I lodge a complaint against him/her with the Police Station (_____)

Name of the Police Station

Yours faithfully,

Chief Conductor,

Name of the Centre: _____

Place: _____

Date: _____





SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Established under Section 3 of the UGC Act, 1956
 Re-acc. credited by NMAC with 'A++' Grade | Awarded Category - I by UGC

Report of the course expert

Date: / /

To,
 The Controller of Examinations,
 SIU

I am submitting herewith my report, in the case of unfair means committed by _____,
 Seat No. _____ for the Course _____.

I have checked the evidence; the answer script provided to me and would like to state as under:

- The contents found on the copy material are related to the course : Yes: No:
- The relevant question number/s : _____
- The candidate has copied it in his/her answer script : Yes: No:
- Observations:

I confirm the above details are correct.

Thanks & Regards,

(Signature)

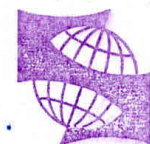
Name: _____

Designation: _____

Email ID: _____

Mobile No.: _____

Handwritten signature



॥ वसुधैव कुटुम्बकम् ॥
 SIU

(On the letter head of the respective constituent)

Disciplinary / Internal Unfair Means Committee Report

Day & Date of the meeting: _____ Time: _____

Venue: _____

A. STUDENT DETAILS:

| | |
|------------------------------|---|
| Name of the Candidate: _____ | PRN: _____ |
| Programme: _____ | Unfair Means resorted course: _____ |
| Seat No.: _____ | Sem.: _____ Batch: _____ Season: EVEN/ODD _____ |
| Date of Exam: ___/___/_____ | Time of Exam: _____ to: _____ Time of Incidence _____ |

B. NATURE OF COMPLAINT:

C. OBSERVATIONS OF THE COMMITTEE:

D. RECOMMENDATION OF THE COMMITTEE:

Name of the memberSignature

- 1)
- 2)
- 3)
- 4)

- Note:
- A written notice to be sent to the student to attend the meeting.
 - The attendance to be recorded.
 - Inform the rules pertaining to unfair means and associated punishments.
 - Statement of the student be taken at the end of the meeting.






SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Established under Section 3 of the U.C.C. Act, 1956.
 Recognized by N.A.A. with 'A' Grade. Awarded Category 'B' by U.C.C.
 The founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. Awarded Padma Bhushan and Padma Shri by President of India.

APPLICATION FOR NOMINATION FOR THE AWARD OF THE GOLD MEDAL

- Note:**
- 1) Student having CGPA more than 7.00 (as applicable) are eligible to apply for this award
 - 2) Mention Achievements during the period of the programme (in Symbiosis).
 - 3) Achievements mentioned not related to the current programme are not considered

PART I : TO BE FILLED BY THE STUDENT

- 1) Name of the Student: _____
- 2) Name of the Constituent, Programme & PRN: _____
- 3) Batch, current Semester: _____
- 4) Exam season & CGPA of last result declared with date of result: _____

A) ACADEMIC ACHIEVEMENTS: (Select from the categories given, attach supporting documents)

1. Participation in Entrepreneurship Activities
2. Participation in case Study Competition outside Symbiosis
3. Participation in Research / Projects
4. Participation in Quiz
5. Participation in Tech Fest.
6. Participation in Student Exchange Programme

B) CO-CURRICULAR ACTIVITIES: (Select from the categories given, attach supporting documents)

1. Participation in Social Activities / Fest
2. Participation in Cultural Activities / Fest
3. Participation in Conferences / Seminars
4. Participation in Creative Activities
5. Participation in Blood Donation Camp
6. Participation in Service Learning Programme
7. Swachh Bharat Abhiyan
8. Elocution competition

C) SPORTS REPRESENTATION AT INTERNATIONAL AND NATIONAL MEET

1. Participation in Inter Institute Sports
2. Participation in Sports Fest

D) ANY OTHER ACHIEVEMENTS (IF ANY):

- 1) _____
- 2) _____
- 3) _____

Signature of the Student: _____

Date: / /

MSL



PART II : TO BE FILLED BY THE CONSTITUENT SCRUTINY COMMITTEE

- 1) Name of the Student: _____
- 2) Name of the Constituent _____
- 3) Programme, Batch & PRN: _____
- 4) Exam season & CGPA of last result declared with date of result: _____

REMARKS:

Tick (✓) appropriate box

- (1) To be kept at the constituent for record. :
- (2) To be forwarded to the University for consideration for Gold Medal due to extraordinary achievements at the constituent level as well as outside the constituent at the National / International level during the tenure of current programme. :

Sign:

Sign:

Sign:

Name:
FACULTY INCHARGE

Name:
DY DIRECTOR

Name:
DIRECTOR

PART III : TO BE FILLED BY THE UNIVERSITY

REMARKS:

Tick (✓) appropriate box

- (1) Forward to Faculty wise Selection Committee :

Name:
CONTROLLER OF EXAMINATIONS

Sign:



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SIU