

**SANSKARAM UNIVERSITY,  
KHERI TALUKA, PATAUDA, JHAJJAR  
(HARYANA)**



**EXAMINATION REGULATIONS 2024**

*[Signature]*  
Registrar  
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Kheri-Taluka, Patauda  
Jhajjar (Haryana) 124108

## PRELIMINARY

### Short Title and Commencement

- (a) These Regulations shall be called the Examination Regulations, 2024.
- (b) They shall come into force for new batches commencing from the Academic Year 2024-25 and onwards.

### Definitions

In these Regulations, unless the context otherwise requires:

- (a) "Academic Calendar" means the schedule of academic and other related activities as approved by the Academic Council;
- (b) "Academic Council" means the Academic Council of the University;
- (c) "Academic Regulations" means the Academic Regulations, 2024 of the University;
- (d) "Academic Term" means the concerned Semester or Summer Term;
- (e) "BOM" means the Board of Management of the University;
- (f) "BOS" means the Board of Studies of a particular Department/Program of the University;
- (g) "COE" means the Controller of Examinations of the University;
- (h) "Clause" means duly numbered Clauses of these Regulations;
- (i) "Course" means, a specific subject usually identified by its Course-number and Course-title, with specified credits and syllabus/Course-description, a set of references, taught by some teacher(s)/Course-instructor(s) to a specific class (group of students) during a specific academic- session/semester;
- (j) "Program Coordinator" means, the teacher/Faculty member who coordinate a particular Program;
- (k) "Dean" means the Dean of the concerned School;
- (l) "Degree Program" includes all Degree Programs offered by the University;
- (m) "Department" means the Department / School offering the concerned Degree program;
- (n) "Examination Centre" means a School or a Department where the University Examinations are conducted;
- (o) "HOD" means the Head of the concerned Department;
- (p) "Program Ordinance and Curriculum" includes the set of Program Structure and Program- Specific Regulations, if any, Course-Structure, Course-Contents/Syllabi, prescribed assessment norms for the Continuous Assessment components, including the End Term Examination component, as applicable and all relevant details pertaining to the delivery of the concerned Courses. Further, the Program Ordinance and Curriculum for the concerned Program shall be recommended by the concerned BOS and approved by the Academic Council;
- (q) "Provisional Degree Certificate (PDC)" is a certificate issued by the University to a student who has successfully completed all the requirements for the award of the concerned Degree as temporary / provisional certificate before the award of the Degree at the Convocation of the University.
- (r) "School" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- (s) "Section" means the duly numbered Section, with Clauses included in that Section, of these Regulations;
- (t) "Sub-Clause" means the duly numbered Sub-Clause of these Regulations;
- (u) "Summer Term" means an additional Academic Term conducted during the summer break (typically in June- July) for internship as per new education policy, with a minimum of thirty (30) Instructional days;
- (v) "University" means Sanskaram University, Jhajjar; and, "Vice Chancellor" means the Vice Chancellor of the University;

## 1 INTRODUCTION

- 1.1 The Examination Regulations, 2024 are applicable to the Batch 2024-25 onwards to Degree Programs of the University. The Examination Regulations, 2024 and any amendments made therein shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.

## 2 UNIVERSITY EXAMINATIONS

- 2.1 The University Examinations for all Programs of study shall be conducted in accordance with the guidelines framed from time to time by the Academic Council, and; as prescribed by the Academic Regulations, the Program Ordinance and Curriculum, and the Examination Regulations of the University made in this regard.

### 2.2 End Term Examinations:

- 2.2.1 End Term Examination is the final examination component of the Continuous Assessments of a Course, as prescribed by the concerned Program Ordinance and conducted at the end of the Semester. Further, the details of the duration of the End Term Examination, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned School/Programme ordinance.
- 2.2.2 The dates for the End Term Examinations shall be published in the Academic Calendar of the University, or as per the University Notifications to this effect.
- 2.2.3 An End Term Examination of a Course is a written examination conducted at specified examination centers / examination halls of the University, on the specified dates and times.
- 2.2.4 The Controller of Examination shall be responsible for the administration for the End Term Examination of the University.
- 2.2.5 The detailed schedule for the End Term Examination Conducted at the end of a Semester shall be published / announced by the Controller of Examination (COE) at least 01 (one) calendar month before the scheduled date of Examinations.

### 2.3 Continuous Assessment Test (CAT):

- 2.3.1 CAT for a Course is a component of the Continuous Assessments as prescribed by the concerned Program Ordinance. Further, the details of the duration of the CAT, total marks and weightage in terms of percentage of the total of evaluation components shall be as specified in the concerned Program ordinance, and/or the concerned Course ordinance.
- 2.3.2 The dates for the CAT, as applicable, shall be published in the Academic Calendar of the University, or the University Notification to this effect.
- 2.3.3 The CAT of a Course is a written examination conducted at specified examination halls of the University, on the specified dates and times.
- 2.3.4 The CAT of an Academic Term shall normally be conducted under supervision of Dean Academics and conducted by COE as per ordinance or as per regulatory bodies. CAT practical will also conduct as per regulatory bodies if any. COE will notify about CAT on the dates specified in the Academic Calendar.
- 2.3.5 The detailed schedule of the CAT of an Academic Term shall be published/announced by the COE at least 01(one) calendar week before the scheduled date of Examinations.

### 2.4 Tests:

- 2.4.1 Tests are components of the Continuous Assessments in Courses as prescribed by the School/ Program Ordinance, 2024 of the concerned Program. Further, the details of the duration of Tests, total marks and weightage in terms of percentage

of the total of evaluation components shall be as specified in the concerned Program ordinance and/or as per school ordinance.

### **2.5 End Term Final Practical Examinations:**

- 2.5.1 End Term Final Practical Examinations for Practical/Laboratory Courses is the final examination component of Continuous Assessment of the concerned Practical/Laboratory Course, as prescribed by the concerned Program Ordinance, conducted typically at the end of the Semester. Further, the details of the duration of the Examinations, total marks and weightage in terms of percentage of the total of the components of Continuous Assessment shall be as specified in the concerned Program Ordinance and/or the concerned school ordinance.
- 2.5.2 The detailed list of batches of students for practical Examinations and corresponding internal examiners shall be approved by the HOD/Dean concerned and a copy of the same communicated to the COE.
- 2.5.3 The detailed schedule of the End Term Final Practical Examinations shall be published by the COE in consultation with concerned HOD(s)/ Dean(s) at least two (02) calendar weeks before the commencement of the Practical Examinations.
- 2.5.4 End Term Final Practical Examinations shall be conducted by the concerned Dean(s)/HOD(s) concerned in the respective School(s)/ Department(s).
- 2.5.5 The compilation and tabulation of marks, and the Grades awarded for all the students for each Practical Examination for the specific Program shall be done by the HOD/Dean of the concerned Department/School concerned and forwarded to the COE.
- 2.5.6 The Practical Examination Records, files, and such other materials pertaining to Practical Examinations shall be preserved in the School/Department concerned, until the completion of the review process.

### **2.6 Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations:**

- 2.6.1 Project Work/Internship/Dissertation/Viva-Voce/Jury Examinations for such practical/skill-based Courses is the comprehensive examination component (conducted typically at the end of the concerned Academic Term) of Continuous Assessment of the concerned Course, as prescribed by the concerned Program ordinance, and/or the concerned School ordinance.
- 2.6.2 These Examinations shall be conducted by a Committee constituted by the Dean/HOD of the School/Department concerned, with due approval of Dean Academics.
- 2.6.3 The compilation and tabulation of marks, and, the Grades awarded for the concerned students for the concerned examination, shall be done by the Dean/HOD of the School/Department concerned and forwarded to the COE.
- 2.6.4 The Project/Dissertation Reports, Models and such other materials pertaining to these Courses/Examinations shall be preserved in the School/ Department concerned, until the completion of the review process.

## **3 OTHER COMPONENTS OF CONTINUOUS ASSESSMENT**

- 3.1 All other components of Continuous Assessments, other than the examinations mentioned in Clauses 2.2 to 2.6, prescribed in the concerned Program Ordinance, shall be approved and supervised by the concerned Department/School Academic Committee.
  - 3.1.1 Further, all such components of Continuous Assessments with respect to a particular Course, shall be conducted by the respective Course Coordinator, in accordance with the specified details of the type of assessment, the marks assigned to each component and weightage in terms of percentage of the total of the components of Continuous Assessment as prescribed in the concerned

Program ordinance (as per the requirements of the Academic Regulations, 2024 and the concerned School Ordinance, 2024).

- 3.1.2 The concerned Dean/HOD shall ensure that these components of Continuous Assessments are conducted as prescribed in the concerned program ordinance.
- 3.1.3 Further, the Dean shall arrange for the collation and consolidation of all marks pertaining to the Continuous Assessments for all Courses pertaining to a Program of study and submit the consolidated/tabulated marks sheets of Continuous Assessments to the COE before the commencement of the End Term Examinations.

#### **4. CONTROLLER OF EXAMINATION**

- 4.1 The Controller of Examinations shall be the Principal Officer for conducting the Examinations of the University and declaring the results. The powers and duties of the Controller of Examinations are as provisioned and prescribed in the Statutes.
- 4.2 The Controller of Examinations (COE), in consultation with the Dean Academics/HOD(s)/Dean(s) of Schools and with approval of the Vice Chancellor, shall prepare and publish a schedule of Examinations for each Program of study conducted by the University.
- 4.3 The COE will be responsible for conducting the evaluation of the Answer Books of the End Term Examinations and declaring the results of the End Term Examinations of the University.
- 4.4 The Controller of Examinations of the University shall maintain the panel of Question Paper Setters, Jury Members, Internal and External Examiners for each Course of the concerned Program of study, as recommended by the concerned Program BOS.

#### **5 CONDUCT OF UNIVERSITY EXAMINATIONS**

- 5.1 Conduct of Examinations shall be as per the stipulated guidelines and notifications issued by the University from time to time.
- 5.2 The COE shall prepare and notify the guidelines, duly approved by the Vice Chancellor, to the students to ensure smooth conduct of the Examinations and prevention of Unfair Means and Malpractices in the University Examinations.
- 5.3 The COE shall also prepare and notify guidelines, duly approved by the Vice Chancellor, to all the University Faculty members and staff engaged in the University Examinations and related activities, to ensure smooth conduct of the University Examinations.

#### **6 APOINTMENT OF QUESTION PAPER SETTERS AND EXAMINERS**

- 6.1 Appointment of a Faculty member as a question paper setter, examiner, moderator, invigilator and other works related to University Examinations shall be binding on the faculty member.
- 6.2 Question Paper Setters and Examiners shall be appointed by the COE, upon the recommendations of the concerned School BOS.
- 6.3 Appointment of External Examiners:  
Faculty members from other Institutions / Universities shall be appointed as Question Paper Setters and Examiners by the COE, upon the recommendations of the concerned School BOS. The COE, shall appoint External Examiners up to 10% of the total examiners in the concerned Semester Examiners.
- 6.4 The COE shall communicate the appointment of Question Paper Setters and Examiners to all concerned, along with the specific guidelines related to setting of Questions Paper/evaluation of Answer Books, and, pertaining to any other assignments, as applicable.
- 6.5 The paper setters/examiners shall be required to maintain complete confidentiality regarding their appointment as paper setter/examiner and confidentiality shall be maintained while preparing and submitting the question papers. Further the examiners

shall maintain confidentiality regarding marks awarded by them and any other work related to conduct of university examinations.

- 6.6 Copyright of any question paper set by an examiner shall vest with the University only.
- 6.7 Answer books shall be evaluated by Examiners from the list of Internal and External Examiners appointed by the COE, on the recommendation of concerned School BOS.
- 6.8 No person should accept the appointment as Paper Setter/Examiner, if his/her near relations are pursuing study in the University in the concerned Semester of the Program. Each paper setter / examiner will have to sign a declaration to this effect, in a prescribed format.

## **7 EVALUATION OF ANSWER BOOKS**

- 7.1 There shall be centralized evaluation of Answer Books of the End Term Examinations.
- 7.2 Schedules for centralized evaluation of Answer Books shall be notified by the COE after due approval of the Vice Chancellor in consultation with Dean Academics.
- 7.3 The Answer Books of the End Term Examinations shall be kept in safe custody at the Evaluation Centre(s) and the examination department will issue the answer books to the examiners on the dates specified by the COE.
- 7.4 All evaluation work shall be completed by Examiners in the assigned Evaluation Centre(s) only. Answer books assigned to the Examiners shall not be taken out of the Evaluation Centre(s) under any circumstances whatsoever.
- 7.5 The Evaluation work shall be completed by all assigned examiners within the specified dates.

## **8 TABULATION OF MARKS**

- 8.1 Tabulation shall be done by the COE office under supervision of COE, which shall be a record of the marks scored by a student in all components of assessment in all Courses registered by the student in the concerned Semester, and Summer Term, if applicable.
- 8.2 The COE may assign scrutinizers/verifiers to ensure the tabulation work is conducted accurately.
- 8.3 The tabulation and scrutinizing/verification work shall be done using the authorized software provided by the University.
- 8.4 The COE shall arrange to compile, maintain and secure all the consolidated Tabulation Records pertaining to every Semester (and Summer Term, where applicable) of a Program of study.
- 8.5 The COE shall ensure the safe storage of the Tabulation Records and all data related to Examinations as permanent records of the University.

## **9 GRADING**

- 9.1 The academic performance evaluation and grading system followed by the University is detailed in Sections 8.0 and 9.0 of the Academic Regulations, 2024.
- 9.2 Grades are awarded for each Course considering the performance of the entire class of students registered in the concerned Course taking into account the total marks obtained in all components of assessment as prescribed by the concerned Program Ordinance.
- 9.3 The University follows a system of Relative Grading.
- 9.4 Further, the criteria to award the highest grade "O" and to declare an "F" grade in a Course are specified in Clause 8.5 and 8.6, respectively, of the Academic Regulations, 2024.
- 9.5 The COE shall convene a Grading Review Committee for each School/Department, consisting of the concerned Deans/HODs, one senior Professor/Faculty members from the concerned School / Department. The Grading Review Committee(s) shall be chaired by the Vice Chancellor, or a nominee of the Vice Chancellor. The Grading Review Committee shall review the Grading process and Grades awarded and recommend approval of the final Grades for declaration of the results.

## 10 DECLARATION OF RESULTS

10.1 On the recommendations of all the Grading Review Committee(s) (of all Schools/Departments) the Vice Chancellor, shall approve the declaration of the Examination Results.

10.2 The University Examination results shall be declared on the dates specified in the Academic Calendar or the Notification issued by the University to this effect.

10.3 The Grade Cards (refer Clause 8.3 of the Academic Regulations) shall be issued to the students by the Examination Department on the dates announced by the COE. A soft copy of the provisional Grade Card shall be issued to the student after the announcement of the results of the End Term Examinations at the end of an Academic Term. A printed Grade Card shall be issued to the students within three (03) months after the announcement of the concerned results.

### 10.4 National Academic Depository (NAD):

As per the directives of the UGC, digitized grade cards, provisional degree certificates, degree certificates, etc., shall be stored in digital depository of National Academic Depository (NAD). These grade cards shall be uploaded within three (03) months of the announcement of the concerned examination results. Any verifying agency, academic institutions and the graduated students can verify and download the Grade Cards / Certificates at any time.

### 10.5 Issue of Duplicate Grade Cards / Provisional Degree Certificate (PDC)/ Degree Certificate:

In the case of loss of the Original Grade Cards / PDC / Degree Certificate, etc., the student who wishes to apply for the issue of a duplicate Grade Cards / PDC / Degree Certificate, etc., must submit a written application in person with the following documents:

10.5.1 Original Copy of FIR (First Information Report) filed with Police intimating the loss of the Grade Card/ Certificate, etc., OR Lost Article Report digitally signed by the Commissioner of Police or any police authority and the full sheet of the newspaper in which the notification regarding the loss of the Certificate is published.

10.5.2 A non-traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with seal (from the area in which the candidate lost the certificate) by mentioning crime and occurrence sheet number and date OR Notarised Affidavit by the student that non-traceable certificate not issued by the Police official.

10.5.3 An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the First-Class Magistrate / Notary public with an undertaking to return the duplicate Grade Card / Certificate in the case the original degree is found.

10.5.4 The student must pay the prescribed fees as fixed by the University from time to time. The receipt of the payment of the prescribed fees should be attached with the application.

10.5.5 The University will send duplicate Grade Cards / PDC / Degree Certificate, etc., at the communication address provided by the concerned student (in the application for the duplicate certificate) or the student may collect the duplicate certificates in person from the University upon receiving communication from the University.

10.5.6 The minimum processing period for issue of the duplicate Grade Cards / PDC / Degree Certificate, etc., shall be two (02) weeks from the date of application.

### 10.6 Percentage Equivalence of CGPA:

Under the University grading system, there is no direct equivalence of CGPA to percentage of marks. However, on a written request from a student, especially for the purpose of application for Higher Education, Competitive Examinations conducted by the government bodies, and, placement in companies, the University shall issue direct equivalence of CGPA to percentage marks as per the University norms, from time to time.

## 10.7 Issue of Transcripts:

- 10.7.1 An official Transcript is the University's certified statement of a student's academic record, which is a record of all the courses, registered, all grades received, CGPA and degree conferred, if applicable. The Transcript is issued under the seal of University and the signatures of the Controller of Examinations and the Registrar of the University after the payment of prescribed fee.
- 10.7.2 A student may apply for the issue of transcripts for the following purposes:
- Application for the Higher Education
  - Competitive Examinations
  - Placements
- 10.7.3 The student must submit the proof of the purpose (mentioned in the Sub-Clause 10.7.2, 10.7.3 and 10.7.4 are satisfied.) Shall be minimum of two (02) weeks from the date of application.

## 11 REMUNERATION / HONORARIUM FOR EXAMINATIONS

- 11.1 The Controller of examination, with the consent of Board of Management (BOM), may from time to time decide the remuneration for the external paper setters, moderators and examiners.
- 11.2 The examination related duties shall, however, be mandatory for the University Faculty members and staff members, and no remuneration shall be paid to them under ordinary circumstances.

## 12 MODERATION BOARD (QUESTION PAPERS) AND MODERATION GUIDELINES (EVALUATION)

- 12.1 The Chairperson, Board of Examination shall appoint, as applicable, the "Moderation Board" for the purpose of moderation of question papers of the End Term Examinations shall be constituted for each School or Department with the following members:
- Concerned Dean/HOD – Chairperson of the concerned Moderation Board
  - Two Senior Faculty Members from the concerned School/Department – Members
  - Two External Members
  - COE/Nominee of COE – Convener

The two faculty members are two external members as in points b) and c) above, shall be nominated by the Vice Chancellor, from a panel recommended by the concerned Dean/HOD.

- 12.2 In case, the moderation done (not merely edited) in a question paper is more than 30%, the case shall be reported with full justification to the COE, who in consultation with Dean Academics, shall have the power to change the question paper, if necessary.
- 12.3 Moderation Guidelines (Evaluation)  
Moderation guidelines for passing a Course in the End Term Examinations are prescribed in the following Sub-Clauses:
- 12.4 Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations, to the extent and in the manner given below:  
A Candidate who fails in one or more paper(s)/ subject(s) (Written, Practical, Sessional/ Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/ Sessional(s) of the Paper(s)/ Subject(s) of the examinations, if by the addition of these marks, he/ she passes the examination or is placed in compartment/ re-appear or earn exemption. However, if such a candidate, after ascertaining from the D.M.C./ University Exam Branch that he/ she has been given grace marks, represents against the Grace Marks awarded to him/ her, the same shall be withdrawn and his/ her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the



Controller of Examinations within one month of the dispatch of the Detailed-Marks-Card by the University, after which no request will be entertained.

### 13 UNFAIR MEANS AND MALPRACTICES

13.1 Description of Unfair Means and Malpractices in University Examinations (refer all Clauses of Section 2.0 of these Regulations) and in relation to various other Components of Continuous Assessments (refer Section 3.0 of these Regulations):

Use of Unfair Means and Malpractices shall mean and include any one or more of the following:

- 13.1.1 Being in possession of books, notes, typed sheets or any other material connected or not connected with the Examination;
  - 13.1.2 Writing of any kind on the clothes worn by the student or any part of the body or any such material accessible to the student which may be or intended to be of possible help to the student in the Examination;
  - 13.1.3 Possession of the following banned items in the Examinations halls: Mobile phones, Tablets, iPads, any other electronic gadgets, except the permissible non- programmable Calculators. Possession of any of the above gadgets by a student in the Examination Hall will be considered as an act of Unfair Means. Further, the gadget(s) found in his/her possession shall be confiscated;
  - 13.1.4 Copying or attempting to copy from a student, assisting or attempting to assist another student, getting assistance from another student in the Examination Hall during the Examinations;
  - 13.1.5 Writing the Examination on unauthorized material/answer books;
  - 13.1.6 Smuggling/stealing in/out of the Examination Hall, the answer book/pages of answer book;
  - 13.1.7 Impersonation/deputation of any other person for the Examination;
  - 13.1.8 Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper;
  - 13.1.9 Destroying/defacing or attempting to destroy/deface the Examination Answer Book;
  - 13.1.10 Physically or verbally abusing any Invigilator/Examiner, or other students, or any person connected with the conduct of Examination whether inside or outside the Examination Hall
  - 13.1.11 Misbehaving or indulging in any kind of misbehavior with the Invigilator/Examiner or any other member of the supervisory staff or any official engaged in the University Examinations, or another student inside or outside the Examination Hall, before, during or after the Examination;
  - 13.1.12 Creating disturbance in the Examination Hall or in its vicinity or disrupting the Examination in any manner;
  - 13.1.13 Plagiarism, collusion, copying (completely or partially) records / reports / assignments of other students and cheating of all forms, or assisting/getting assistance from another student (except in cases of group projects or activities); and/or,
  - 13.1.14 Any other case of unfair means/malpractice as may be decided/notified by the University from time to time.
- 13.2 Reporting/Investigating case of Unfair Means and Malpractices in the End Term Examinations and Summer Term Examinations: The Invigilator/Examiner or any other member of the supervisory staff engaged in the examination related work on encountering a prima facie case of Unfair Means/Malpractice in the University Examinations shall report the case to the COE. Further, the guidelines in reporting/investigating cases of Unfair Means/Malpractices are provided in the following Sub-Clauses:

- 13.2.1 The Invigilator shall confiscate the Answer Book of the student found engaging in Unfair Means and Malpractices (as described in Section 14.0) and all the unauthorized materials, notes, etc., used by the student. The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.
- 13.2.2 In case of a practical examination, the examiner shall confiscate the practical examination answer book, the unauthorized materials, notes, etc., used by the student. The Examiner may allow the student to continue the Practical examination with a different set of practical/laboratory questions/assignments, as applicable.
- 13.2.3 The Invigilator/Examiner shall record the Unfair Means/Malpractice case in the UFM/UMC Performa and report the same to the Centre Superintend, if any, or the COE for further action. The Centre Superintend shall report the matter to the COE.
- 13.2.4 The COE shall examine the report and evidence and make his/her report on the matter to be placed before the Unfair Means and Malpractices Committee (UMMC), (refer Annexure A of these Regulations).
- 13.2.5 The COE shall summon the accused student(s) to submit a written statement and appear before the UMMC on the date and time as notified by the COE.
- 13.2.6 If the student fails to appear before UMMC; the case will be dealt with ex-parte.
- 13.2.7 The UMMC may recommend one or more of the following penalties to be imposed on students(s) declared guilty of using Unfair Means and Malpractices in the University Examinations:
- 13.2.7.1 Declare "F" Grade in the concerned Course; cancellation of all examination of all courses
- 13.2.7.2 Rustication for one (01) Semester/Academic Year;
- 13.2.7.3 Expulsion from the University;
- 13.2.7.4 Handing over the case to the Police if it is found that a criminal offence is involved; and/or
- 13.2.7.5 Any other action as deemed fit by the UMMC.
- 13.2.8 The recommendation of the UMMC shall be placed before the Chairperson, BOE for approval.
- 13.2.9 The decision of the Chairperson, BOE shall be final and binding.
- 13.3 Reporting/Investigating case of Unfair Means and Malpractices in CAT Examinations, Tests and various other components of Continuous Assessments: Faculty member(s), Invigilators, Examiners, or any other member of the supervisory staff engaged in the examination related work, on encountering a prima facie case of Unfair Means/Malpractice, shall follow the guidelines for reporting/investigating cases of Unfair Means/Malpractices as provided in the following Sub-Clauses:
- 13.3.1 The Invigilator shall confiscate the Answer Book of the student found engaging in Unfair Means and Malpractices (as described in Section 14.0) and all the unauthorized materials, notes, etc., used by the student. The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.
- 13.3.2 The Invigilator shall report the Unfair Means/Malpractice case to COE for further action.
- 13.3.3 COE shall enquire into the incident along with the concerned invigilator(s)/Faculty member(s) and student(s) and take any of the following actions based on the nature of the unfair means/malpractice:
- 13.3.3.1 Zero (0) marks is given in the concerned component of assessment; or,
- 13.3.3.2 Impose a condition that the student(s) guilty of using unfair means shall not be awarded a grade higher than "D" in the concerned Course, irrespective of the overall performance of the concerned student(s).

**14 MISCELLANEOUS**

- 14.1 The Board of Examinations shall have the power to annul a particular Test, CAT, End Term Examination or Summer Term Examination on a prima facie evidence of malpractice, violation of secrecy/confidentiality in the question paper setting process and/or conduct of the concerned Test/CAT /End Term Examination/ Summer Term Examination. The BOE shall order a re-examination in the concerned Test / Mid Term / End Term Examination.
- 14.2 If the result of the examination has been declared, and it is found that such result has been affected by any error, malpractice or any other sufficient cause, the COE in consultation with Dean Academics and with approval of Vice Chancellor shall have power to amend the result and declare the modified/rectified result.
- 14.3 COE shall have the power to quash or rectify the result of a student (even after it has been declared) if it is found that the concerned student was not eligible to appear at the examination, or the concerned student used unfair means in the examination.
- 14.4 The End Term Examination/Summer Term Examination answer books will be preserved for a period of two years from the date of declaration of the results after which the answer books shall be shredded and disposed of by the Examination Department with prior approval of the Vice Chancellor.

**15 POWER TO REVISE, MODIFY, AMEND**

- 15.1 The Academic Council has the right to revise, amend or modify any of the above Regulations from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
- 15.2 In case of a dispute, the decision of the Academic Council will be final and binding.
- 15.3 In case of difficulty in application of any of the Clauses of the Regulations specified above, the Vice Chancellor shall have the powers to amend/modify/remove the difficulty in the relevant Regulation.

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**ANNEXURE A  
UNFAIR MEANS AND MALPRACTICES COMMITTEE (UMMC)**


- A. The Unfair Means and Malpractices Committee (UMMC) shall be appointed by the Chairperson, BOE, on the recommendations of the Controller of Examinations.
- B. UMMC shall investigate the specific case(s) of Unfair Means and Malpractices reported in the University Examinations and submitted its report and recommendations regarding the penalty to be imposed on the student(s) guilty of using Unfair Means and Malpractices in the University Examinations.
- C. There may be more than one UMMC, with each UMMC assigned different cases, as applicable.
- D. The UMMC shall have the following constitution:

Members	Designation	Remarks
Chairperson	Dean of a School	Ex Officio
Member (02)	Faculty Members	Recommended by the COE
Member Secretary	Faculty/Staff Member	Recommended by the COE

(a) The tenure of the UMMC shall be for the entire duration of the University Examinations for that particular Semester/Summer Term, if applicable.

(b) The Chairperson may invite more members, if necessary.

(c) The quorum for each meeting shall be three (03).

  
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