# VELS

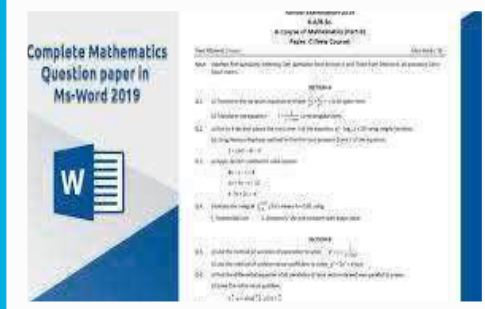


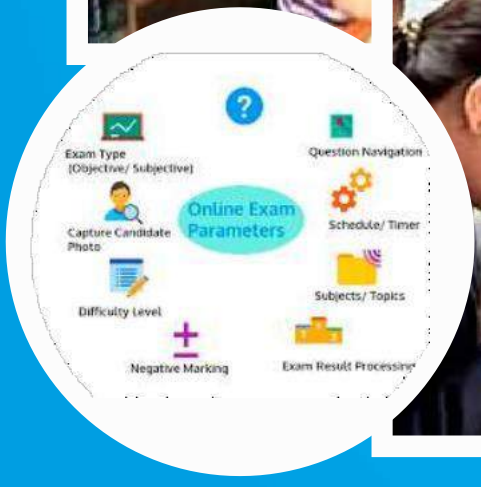
INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM - CHENNAI
ACCREDITED BY NAAC WITH 'A' GRADE
Marching Beyond 30 Years Successfully

# EXAMINATION POLICIES AND PROCEDURES

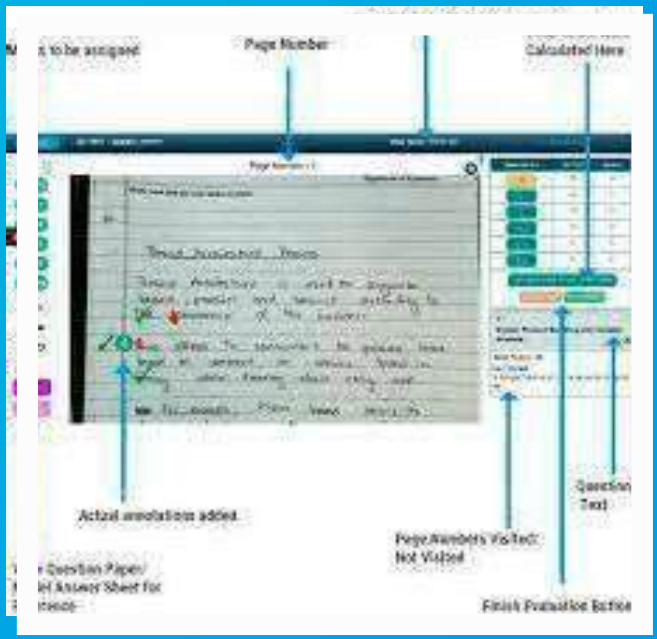










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INSTITUTION WITH UGC 12B STATUS

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

# EXAMINATION POLICIES AND PROCEDURES


**Prepared by:**
Dr. A. Udhayakumar, Controller of Examinations
Dr. M. Chandrasekaran, Dean (Academic Courses)
Dr. S. Jerrita, Associate Director(Academic Courses)

**Inputs by:**
Dr. S. Arun, Director, IQAC



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# INDEX


| S. NO. | CONTENT | PAGE NO. |
|---|---|---|
| 1. | INTRODUCTION | 1 |
| 2. | OBJECTIVES | 1 |
| 3. | EXAMINATION SYSTEM | 2 |
| | 3.1 Pre - Examination Process | 2 |
| | 3.2 Examination Process | 5 |
| | 3.3 Post - Examination Process | 7 |
| 4. | BYE LAWS | 8 |
| | 4.1 Continuous Internal Assessment | 9 |
| | 4.2 Policy for Appointment of Question Paper Setters and Examiners for Valuation | 11 |
| | 4.3 Question Bank | 12 |
| | 4.4 Question Paper Scrutiny Policy | 13 |
| | 4.5 Conduct of End Semester Examinations | 15 |
| | 4.6 Evaluation | 18 |
| | 4.7. Result Processing | 21 |
| | 4.8. Result Passing Board | 22 |
| | 4.9. Publication of Results | 23 |
| | 4.10. Revaluation | 27 |
| | 4.11. Supplementary Examination | 27 |
| | 4.12. Examination Grievance Redressal Mechanism | 28 |
| | 4.13. Academic Transcripts To Students | 28 |
| | 4.14. Genuineness Of Certificate Verification | 28 |
| | 4.15. Duplicate Certificate | 28 |
| | 4.16. Retention Policy For Used Stationery Items | 28 |

| S. NO. | CONTENT | PAGE NO. |
|---|---|---|
| 5. | IT INTEGRATION IN THE EXAMINATION MANAGEMENT SYSTEM - AN OVERVIEW | 30 |
| 6. | ONLINE EXAMINATIONS | 31 |
| | ANNEXURE I | 34 |
| | ANNEXURE II | 36 |
| | ANNEXURE III | 38 |
| | ANNEXURE IV | 41 |
| | ANNEXURE V | 43 |
| | ANNEXURE VI | 44 |
| | ANNEXURE VII | 46 |
| | ANNEXURE VIII | 49 |
| | ANNEXURE IX | 51 |

# 1. INTRODUCTION

As the globalization is taking place, it becomes imperative to build the examination system in such a way that the students are capable of reaching out to the entire world. The growth in economy at an accelerated growth also requires human resources to keep up to the momentum and pace of change and growth. The real challenge lies in giving the right knowledge and evaluating the same so as to create a skilled resource of young population. The focus of the university should be on excellence and employability. A strong Teaching and Evaluation system should be there in place which can take care of the needs of students and maintain the quality of imparting education and evaluating the same.

Since there is a need to assess application skills or skills such as analysis, creation, evaluation etc., the evaluation system needs to be reformed as per the new requirements so as to ensure credibility and the outcome of the assessment system.

# 2. OBJECTIVES

The conduct of examinations and declaration of results within the stipulated time is the major activity of the Office of the Controller of Examinations. It is of paramount importance that these examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all policies and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Examination Policies and Procedures Manual is an effort in that direction. The VISTAS examination policy outlines the rules, procedures, and guidelines governing the conduct of examinations within the institution. It serves as a comprehensive document that ensures fairness, integrity, and consistency in the examination process. The key objectives of the examination policy include:

a) To maintain the integrity of the process used to evaluate the test-taking performance of students.

b) To keep everyone informed about the rules, examination procedures, and grading system.

To ensure the policies stay relevant and effective, this manual undergoes periodic review by Internal Quality Assurance Cell (IQAC).

# 3. EXAMINATION SYSTEM

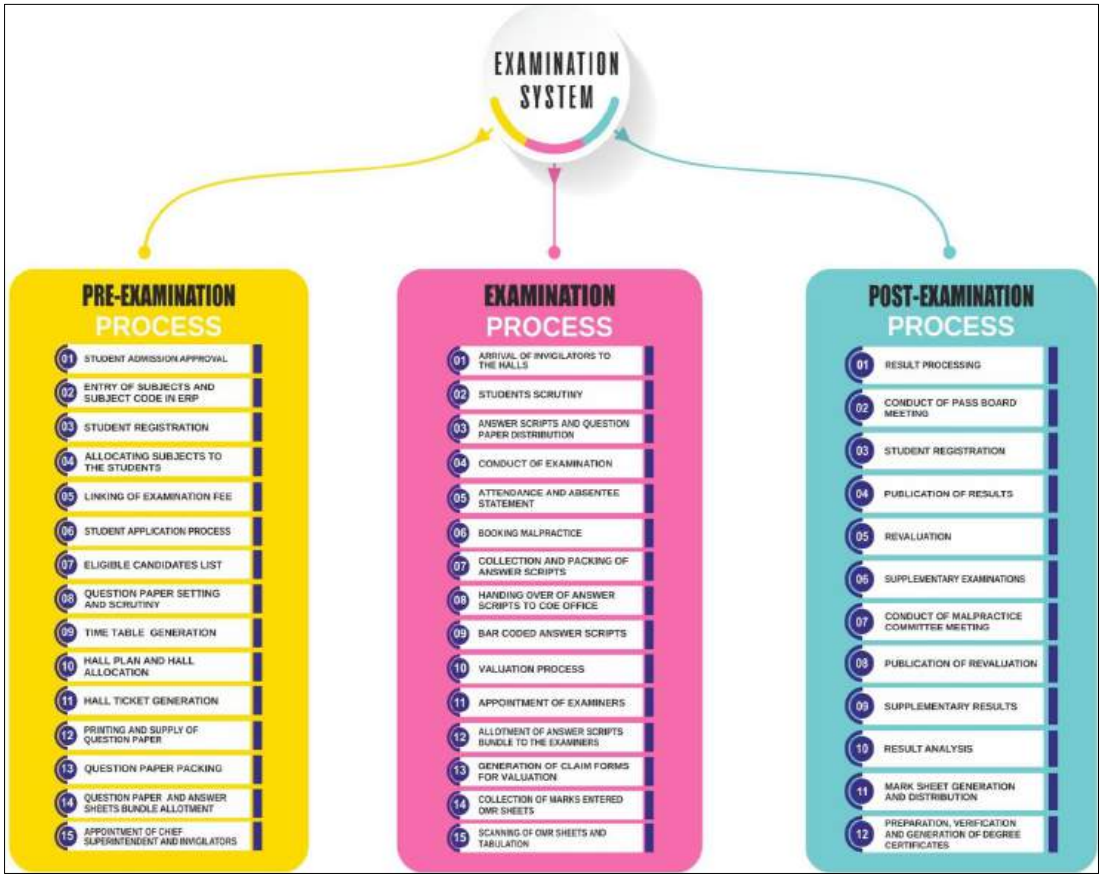



*Figure 1: Examination Process*

## 3.1 PRE - EXAMINATION PROCESS

### *Student Admission Approval*

The students admitted for the various programmes are authenticated through e-Varisty, Examination Automation System (EAS).

### *Entry Of Subjects and Subject Code in ERP*

Program wise courses-Subject codes are allotted for all the theory subjects, practicals and dissertation prescribed in the syllabus for each programme, with details of credit and marks allotted.

### *Assigning Registration Numbers*

New registration numbers are allocated to the first year and lateral entry students admitted program wise. For the senior students, the previously allocated registration numbers will be followed.

### *Allocating Subjects to the Students*

The department will map the students to the courses in accordance with the core courses, generic and discipline specific electives chosen by the students. Current and arrear papers will also be mapped by the departments.

### *Linking of Examination Fee*

The details of students are linked with examination fee based on the number of courses they need to appear. Students who paid the appropriate fee are considered eligible to appear the examinations.

### *Student Application Process*

The examination application forms are generated and distributed to the students. The same should be appropriately filled with the corresponding courses and course codes by the students. Further, the COE Office will send the check list of application details for the verification before finalizing the course and course code of the students.

### *Eligible Candidates List*

The program wise lists of eligible candidates are generated by the COE Office.

### *Question Paper Setting and Scrutiny*

The Examiners approved by BoM will be setting the question papers for the various courses. Question paper-setters shall ordinarily be un-connected with the teaching work in respect of the subjects in which they set the question papers. Question papers setters shall be appointed for one year and shall be eligible for re-appointment.

### *Time Table Generation*

The Examination timetable for the various programmes is generated by Examination Automation System.

### *Hall Plan and Hall Allocation*

The date wise strength of students appearing for examination is listed and a Hall plan indicating the details of block, seat number and register number of the students to be accommodated in each hall is generated through the Examination Automation System.

### *Hall Ticket Generation*

The Hall tickets for all the students who are appearing for the examination is generated by Examination Automation System. It includes the photo identity of students along with the venue for each examination.

### *Printing and Supply of Question Paper*

The scrutinized question papers for the various courses are printed and confidentiality is maintained.

### *Question Paper Packing*

The printed question papers are well packed and sealed in COE's Office.

### *Question Paper and Answer Sheets Bundle Allotment*

The sealed question papers and answer scripts are segregated and bundled for each of the examination hall based on the prepared Hall plan and allocation.

### *Appointment of Chief Superintendent and Invigilators*

The Chief Superintendent to oversee the conduct of examination is appointed by the COE. The Chief Superintendent prepares and appoints the invigilators of the various examination halls based on the hall plan and allocation.

## 3.2 EXAMINATION PROCESS

### *Arrival of Invigilators to the Halls*

The invigilators report at the examination office of the Chief Superintendent and collect the packets that contain corresponding question papers and answers sheets for their hall. They arrive the allocated examination hall on time.

### *Students Scrutiny*

The invigilators scrutinize the students entering the examination hall with their ID Cards and Hall tickets. The students are instructed not to carry mobile phones or any gadgets and printed or written materials inside the examination hall. The students will also be warned to avoid any sort of malpractices.

### *Answer Scripts and Question Paper Distribution*

The invigilators first distribute the answer scripts to the students and instruct them to carefully fill the code sheet. The same will also be verified by the invigilators. Later the question papers will be distributed to the students.

### *Holding of Examination*

The examination is conducted by the invigilators diligently.

### *Attendance and Absentee Statement*

The attendance sheet is signed by the students in each examination hall. The same including the statement of absentees are collected and submitted to the examination office.

### *Booking Malpractice*

The invigilators and examination flying squad on duty will book any identified case of malpractice during the examination. Further the enquiry and other corresponding actions will be taken on the involved student.

### *Collection and Packing of Answer Scripts*

The answer scripts are collected on time from the students and packed in the corresponding packets. The same is submitted by the invigilators to the Examination office.

### *Handling Answer Scripts to COE Office*

The Chief Superintendent handles all the collected answer sheets for further processing to the COE's office on the same day.

### *Coding of Answer Scripts*

Dummy numbers are generated and mapped with the Students' Register numbers.

### *Appointment of Examiners for Valuation*

The examiners approved by BOM will be appointed to evaluate the answer scripts for the various courses. Single external valuation is done for all UG& PG courses.

### *Allotment of Answer Bundle to the Examiners*

The bundles of answer scripts that will be evaluated by the examiners are allocated correspondingly. Claim forms for the examiners evaluating the papers will also be generated through the Examination Automation System (EAS).

### *Collection of Marks Entered OMR Sheets*

The examiners will fill the marks in the OMR sheets and the marks entered OMR sheets will be submitted by the examiners to the COEs office.

### *Scanning of OMR Sheets and Tabulation*

All the collected OMR Sheets will be scanned and the marks of the written examination will be tabulated.

## 3.3 POST - EXAMINATION PROCESS

### *Result Processing*

The internal marks of the students will be imported. The same will be merged with the external marks obtained from evaluation. Both these marks will be cumulated to generate the total marks for all the students

### *Conduct of Pass Board Meeting*

Examiners shall be constituted in to Boards and Each Board will have a Chairman appointed by the BoM. The pass board analyses the marks, requests for moderation if needed and approves the publication of results.

### *Publication of Results*

The results of the semester examinations will be published in the VISTAS website within 15 days since the last day of the examination.

### *Revaluation of Answer Scripts*

Revaluation of answer scripts for the current semester is permissible for all UG, PG and Professional courses. The students have to apply for revaluation in the prescribed format within 10 days from the date of publication of results along with prescribed fees. Photocopy of the answer papers will be given on demand and on payment of prescribed fees approved by BoM from time to time.

### *Supplementary Examinations*

A supplementary Examination will be conducted during the month of July/August for the final semester students who have failed in one or two subjects so as to enable the students to qualify for the course to get their degrees instead of waiting for another six months (i.e., till December) to appear for the failed subjects.

### *Conduct of Malpractice Committee Meeting*

If any student indulges to commit mal practice in the University Examinations, it will be reported by the Chief Superintendent to the Controller of Examinations along with proper evidence.

The Malpractice enquiry committee shall enquire about all such cases by interacting with the concerned student/parent and necessary punishment shall be imposed on him/her based on the recommendation of the committee as per the regulations (ANNEXURE IX).

### *Publication of Revaluation and Supplementary Results*

The results of supplementary examination/ revaluation/ withheld students are published as per the schedule.

### *Result Analysis*

The results will be analysed by the departments and the COE office for remedial measures.

### *Mark Sheet Generation and Distribution*

The statement of marks for UG, PG and professional courses will be issued to the students on par with the International standard incorporating Weighted Average Marks (WAM) and Grade Point Average (GPA) for each semester.

### *Preparation, Verification and Generation of Class and Degree Certificates*

For end semester students, the class will be generated depending on the cumulative marks. The provisional and degree certificates will be prepared, verified, designed and printed for distribution.

## 4. BYE LAWS

### To Conduct Examination, Appointment of Examiner and approval and publication of results thereof:

The University follows semester pattern with Choice Based Credit System (CBCS). The undergraduate courses are of 6 semesters except for Engineering, B.Pharm and BPT which will have 8 semesters and postgraduate courses are for a normal duration of 4 semesters. Both Pharm.D. and Pharm.D. (Post Baccalaureate) are non-semester pattern as prescribed by the Pharmacy Council of India and duration of the courses are 6 years and 3 years respectively. Every semester will have

90 working days or 450 contact hours. Each course is assigned a specific number of choice based credits and the number of credits to be assigned to the course is determined by the concerned Board of Studies of the Schools.

The students have to earn minimum credits assigned by the Boards of Studies to become eligible for the award of the degree. Students of all Under-Graduate and Post-Graduate courses are to undergo a course in communication skill and MBA students shall undergo 4 to 6 weeks internship during the summer vacation of the I year (after II semester) and earn 2 credits. All the PG courses will have a Project work in their final semesters and students have to earn the number of credits prescribed for by the Boards of Studies of the respective Schools.

The Examinations of both Undergraduate(UG) and Postgraduate(PG) programmes of study shall have two major components – Continuous Internal Assessment (CIA) and End Semester Examinations(ESE).

For the students admitted from the academic year 2015-16 onwards, the components of Continuous Internal Assessment and End Semester Examination marks are 40% and 60% respectively.

### 4.1 CONTINUOUS INTERNAL ASSESSMENT

In order to assess the skills, values and knowledge gained by the students, the concerned faculty members have to conduct an internal assessment.

The Institute shall hold examinations and assess the merit of the students using the following tools available for the CIA:

- Quiz
- Written and oral tests
- Seminars, Presentations
- Assignment in the Class, Library or Home
- Practical work in the Laboratory or Field
- Project work / Dissertation / Thesis / Term paper

- Internship / Training / Skill Training
- Tutorial group discussion / Seminar
- Unit test, workshop, project-based learning

Almost any type of tests (tool) could be used, provided it is designed to test one or more of the stated learning outcomes.

*Table 1: Split up of Continuous Assessment Marks*

| S. No | Component | PG | UG |
|---|---|---|---|
| 1 | C.A. Class tests | 2 x 5 = 10 | 3 x 5= 15 |
| 2 | Field Visit / Internship | 1 x 5 = 05 | - |
| 3 | Class Seminar /Assignment | 1 x 5 = 05 | 1 x 5 = 05 |
| 4 | Model Examinations | 1 x 5= 05 | 1 x 5= 05 |
| 5 | Attendance | 1 x 5= 05 | 1 x 5 = 05 |
| 6 | Aptitude of the student | 1 x 5 = 05 | 1 x 5 = 05 |
| 7 | Faculty Assessment (by teacher) | 1 x 5 = 05 | 1 x 5 = 05 |
| | **TOTAL** | **40** | **40** |

*Table 2: Distribution of Marks for Attendance*

| Percentage of attendance | Marks |
|---|---|
| 91% to 100% | 05 |
| 75% to 90% | 04 |
| 65% to 74% | 03 |
| Less than 65% | 00 |

*Table 3: Split up of Continuous Assessment Marks effective from the AY: 2024 - 25*

| S. No | Component | PG | UG |
|---|---|---|---|
| 1 | CIA I | 10 | 10 |
| 2 | CIA II | 10 | 10 |
| 3 | Model Examinations | 15 | 15 |
| 4 | Class Seminar /Assignment | 5 | 5 |
| | **TOTAL** | **40** | **40** |

In the case of Nursing program, the candidate has to pass separately in internal and external examination. The marks distribution of internal assessment is as per INC Regulation 2020.

For medical candidates, the learners must secure at least 50% marks of the total marks (combined in theory and practical/clinical; not less than 40% marks in theory and practical separately) for internal assessment in a particular subject in order to be eligible for appearing at the final university examination of that subject.

## 4.2 Policy for Appointment of Question Paper Setters and Examiners for Valuation

Appointment of Examiners shall be made by BoM according to the rules as may be made by the BoM from time to time for selection of Examiners.

i. The BoM, may at any time cancel the appointment of any examiner.

ii. Examiners appointed by the BoM may be of the following categories.

   a. Examiners who will set the question papers for the examinations

   b. Examiners who will value the answer scripts.

iii. Examiners shall be constituted in to Boards.

iv. Each Board shall have a Chairman who shall be appointed from the panel approved by BoM.

v. Boards shall pass the results and forward them to the Controller of Examinations for submission to Board of Management.

A list of persons employed in universities / colleges shall be prepared with relevant information.

A preliminary list shall be prepared by the Registrar out of the consolidated list and shall be forwarded to Board of Studies, who shall be requested to recommend persons to BoM. The list of persons recommended by the Board of Studies together with remarks, if any shall be submitted to BoM.

These rules shall not apply to certificate course and Diploma examinations held by the University.

***General Rules***

i. In case of the examinations which are held twice a year, examiners appointed for the April / May examinations shall ordinarily be re-appointed for November / December examinations.

ii. A list of examiners for setting question papers and to evaluate the answer scripts shall be prepared annually by the Controller.

iii. The remuneration and allowances payable to examiners and Chairman of Boards shall be fixed by BoM.

iv. All Examiners shall carryout the instructions which the BoM may issue from time to time.

v. A person with less than 3 years of teaching experience, tutors and demonstrators without the qualification of Asst. Professors shall not be eligible for appointment as examiners.

## 4.3 QUESTION BANK

Setting of Question papers through Question bank system is a much needed reform in the examination system, as it reduces administrative mechanism for question paper setting process.

The individual department faculty shall prepare the question bank for the theory courses assigned to them by the HoD/Dean, based on the guidelines given by the O/o the COE. The department level question bank scrutiny committee comprising of senior faculty members shall be responsible for the quality and standard of the question banks prepared. The scrutiny committee shall take into consideration the following points:

i. The number of questions in the question bank should atleast be 10 times the number of questions required in the question paper.

ii. Questions are drawn from each unit of the syllabus

iii. Questions drawn must meet Programme outcomes and Outcomes of the course

iv. Questions should cover the entire hierarchy of learning objectives as specified by Bloom's Taxonomy.

***Questions Paper-setters***

i. Question paper-setters shall ordinarily be un-connected with the teaching work in respect of the subjects in which they set the question papers.

ii. Question papers setters shall be appointed for one year and shall be eligible for re- appointment.

## 4.4 QUESTION PAPER SCRUTINY POLICY

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

The functions of the Scrutinizers shall include the following:

i. To ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.

ii. To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.

iii. To replace question(s), if any found in the question paper from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places should be avoided.

iv. To check and make sure that the question paper code, the name of examination, subject/paper, scheme etc. are correct.

v. To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.

vi. To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.

vii. To remove ambiguity/confusion in the language of the questions, if any, and make clarity.

viii. To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.

ix. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.

x. To ensure that the questions are serially numbered.

xi. To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.

xii. To correct/modify/replace the questions in case of necessity

xiii. The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper. Their work is highly confidential and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason and undertaking form to this effect is obtained from the scrutinizer (ANNEXURE I).

***Moderation of question papers (UG Medical Course)***

The moderation of question papers received from question setters pertaining to undergraduate examinations will be undertaken, detailing senior professor(s) from the college in respective subjects in UG courses.

All the sets of question papers received from the examiners shall be reviewed by the moderator, appointed by the University. He/she has to edit all the sets regarding language, objectivity, ambiguity, contents, feasibility of writing answers in prescribed duration etc.

- The MCQs will only be edited without replacing the question
- Short Answer Questions (SAQ) and Long/Essay Answer Questions (LAQ) can be restructured or rearranged with justification in writing.

After editing, the moderator shall submit all the sets to the Controller of Examinations in a sealed envelope. The later will select any one set out of all these by drawing randomly for printing and distribution to the centre in charge, maintaining strict confidentiality and accountability at all levels.

## 4.5 Conduct of End Semester Examinations

***Attendance and Condonation of shortage of attendance:***

A candidate registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester / Term / Year. A shortage of attendance of up to 10% alone can be condoned on an application filed by a candidate on medical grounds.

In the case of Nursing degree programme, a candidate must have minimum of 80% attendance in theory and practical in each course/subject for appearing in the examination. Also the candidate must have 100% attendance in each practical areas before award of degree.

For medical candidates,

i. The learner must have a minimum of 75% attendance in theory and 80%in practical/clinical (b) in subjects that are taught in more than one phase-the learner must have 75% attendance in theory and 80% in practical in each phase of instruction in that

ii. There shall be minimum of 80% attendance in family visits under Family adoption programme subject

iii. Foundation Course, Electives, and AETCOM are compulsory part of the curriculum and 75% attendance as well as submission of logbook maintained during elective is mandatory for eligibility to appear in the final MBBS examination

iv. If an examination comprises more than one subject(for e.g., General Surgery and allied branches), the candidate must have a minimum of 75% attendance in each subject including its allied branches, and 80% attendance in each clinical posting.

v. The rules to be followed by candidates during the examination is given in ANNUEXURE II.

### *Conduct of Practical Examinations*

i. Notification of the period of end semester practical examinations by Controller of Examinations (CoE) office.

ii. The practical examination coordinator of the respective department will prepare Practical examination schedule(Annexure - I) as per the format sent by the CoE office. The practical examination schedule will contain details such as dates of different lab examinations, names of Internal and External examiners(chosen from the same school), number of batches etc.

iii. Approval of the practical examination schedule sent by the department by the CoE office.

iv. Preparation of practical exam question papers jointly by internal and External examiners.

v. Sending mark statements, attendance and answer scripts to the CoE office immediately after the exam is over.

In the case of under graduate medical examination, a Convenor shall be appointed for the smooth conduct of practical examinations. The Convenor shall be the senior of the two internal examiners. The convenor shall be responsible for organizing the entire practical examination of that particular department in a smooth and efficient manner as per regulations of the course.

The Convenor shall appoint skilled assistants, technical staff and supporting staff for the efficient conduct of the examinations.

The Convenor shall arrange for the clinical material or the practical equipment needed for the examination.

The Convenor shall ensure that candidates will be allowed to sit for the practical examination only on producing the Admit card issued by the University. Under extraordinary circumstances the convenor is empowered to permit a candidate to take the practical examination without an admit card under intimation to the CoE and subject to future verification of the eligibility of the candidate.

The Convenor shall arrange to enter the marks in the ERP software for results processing work.

### *Conduct of Theory Examinations*

i. **Appointment of Chief Superintendent:**

As approved by Vice Chancellor, the CoE shall appoint Chief Superintendent (CS) for the conduct of End Semester Examinations (ESE). The CS is solely responsible for the smooth conduct of examinations and the complete guidelines are given in ANNEXURE III.

The Chief Superintendent has to make the arrangement for appointments of Vigilance Squads. Vigilance squads may be constituted by drawing faculty members from within institution.

ii. **Appointment of Observer for Medical, Nursing and Allied health Science Courses Exams:**

The CoE is empowered to appoint an Observer on the advice of Vice Chancellor from the University departments to supervise the conduct of theory examinations. The Observer shall oversee the examination sessions of the college on the dates specified by the CoE and ensure that the exams are conducted in a free and unbiased manner and as per existing norms. He shall submit the report of the examination proceedings to the CoE, VISTAS. The duties and responsibilities of Observer are detailed in ANNEXURE III.

iii. **Appointment of Vigilance Squad**

Alternatively, the COE may also appoint a vigilance squad that shall conduct a surprise inspection of any of the examination centre(s)/Academic Blocks as and when required. They shall check whether the students are resorting to any malpractice; they shall also be empowered to verify whether the exam process is being conducted as per the regulations.

iv. **Appointment of Invigilator:**

The Chief Superintendent shall appoint teaching staff as Invigilators for invigilation work. All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the university as detailed in ANNEXURE IV. For any commission and omission in the conduct of University examinations, the university will take appropriate action.

## 4.6 EVALUATION

i. ***Pre-valuation meeting:*** Normally Subject handling teachers will go through question papers for any missing data, typographical errors, out of syllabus etc. on the day of examination. If any such mistake(s) are found, subject handling teacher will give representation to CoE and it will be forwarded to evaluation board for taking necessary action.

ii. ***Verification of Answer booklets/scripts:*** The packets of answer booklets sent from the Main campus and also from the constituent college shall be received in the examination section. The section officer shall inspect the packets to confirm that the seals are intact. Any tampering of the seals or other abnormalities observed must be brought to the attention of the CoE immediately.

The number of answer booklets received shall be tallied with the total number of students who have taken the exam in the respective courses and verified. Any discrepancy in this regard must be clarified with Chief Superintendent of the particular examination center and the cause of disparity must be identified and rectified.

The answer booklets must then be shuffled and put them in new cover containing 25 answer booklets.

iii. Answer Scripts are valued at the Central Valuation Camp/Central Assessment Programme (CAP) centre. This shall facilitate a faster evaluation process, enhanced security/confidentiality and better attendance of the qualified evaluators.

iv. Internal and External examiners selected from the panel will be invited for Central valuation and the rules to follow is given in ANNEXURE V.

***Double valuation:*** Once the answer scripts are valuated, the Chief Examiner(s) of the respective board organises one more valuation of answer scripts of failure cases with at most 10 marks difference and also for answer scripts with very high marks (ANNEXURE VI).

### *Double valuation through Digital/On-screen Valuation System(DVS)*

With a view of improving the quality, flexibility, efficiency and transparency and making the scoring process easier for evaluators, digital valuation is adopted for under graduate medical degree program.

In the DVS, the bags containing answer booklets are received from the Chief Superintendent by the Assistant Registrar/Section officer of the examination wing. He/she verifies the number of booklets received and tallies it with the attendance list of the candidates.

The entire set of the answer booklets are then handed over to a third party vendor for digitization. The third-party vendor shall cut the left margin of the answer sheets to facilitate scanning and then scan the entire answer booklet rapidly using high speed machines.

The vendor shall verify that the scanning of each individual answer booklet has been completed properly and scanned pages are then stored as a separate digital file in the software.

The scanned file shall be allotted a dummy number different from the actual registration number. The dummy numbers and the corresponding actual register numbers shall be stored in the confidential repository and will be accessed only prior to publication of results. From this point only the dummy number shall be used for the entire process of evaluation.

The evaluators are appointed as per the usual process. A central hall is arranged within the campus for digital valuation and is equipped with sufficient number of desktop computers with large screens to facilitate easy correction.

The scanned files of the answer booklets of the specific QP code for which the evaluator has been called, shall be allocated to the evaluator from the safe central repository of the system. The evaluator shall go through all the scanned pages of the answer script using the digital question paper and answer key wherever necessary.

On completion of the assessment of the answer booklet, the evaluator shall enter the marks on a digital scoring sheet and the marks will be totaled by the computer itself. The evaluator shall verify whether all entries have been made correctly and then shall hit confirm and save button.

As per the NMC norm, double valuation is being carried out for Medical courses by both Internal and External examiners. Examiners shall be appointed by the CoE from the panel approved by the respective BoS.

***Procedure for computation of results:***

i. The average of the total marks awarded by the two examiners in the valuation shall be considered for computation of results.

ii. If the difference between the marks awarded in the two valuations is 15% or less, the average of the two marks will be considered as the final mark. If the difference between marks awarded in the two valuations is more than 15%, a third valuation will be arranged. The average of the best two out of the three evaluations shall be the final marks of the course.

iii. Any decimals occurring either during individual total marks awarded by the examiners for the paper and/ or occurring after averaging shall be rounded off to next higher value for the purpose of computation of results.

## 4.7. RESULT PROCESSING

The CIA marks of the students will be imported. The same will be merged with the ESE marks obtained from evaluation. Both these marks will be cumulated to generate the total marks for all the students.

*Table 4: Passing Minimum*

| Courses | Continuous Assessment (CIA) | End Semester Examination (ESE) | Total (CIA+ESE) |
|---|---|---|---|
| **UG** | NIL | 40% | **40%** |
| **PG** | NIL | 50% | **50%** |

***Nursing:***

- Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English
- Minimum pass marks shall be 40% for English only and elective modules Note:

(a) The candidate has to pass in theory and practical exam separately in each of the paper. If the candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical)

(b) The candidate has to pass separately in internal and external examination. (To refer INC Regulation 2020 for more details)

***Medical:***

A candidate shall obtain

- Minimum of 40% marks in University Theory examination* Minimum of 40% marks in University Practical/Clinical
- Minimum of 50% marks in aggregate (Theory + Practical/Clinical combined) to be declared as passed in that subject.

*In subjects that have two papers, the learner must secure at least 40% marks in aggregate (both papers together). (Ref: NoU/14021/8/2023/UGMEB,2023 issued on 1st September, 2023) Internal assessment marks will not be added to University Exam marks and will reflect as separate head of passing at the summative examination.

## 4.8. RESULT PASSING BOARD

i. After the valuation of answer scripts, the tabulated results (pass percentages of all the theory subjects) are tabled before the Result Passing Board duly constituted by the Vice- Chancellor. The Passing Board shall meet at within the University campus on the assigned day with selected members

ii. The members shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues

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

***Policy for award of Moderation marks:***

i. Maximum of 6 marks is given to the subject chosen for moderation.

ii. Moderation marks will be given only to the candidates who require passing minimum marks in the End semester/year examination.

iii. No moderation marks for the practical subjects.

As per CBME regulation 2023 for UG medical students, there shall be no grace marks to be considered for passing in an examination.

## 4.9. PUBLICATION OF RESULTS

i. The recommendations of Result Passing Board shall be incorporated for final result processing. The final results along with the statistics will be submitted to Vice Chancellor for approval and publication of the same.

ii. The results of the End semester examinations will be published in the VISTAS website within 15 days since the last day of the examination.

*Table 5: Grade Conversion Table*

| Range of Marks | Grade Points | Letter Grade | Description |
|---|---|---|---|
| 90 - 100 | 10 | O | Outstanding |
| 82 - 89 | 9 | A+ | Excellent |
| 75 - 81 | 8 | A | Very Good |
| 67 - 74 | 7 | B+ | Good |
| 60 - 66 | 6 | B | Above Average |
| 50 - 59 | 5 | C | Average |
| 40 - 49 | 4 | D | Minimum for Pass |
| 0 - 39 | 0 | RA | Reappear |
| | | AAA | Absent |

### *Calculation of GPA & CGPA*

$$GPA = \frac{\sum(C \times GP)}{\sum C}$$

$$CGPA = \frac{\sum_{i=1}^{n}(C_i \times GP_i)}{\sum_{i=1}^{n}(C_i)}$$

n = Number of Subjects.

C = Credit for the academic courses successfully completed.

GP = Grade Point for the courses successfully completed.

GPA = Grade Point Average for all the courses successfully completed in the current semester examination.

CGPA = Cumulative Grade Point Average.

*Table 6: Overall Performance*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **CGPA** | 4.00-4.99 | 5.00-5.99 | 6.00-6.69 | 6.70-7.49 | 7.50-8.19 | 8.20-8.99 | 9.00-10.00 |
| **Grade** | D | C | B | B+ | A | A+ | O |
| **Class** | Third Class | Second Class | First Class | | First Class with Distinction* | | First Class - Outstanding* |

* First Class – Outstanding/First Class with Distinction will be awarded to candidates who have passed the courses in first appearance.

The statement of marks for UG and PG will be issued to the students with Grade Point Average (GPA) for each semester.

## MEDICAL

### *Declaration of Class*

**a.** A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 75% of marks or more of grand total marks prescribed will be declared to have passed the examination with distinction.

**b.** A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 65% of marks or more but less than 75% of grand total marks prescribed will be declared to have passed the examination in First Class.

**c.** A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 50% of marks or more but less than 65% of grand total marks prescribed will be declared to have passed the examination in Second Class.

**d.** A candidate passing the university examination in more than one attempt shall be placed in Pass class irrespective of the percentage of marks secured by him/her in the examination.

**e.** [Please note fraction of marks should not be rounded off for clauses (a), (b) and (c)]

## NURSING

Absolute grading is used by converting the marks to grade, based on predetermined class intervals.

*Table 7: Grading of Performance*

| Letter Grade | Description | Grade point | Percentage of marks |
|---|---|---|---|
| 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 | 4 | 50% and above |
| F | Fail | 0 | <50% |
| Ab | Absent | 0 | Absent |

*Pass for Communicative English and Electives – 40% and above. Grade point 4(40 – 49.99%)

### *Formula for Semester Grade Point Average (SGPA) & Cumulative Grade Point Average*

$$SGPA = \frac{\sum_{i=1}^{n}(C_i \times GP_i)}{\sum_{i=1}^{n}(C_i)}$$

Ci – Credit for the course

GPi – the Grade point obtained for the ith course

n – total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured "F" and "Ab" grades.

$$CGPA = \frac{\sum_{i=1}^{n}(S_i \times SGPA_i)}{\sum_{i=1}^{n}(S_i)}$$

Si – Sum of credits in ith semester

(SGPA)i – Semester Grade Point Average earned in ith semester

r – number of semesters and the sum is over all the semesters under consideration.

The cumulative Grade Point Average (CGPA) is calculated by considering all the courses taken from the first semester onwards for regular students and from third semester onwards for lateral entry students.

### *Overall Performance*

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

## 4.10. REVALUATION

Revaluation of answer scripts for the current semester is permissible for all UG & PG courses. The students have to apply for revaluation either online or in the prescribed format within 10 days from the date of publication of results along with prescribed fees. Photocopy of the answer papers will be given on demand and on payment of prescribed fees approved by BoM from time to time and the complete procedure is given in ANNEXXURE VII.

***Rules for deciding final marks:***

i. If the difference between original valuation marks and revaluation marks is less than or to 15 marks, then the higher one will be taken as the final marks.

ii. If the difference between original valuation marks and revaluation (second valuation) marks is more than 15, then the answer script will be referred to third valuation. The marks closer to the third valuation will be taken as the final one. If the differences are equal, the higher marks between original valuation and revaluation will be taken.

## 4.11. SUPPLEMENTARY EXAMINATION

A supplementary Examination will be conducted during the month of July/August for the final semester students who have failed in one or two subjects so as to enable the students to qualify for the course to get their degrees instead of waiting for another six months (i.e., till December) to appear for the failed subjects. The entire process of applying for supplementary examination is made online.

The criteria for UG medical candidates to appear for the Supplementary examinations is as follows: (i) If a candidate is not eligible for main exam, he/she is not eligible to appear for Supplementary Exam. (ii) If a candidate is eligible for main exam, but does not appear in it/ fails in it, he/she can be allowed to appear in supplementary exam.

## 4.12. EXAMINATION GRIEVANCE REDRESSAL MECHANISM

An Examination Redressal Committee will redress the examination related grievances reported by the stake holders of the University. The main functions of this Grievance Redressal Committee is,

i. Receiving the complaints / problems raised by the students

ii. Analyzing the grievances,

iii. Conducting meeting with the concerned officers for fair decision

iv. Communicating the decision to the grievant (ANNEXURE VIII).

## 4.13. ACADEMIC TRANSCRIPTS TO STUDENTS

The Institute will issue Academic Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions and for the purpose of Immigration as per the guidelines of the Institute.

## 4.14. GENUINENESS OF CERTIFICATE VERIFICATION

The Institute shall issue Genuineness Certificate for Statement of Marks and Grades, Consolidated Statement of Marks and Grades, Provisional Certificate and Degree Certificate after verification, to the required academic institutions/ organizations/ agencies for the purpose of higher studies or employment on payment of prescribed fees.

## 4.15. DUPLICATE CERTIFICATE

The Institute shall issue Duplicate Certificate for Mark sheet, Consolidated Statement of Marks and Marks and Provisional Certificate to a student when it is lost/ destroyed on payment of prescribed fee.

## 4.16. RETENTION POLICY FOR USED STATIONERY ITEMS

The Office of COE has been conducting End Semester Examinations twice in a year besides CIAs and Model Examinations and lots of stationery items are being procured and used for the conduct of said examinations. The storage of these items

occupies more space in the office premise and hence there is a need for disposal of used and waste stationery items.

Following is the standard operating procedure, suggesting retention period for some of the items and disposal of other items (routine) that are of least importance.

*Table 8: Retention of Stationary Items*

| S. No. | Name of the Items | Retention period |
|---|---|---|
| 1 | Model Exam Papers | One Semester |
| 2 | Practical Exam Papers | Last Two Semesters |
| 3 | Generic Elective and End Semester Exam papers | Last Two Semesters |
| 4 | OMR sheets | One Semester |
| 5 | Question Banks | Entire Duration of the Program |
| 6 | Cloth lined cover | Immediately after the Publication of Semester results |
| **7** | Used Question paper covers | |

***Procedure for Disposal***

i. The O/o the COE shall intimate Stores Department about the stationery items to be disposed after the retention period

ii. The Stores Department has to invite quotations from different vendors(at least 3 vendors)

iii. The Stores Department has to prepare and submit comparative statement for the quotations received from the vendors to the COE for placing it before the Registrar and Vice-Chancellor for final selection of vendor

iv. The Stores Department has to arrange for the disposal of stationery items to the selected vendor and to ensure that the payment is made to the Accounts department with a copy of challan/receipts submitted to the Controller of Examinations.

# 5. IT INTEGRATION IN THE EXAMINATION MANAGEMENT SYSTEM - AN OVERVIEW

The VISTAS has been continuously carrying out reforms in its examination procedure through integration of IT in all the procedures and processes of the examination system. The reforms have also been implemented in the continuous internal assessment modes and components. The entire examination system is being run through Examination Automation System(EAS), a submodule of the ERP. The following diagram represents the digital process flow of the whole examination system.

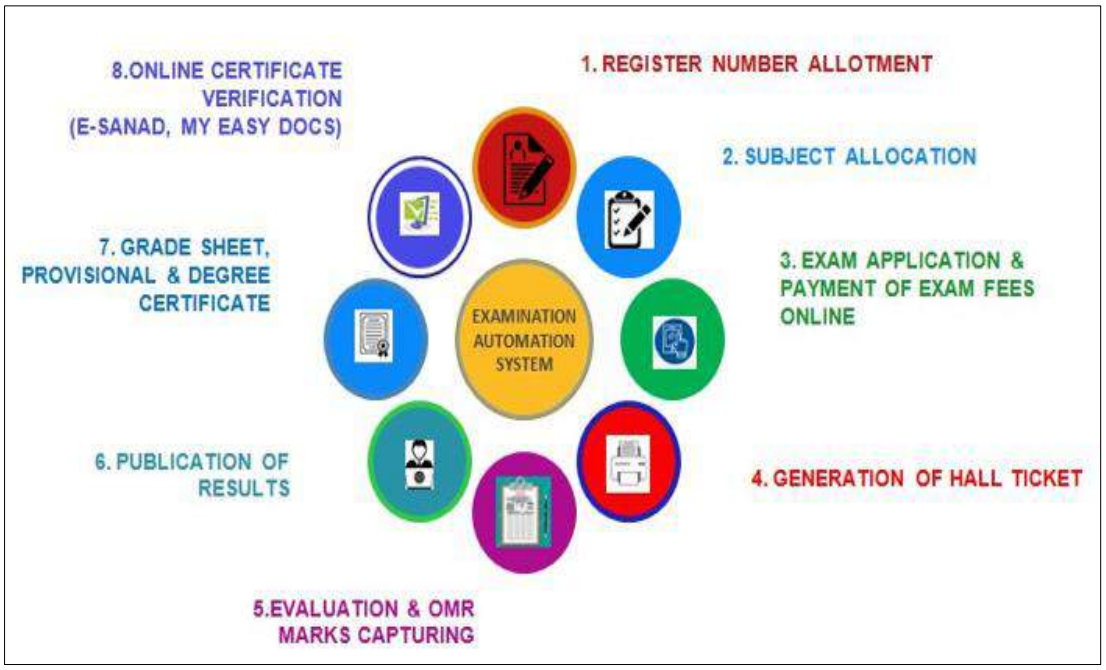



*Figure 2: Digital Process Flow*

The IT integration has modernized the entire examination process and has speeded up the functioning mechanism, while making the whole process more transparent. At the same time, we have configured self-service portal for all stakeholders (Students, Faculty, HoDs, Parents) for smooth handling of ICT enabled processes like Online generation of exam application forms, fee payment and publication of results. Faculty members are enabled to enter marks secured by the students for different components of Continuous Internal Assessments (CIA) and the HoDs are given access rights for approving the marks entered.

Recently, this University has introduced Online Proctored Examinations and Online Evaluation. The online assessment provides question banks and randomization of questions and automated analysis of results. Further, it minimizes the cost of assessment per student particularly for a large number of students, leaving aside the internet connectivity. Following is the process flow diagram of the whole online examination system.

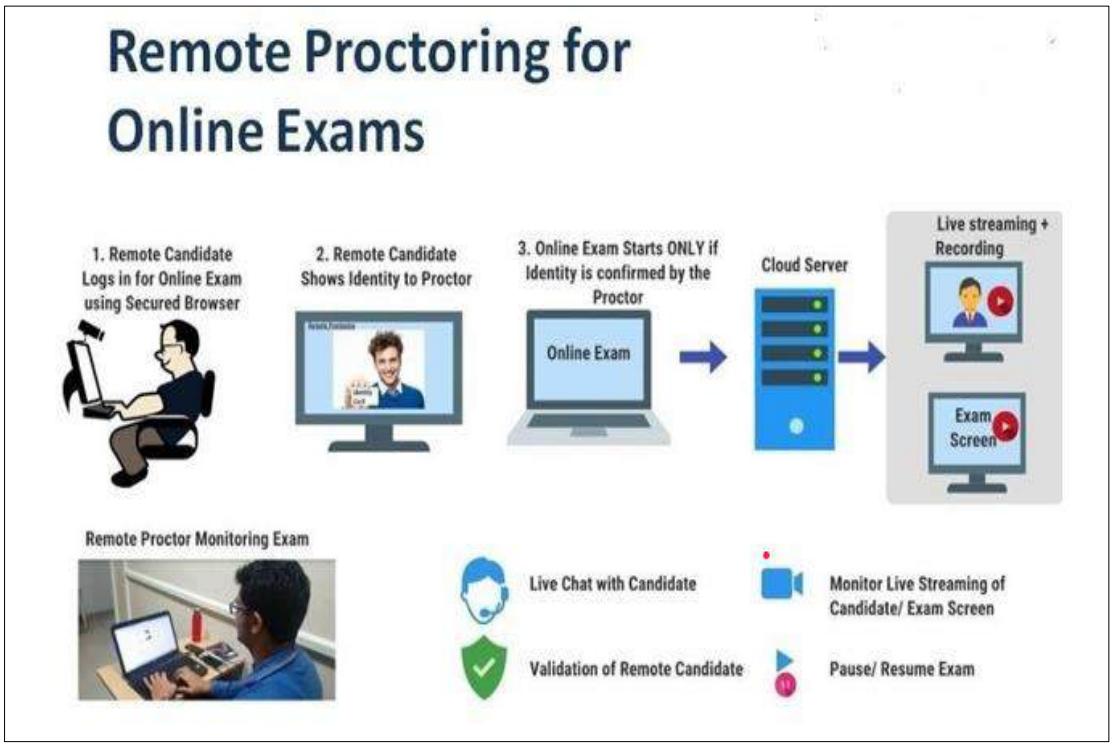



*Figure 3: Process Flow Diagram of Online Examination System*

## 6. ONLINE EXAMINATIONS

### *End Semester Examinations and Evaluation in Online Mode:*

Covid 19 Pandemic has opened up consideration by the UGC mandating that the Internal and End Semester examinations can be conducted Online in order to prevent the academic loss of the students, institutes which have been dependent on the conventional per-paper based examinations to evaluate the students' performance.

***Online Examinations:***

In line with the UGC direction, VISTAS has conducted three End Semester Theory Examinations viz. May 2020, Nov 2020 and May 2021 examinations in Online mode.

As part of pre-Examination process, Question banks consisting of MCQs and Descriptive questions were prepared for a total of 2582 courses coming under various UG/PG programmes. Students received different question papers(Auto generation)for a subject, as questions were selected randomly form the Question banks.

The entire Examination was manually proctored and more than 350 faculty acted as proctors during the examination.

All the Continuous Internal Assessments (CIA) were also conducted in online mode, in which Google Classrooms was used to conduct the test and Google meet was used for monitoring purpose.




*Figure 4: Online Examination*

### *Online Evaluation:*

Since examinations were conducted online, students' answers were uploaded as images in the portal and made available for valuation at anytime, anywhere. A total of 495 faculty members participated in the online evaluation process. The results were announced in a short time.

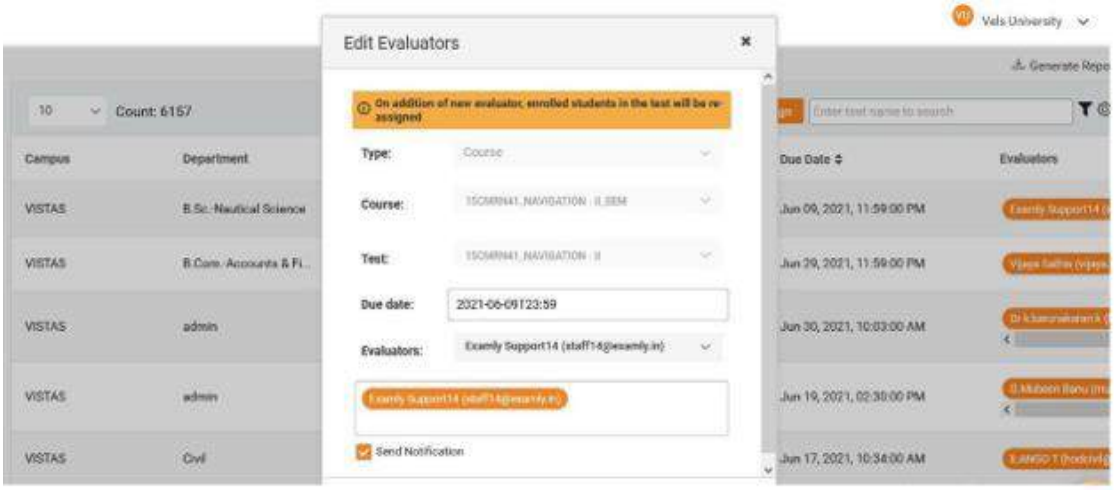



*Figure 5: Online Evaluation*

### *Ph.D Viva –Voce examinations through Video- Conferencing Mode:*

During Covid-19 pandemic time, as per the direction of UGC, theVISTAS has been conducting Ph.D Viva –Voce Examinations in online mode since May 2020. A total of 75 Ph.D Viva-Voce Examinations were conducted so far through Video conferencing mode.




*Figure 6: PhD Viva Voce through Video Conferencing Mode*

# ANNEXURE I

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**********

**Question Paper Scrutiny**

**Undertaking Form** **Date:**

**Name of the Examination** **:**

**Name of the degree program** **:**

**Name of the Course(s)** **:**

Name of the Question Paper Scrutinizer :

Designation :

Department :

Name of the College/University :

I/We hereby certify that the following points are checked in accordance with the norms of a quality question paper(s):

| Sl. No. | Items to be checked | Status | | Remarks, if any |
|---|---|---|---|---|
| | | Yes | No | |
| 1 | Whether questions are strictly in accordance with the subject content and the instructions, if any;(i.e., Inside/ outside the syllabus) | | | |
| 2 | There is no ambiguity in the language of questions | | | |

| Sl. No. | Items to be checked | Status | | Remarks, if any |
|---|---|---|---|---|
| | | Yes | No | |
| 3 | Whether the questions require moderation/to reframe so as to give opportunities to students of varying abilities | | | |
| 4. | Whether the K level, CO and PO are appropriately mentioned against each Question | | | |
| 5 | Whether the proper coverage of subject content is ensured | | | |
| 6 | Whether weightage/marks for each question is clearly indicated | | | |
| 7 | Whether the average student shall be able to complete the exam within the prescribed time limit | | | |

*Note: The Question paper scrutinizer is permitted to edit the question with regard to language, objectivity, ambiguity, contents, feasibility of writing answers in prescribed duration etc. If needed, Short Answer Questions (SAQ) and Long Answer Questions (LAQ) can be restructured or rearranged with justification in writing.*

Also I/We hereby declare that I/We will not disclose the questions to anybody until the examination is over.

Signature of the *Question paper scrutinizer*

# ANNEXTURE II

## IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The use of Mobile Phone, Blue Tooth and Programmed Calculators are prohibited inside the Examination Hall. Candidates possessing these electronics gadgets will be booked under malpractice.

2. The Answer Book contains sufficient pages and NO ADDITIONAL SHEETS will be given.

3. The candidate is instructed not to write/mark anything on the Question paper.

4. The candidate should obtain Hall Ticket from the respective Head of the Department during five working days before the commencement of the End semester Examinations

5. (a) The Candidate will not be permitted to enter into Examination Hall without Hall ticket and University ID card.

   (b) No candidate will be allowed into the Examination Hall after 30 minutes from the commencement of examination.

   (c) No candidate will be allowed to leave the Examination Hall in the first 30 minutes after the commencement of examination.

6. The Candidate should write his/her Register number and subject code in the appropriate column of the main Answer book and shade them properly. The Answer book with incorrect or illegible Register Number and not shaded in the column provided will not be valued. The Register Number should be written legibly in the Question paper.

7. The Candidate should also write Name of the Course, Total Number of pages written and the Date of examination legibly in the columns provided.

8. The candidate should write the answers in legible handwriting using only Blue or Black Ink pen/Ball pen.

9. No candidate will be allowed to write the Examination, if he/she commits malpractice or involves in any untoward incident at the time of writing the Examination. The Examination taken by them will be treated as cancelled and will be asked to appear before Disciplinary Committee for further action.

10. The fees once paid will not be refunded or adjusted for the subsequent examination.

11. The Candidate should refer to the notification on the Department Notice Board for any change in the Examination Schedule.

12. The Candidate should write the Serial Number of the Answer Book in the column provided in the Attendance Sheet and sign.

# ANNEXURE III

## DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT

1. The Chief Superintendent will be overall responsible for the smooth and fair conduct of the examination.
2. The Chief Superintendent appoints Invigilators.
3. Shall inspect the examination hall well in advance and ensure adequacy of the seating arrangement, shall ensure that all the arrangements are made for the examination (seating arrangements, invigilators, room supervisors etc.)
4. Shall convene the meeting of the Deputy Chief Superintendent, Room supervisors and Invigilators, and apprise them of their duties.
5. Shall be responsible to ensure that there shall not be any malpractice on the part of the students.
6. Shall be responsible for collecting the required number of answer books from the University one week before the commencement of the theory examination.
7. Shall be responsible for the return of the answer books to the University in sealed packets, once the examination is over.
8. Shall ensure that no student enters the examination hall 30 minutes after the commencement of the examination.
9. Shall receive the sealed question paper packets one hour before the scheduled time of examination.
10. Shall be responsible for handing over the sealed Question Paper packets to the room supervisors 10 minutes before the scheduled time of examination.

## DUTIES AND RESPONSIBILITIES OF OBSERVER

1. The observer shall visit the examination centre one day prior to the commencement of the examination and shall inspect all the arrangements made for the examination hall along with Chief Superintendent (CS). He/she shall ensure that the general instructions are displayed for the information of the students, on the notice boards and in front of the examination hall prominently.

2. He/she shall report to the CS of the centre one hour before the actual commencement of the examination. He/she shall remain in the examination centre for the entire duration of the examination and for all the sessions. They shall keep their mobile phone in silent mode and shall not strictly use in the Examination Hall.

3. He/she shall ascertain that the CS has made necessary arrangement for conduct of examination, as per VISTAS guidelines and that the general instructions are prominently displayed at the college and examination hall.

4. He/she shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.

5. He shall particularly ensure that:

   a) The bell timings and instructions are strictly followed.

   b) Only appointed staff (Invigilator/s, Room superintendent/s) are allowed inside the examination hall.

   c) Candidates with Admit Cards only are permitted in the hall

   d) Distribution of answer scripts and question papers are being properly done.

   e) Malpractice of any nature is not being done by any candidate or staff.

   f) Drinking water and First aid has been made available in the hall.

6. He/she shall ascertain that after completion of each session, the answer booklets / scripts and other relevant materials are packed, sealed, labelled, and dispatched to the VISTAS, as per the guidelines.

7. He/she shall carry out any other activity as may be required, to assist the Chief Superintendent, in smooth conduct of the examination.

8. At the end of each examination / session, he/she shall send a detailed report to the Controller of Examinations, through the CS.

9. At the end of the examination, he shall submit the completed remuneration bill to the CS for making payment.

10. If any mal practices/lapses are observed, he/she shall bring it to the notice of CS and ensure that proper action is initiated. Note: Any Staff found guilty of any omission, commission, or any other lapse in the matter of conduct of Examination is liable for such penalty as may be considered and decided by the Vice Chancellor.

## DUTIES AND RESPONSIBILITIES OF VIGILANCE SQUAD

1. Shall ensure that all the rules of the University with respect to conduct of the Theory Examinations are strictly adhered to.

2. Shall ensure that there is no malpractice during the theory examination.

3. Shall be present throughout the examination and assist the Chief Superintendent and Deputy Chief Superintendent in ensuring that the room supervisors and invigilators perform their duties strictly as laid down by the university.

4. Shall check the students who resort to malpractice and report such cases to Controller of Examinations.

5. Authorized to visit any examination Centre without prior intimation and check the record and other material related to the conduct of examination.

# ANNEXURE IV

## GENERAL INSTRUCTIONS TO INVIGILATORS

1. Invigilators are requested to report at the examination office at 9.20 A.M for the Forenoon session & 1:20 P.M for the Afternoon session.

2. Invigilators are requested to ensure that the cover given to them contains exact number of answer booklets as number of students mentioned in the seating arrangement sheet.

3. If any mismatch or any damaged sheet found, it should be reported to the exam cell.

4. Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangement sheet.

5. Invigilators should instruct the students to leave their bags / cell phones / etc., outside the hall before entering.

6. Invigilators can allow students to enter into examination hall during the first 10 minutes.

7. Invigilators should not allow students to leave the exam hall during the first 2Hr 30 minutes.

8. Invigilators should count the answer booklets before leaving the hall after completion of examination

9. Invigilators have to verify the signatures of the candidate both in the attendance sheet and Hall ticket

10. Instruct the students to fill their register numbers carefully in the space provided

11. Invigilators should carefully verify and ensure that the register no. In the answer booklet and hall ticket are one and the same.

12. The following details have to be carefully verified by the invigilators: - Name of the candidate, Degree & Branch, Sub. Code and title, No. of pages used (at the time of submission), Date & session.

13. After verifying all details in the answer booklet, the invigilator should sign with date and he/she has to write his/her Name in the space provided

14. Insist the students to strike out the unused pages in the answer booklet.

15. The register number in the attendance sheet should be verified with that in the hall ticket

16. Invigilator must verify the answer booklet no.

17. Invigilator has to write “AB” for Absentee

18. Invigilator has to ensure that all presentees have signed against their name

19. After verifying all details such as serial number of the answer booklet, signature etc. in the attendance sheet, invigilator has to sign with date in the space provided

20. check the register number in the attendance sheet and answer book with that of the hall ticket

21. Invigilators should check hall ticket / register no. / Answer book no. before signing on first page.

22. Hall superintendents are requested to be alert and ensure strict vigil during the examination.

23. Kindly do not allow / entertain any other faculty who is not part of the examination duty / office in the hall or outside

24. Any incident of malpractice if noted should be immediately brought to the notice of the Exam office.

# ANNEXURE V

## INSTRUCTIONS TO EXAMINERS

1. To Value the answer scripts assigned to him/her correctly by goingthrough the entire answer script carefully and spending the full allotted time for the valuation effectively.

2. To Value the answer script assigned to him/her based on the key, if provided.

3. To shade the marks awarded in the answer scripts.

4. To follow the instruction given by Chief Examiner of the valuation Audit Team.

5. To bring it to the notice of the Chief Examiner any appeal made by the candidate in the answer script.

6. To bring it to the notice of the Chief Examiner any discrepancy/mix-up in the subject/subject code found in the answer scripts.

7. To bring it to the notice of the Chief Examiner whenever a sign/evidence of malpractice is noticed in the answer script

8. Examiners have to be available for the entire period (depending on the number of papers available) of Central Valuation.

# ANNEXURE VI

## INSTRUCTIONS TO CHIEF EXAMINERS

1. Should be available all the time when the respective board Examiners are in the valuation hall doing valuation work.

2. To obtain signatures of all the examiners in the attendance book and return it to the camp officer before 10.30 a.m. for the forenoon session and before 2.30 p.m. for the afternoon session.

3. Should instruct examiners to use scheme of valuation and answer keys(if available) while valuating papers.

4. Answer keys are mandatory for all the Analytical/Problem oriented papers to minimize errors in the valuation. If not available, the valuation of such paper(s) may be withheld temporarily till the Answer keys are made available.

5. Should check at least three valuated answer scripts randomly in each bundle. The Chief Examiners are required to sign in all the valuated answer scripts after havingchecked correctness of the valuation i.e., to check whether the examiner hasawarded correct marks based on the merit of the answers written for the questions asked and also posted marks in the OMR sheet.

6. Wherever the valuation by an examiner is considered to be unsatisfactory, the Chief Examiner shall give suitable instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer for taking further course of action.

7. Should check the totaling and shading of the total marks in the coding sheet.

8. Chief Examiners have to be available on all the days (depending on the number of answer scripts available in the valuation board) of Central Valuation.

I do undertake that I will strictly follow the above guidelines and responsible for any lapse if any pointed out by Inspection team/Higher authorities.

Name of the Chief examiner :

Signature :

Department :

(To be submitted to the Camp Officer on the last day of Valuation)

# ANNEXURE VII

## REVALUATION PROCEDURE

The candidates who have appeared for the semester end/year end examinations can apply for

*Photo Copy of their Answer Scripts and then Revaluation, if desired* **OR** *Revaluation alone*. Applying for photo/Xerox copy of the answer script shall not be a pre-requisite for applying for revaluation. Revaluation provision is not available for Project and Viva-Voce, Seminar, Generic Elective Courses and Laboratory courses.

***Option 1: Applying for Photo Copy of answer script and then Revaluation, if desired***

a) Candidates to apply for photocopy of his/her answer script in the prescribed format along with a payment of non-refundable fee of Rs. 500/- on or before, the last date for applying photocopy.

b) The payment shall be made either by cash or online and then produce fee receipt to the O/o the COE for obtaining a form for applying photocopy of answer script and it will be issued after three days from the date of submission of filled-in form.

c) After receiving the photocopy of answer script, the candidate can evaluate it with help of subject expert and if the subject expert is convinced that the script deserves higher marks than awarded, *he/she can apply for revaluation, if desired*, by paying the prescribed fee towards revaluation fee on or before the last date for applying for revaluation.

***Option 2: Applying for Revaluation directly.***

The candidates who wish to apply for revaluation need to follow the following two steps:

(1) To register for revaluation by clicking the following link: http://erp.velsuniv.ac.in/velsonline/students/loginManager/youLogin.jspUpon the completion of Registration, candidates can note down the revaluation fee displayed on the screen

(2) Students to pay the revaluation fee of Rs. 2000/- per paper by clicking the link: http://184.95.52.42/velsonline/online/velsfeepayment.jsp

Further informed that the students can pay the revaluation fee through online mode viz. Net banking, Card payment or any other UPI, **but NOT by NEFT/RTGS transfer**. **The entire process of applying for revaluation is completed only after completing both the Registration and full payment of revaluation fee.** The last date for applying for the same is on or before ----------

**STANDARD OPERATIVE PROCESS FOR RE-EVALUATION OF ANSWER BOOKS**

If the examinee is not satisfied with the marks awarded during first/original evaluation, he/she may apply for photocopy of answer book and/or Revaluation, as applying for Photo copy of the answer books(Access to answer books) for rechecking marks awarded and Revaluation are separate and independent procedures.

i. The examinee may independently apply for revaluation within 15 days from the date of declaration of results, whether or not he/she has applied for Photo/Xerox copies of answer books.

ii. This revaluation facility shall be applicable for theory papers only

iii. Revaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination/Project work/Dissertation and viva-voce /oral/practical examinations

iv. The examinee can apply for revaluation of answer books either by online or submission of a separate prescribed application form.

v. A nonrefundable fees per subject as prescribed for revaluation shall be paid by the examinee and said fee shall be remitted by Cash/RTGS/NEFT or any other UPI mode.

vi. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee is to be submitted to the O/o the COE through department HoD/Dean.

vii. The O/o the COE will arrange such revaluation in a confidential manner and suitable External examiners who were not part of previous assessment, will be appointed after issuing proper appointment orders.

viii. Before sending answer books for revaluation, the marks awarded originally will be masked completely.

ix. Rules for deciding final marks:

- If the difference between original valuation marks and revaluation marks is less than or to 15 marks, then the higher one will be taken as the final marks.

- If the difference between original valuation marks and revaluation (second valuation) marks is more than 15, then the answer script will be referred to third valuation. The marks closer to the third valuation will be taken as the final one. If the differences are equal, the higher marks between original valuation and revaluation will be taken.

x. If the candidate or any other person gets the photocopy of answer books re-evaluated by any other examinee of his/her choice, such marks will not entertained by the University

xi. Any attempt to influence the examiners in any form by a candidate of his/her relatives will amount to adopting “Unfair means” by the student

xii. The revaluation result will be placed before the Grievance Redressal Committee for perusal and the results will be declared after the final approval from the Vice Chancellor.

# ANNEXURE VIII

## EXAMINATION GRIEVANCE REDRESSAL MECHANISM

The VISTAS has constituted Examination Grievance Redressal Committee to redress the examination related grievances reported by the stake holders of the University. The main functions of this Grievance Redressal Committee is (i) receiving the complaints / problems raised by the students through COE (ii) analyzing the grievances, (iii) conducting meeting with the concerned officers for fair decision (iv) communicating the decision to the grievant.

The aim of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere with the following objectives.

- To establish an unbiased consistent mechanism for redressal of varied issues faced by the students related to examinations and its results.
- Accommodate the students to express their grievances / problems freely without out any fear of being victimized.
- Ensure that grievances are resolved promptly, objectively and with complete confidentiality.
- Faculty members guide the students about rechecking and reevaluation process.
- Scrutize the revaluation forms and deal the examination related grievances in a transparent and efficient way.
- Assure the timely completion of the redressal after the necessary reviews.

***Procedure for addressing grievance***

*Registration of grievance:*

The student with a genuine grievance will submit his/her grievances in the prescribed format for revaluation to the respective Heads of Departments.

*Forwarding:*

The Head of Department concerned shall forward the revaluation forms to the Grievance Redressal Cell and it will categories, analyze the merits of the grievance. The revaluation forms are forwarded to the Controller of Examinations for necessary action.

*Review:*

Then Grievance Redressal Committee will make a thorough review of the redressal process. In case of revaluation, the committee will check for the timely release of results within 15 days of receipt of application. The Controller of Examinations conducts the valuation process with in the stipulated time and announces the results

*Closure of Complaint:*

The complaint shall be considered as disposed off and closed when:

a) The grievant has indicated acceptance of the result published. (or)

b) The grievant has not responded within four weeks from the date of receipt of information on resolution.

*Documentation:*

The final decisions of the Grievance Redressal Committee are documented in the Minutes of Meeting for future reference.

# ANNEXURE IX

## NORMS FOR AWARD OF PUNISHMENT IN CASES OF EXAMINATION MALPRACTICES AND MISCONDUCT

| Clause | Nature of Misconduct/Malpractice | Quantum of Punishment |
|---|---|---|
| 1 | Appeal for favorable consideration /marking any identification in the answer book | Written warning and Regret letter from the candidate |
| 2 | Misbehaving/Refusing to obey the legitimate orders of Invigilator/Chief Superintendent/Observer. | Written warning to the student and Intimation of fact to the parent/legal guardian stating that the candidate acted with impropriety with a copy Head of the Institution |
| 3 | Changing the seat without permission or occupying the seat not allocated to him/her | |
| 4 | Writing of Candidate's Name/ Register Number in the answer booklet other than in the earmarked spaces/ any other special marking, using colour pencils or sketch pens or shades/ tearing off or spoiling the stationery supplied by the University | Cancellation of the performance in that subject only (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates) |
| 5 | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners | |
| 6 | Willfully writing wrong Register Number in the answer booklet | |
| 7 | Talking to or communicating in any manner with other candidates (inside/ outside exam hall) during the examination, including through gestures, signals, mobile phones etc. inside or outside the exam hall. | Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates) |
| 8 | Helping others to copy or getting help from others in the examination hall in the form of writings on the question paper/showing answer(s) from the answer booklet | |

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|---|---|---|
| 9 | Carrying or possession of papers, books, notes or any material relating to the examination such as writings on the desk/any part of the body/writings on scale, programmable calculator, handkerchief, hall ticket or any other electronic storing devices like electronic watches, mobile /smart phones, palm computers etc. | Case(1): Material(s) relevant to the examinations<br>Cancellation of all the Examinations taken up in that session<br>Case(2): Material(s) not relevant to the examinations<br>Cancellation of the performance in that subject only |
| 10 | A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet etc. | Cancellation of the performance in that subject only |
| 11 | Student involved in malpractice at Practical examination /Dissertation /Project report at UG/PG level /Project | Cancellation of the performance in that subject only |
| 12 | Mass copying by candidates | Cancel the entire examination of all the candidates concerned for that session |
| 13 | Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes paper or other material or device, used or attempted to be used for assistance in answering a question | Cancellation of all the examinations taken up in the semester/year |
| 14 | Any insertion in answer booklet including currency notes/bank cheques/other material in an attempt to bribe any of the Person(s) connected with the conduct of examinations | |
| 15 | Passing of answer booklet or any incriminating materials to another candidate and / or Possession of another candidate's answer booklet | Cancellation of all the examinations taken up in the semester/year and debar both the candidates for one Next semester/year examinations |

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|---|---|---|
| 16 | Smuggling into the examination hall an answer book or a continuation sheet /arranging to send an answer book / replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any other person connected with the examination or through any other agency | a) If the person concerned is a candidate taking the examination, Cancel all the examinations taken up in the semester/year<br>b) If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the Institution for necessary action<br>c) If the person concerned is a staff of the Institution, disciplinary action shall be initiated against him/her by Head of the Institution and he/she may be debarred from examiner ship permanently.<br>d) If the person concerned is an outsider the Police may be informed for necessary action |
| 17 | Impersonating any candidate to take/appear for the theory/ practical/ clinical and oral examinations conducted by the University. | a) Cancellation of the results of the entire examinations in all the subjects (which includes theory, practical/clinical and oral) taken in that session in respect of the concerned examinee for whom impersonation was done and also debarring him/ her from appearing for the University Examinations for two years.<br>b) If the person who impersonates is a student of the University, suitable action will be taken against such student by the Dean of Faculties.<br>If the person who impersonates is an outsider, suitable action will be taken by the Dean of Faculties to inform the Police, after obtaining permission of the Vice Chancellor. |
| 18 | Using obscene language / violence/ threat at the Examination/ Evaluation centre by a candidate(s) before/ during/ after the university examination toward Invigilator/Chief Superintendent/ Examiner/Person(s) concerned with University Examinations | Cancellation of all the examinations taken up in the semester/year and debar for the next two semester examinations. |

| | | |
|---|---|---|
| 19 | Injuring Chief Superintendent/ Invigilator(s)/ officials connected with the examinations | Cancellation of all the examinations taken up in the semester/year and debar for the next three years examinations. |
| 20 | Indulging in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the college/university campus | |
| 21 | Engaging in any other act which has the tendency to disrupt the orderly conduct of the examination | |
| 22 | Smoking, possessing and using drugs/alcoholic items in the examination hall. | Cancellation of the results of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent university examinations for one year/two semesters. |
| 23 | In the case of Tampering in Spelling, Name/Initial in the Certificates issued by other bodies | Cancel the admission |
| 24 | In the case of Tampering in the Date of Birth in the Certificate issued by other Bodies. | The Candidate not to be permitted to appear for any Examination of this University for a period of Two years from the Date of production of the forged documents. |
| 25 | Tampering in the Grade Certificate or any other Certificate issued by this University | The tampered certificate to be retained in the University and duplicate not to be given for Five Years from the Date of presentation of document. |
| 26 | Forged Official Communication with regard to correction/re-totaling of marks | Cancel the Whole Examination taken in the Semester/ and Debar for Next Two year i.e., Four Semester / Examination. |
| 27 | A Candidate who is apprehended more than once with incriminating materials | Cancel the Whole Examination taken in the Semester/ and Debar for Next Two Years i.e., Four Semester Examinations. |

Note: The above rules are only intended to guide the committee. The committee is empowered either to enhance or to reduce the punishment depending upon the severity of the individual offence, considering extenuating circumstances, if any.

Accordingly, the existing scale of punishment to the students, who have committed malpractices in the examinations, is placed before the Executive council for its consideration and approval.

Any other act or commission or omission on the part of examinee, including but not limited to list provided herein above may also be dealt with appropriate punitive action.