

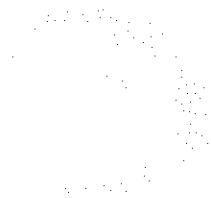
# **MOTHERHOOD** **UNIVERSITY, Roorkee**

ENLIGHTENING WORLD

## **The** **Examination Ordinances** **w.e.f 2016-17 Academic Session**



**Roorkee-Dehradun Road, Village Karoundi,  
Post Bhagwanpur, Tehsil-Roorkee  
Pin -247661  
Distt-Haridwar  
(Uttarakhand)**



## GENERAL

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and Statutes of the Motherhood University, Roorkee, the Board of examination hereby frames the Examination Ordinances applicable from Academic session 2015-16.

### 1. SHORT TITLE AND COMMENCEMENT

- a) Ordinances may be called The Examination Ordinances of Motherhood University, Roorkee. (Applicable from the Academic year 2016-17).
- b) These Ordinances are applicable to all students of Diploma, Under Graduate, Post Graduate, Integrated Dual Degree and Lateral Entry Programmes
- c) A participant of the Programme is a student who is duly admitted to any of the academic programmes of Motherhood University, Roorkee and who has registered himself/herself for a academic programme and attends the same.
- d) The programmes covered by these Ordinances are correlated programmes of study, the successful completion of which would enable the student of the concerned academic programmes for the award of Diploma, Degree and Dual degree.
- e) The Examination Ordinances shall come into force with effect from the commencement of the Academic Session 2016-17.

### 2. PRELIMINARY

- a) Examinations of the University shall be open to regular students i.e. students who have undergone a academic programme in a faculty of the Motherhood University, Roorkee for a period specified for that academic programme in the evaluation scheme and curriculum.
- b) Provided further that a student may be debarred from appearing in the end term examination as provided in any ordinance of the Motherhood University, Roorkee from time to time.
- c) Medium of instruction as well as examinations shall be in English.

### 3. DURATION OF THE ACADEMIC PROGRAMMES

The duration of various academic programmes offered by Motherhood University, Roorkee shall be as follows:

S.No.	Academic Programme	Abbreviations	Duration
1	Bachelor of Arts	BA	3 years (6 semesters)
2	Master of Arts	MA	2 years (4 semesters)
3	Bachelor of Commerce	B.Com	3 years (6 semesters)
4	Master of Commerce.	M.Com	2 years (4 semesters)
5	Bachelor of Business Administration	BBA	3 years (6 semesters)
6	Master of Business Administration	MBA	2 years (4 semesters)
7	MBA Integrated	MBA Integrated	4 years (8 semesters)
8	Diploma in Engineering		3 years (6 semesters)
9	Bachelor of Technology	B.Tech	4 years (8 semesters)
10	Master of Technology	M.Tech	2 years (4 semesters)
11	Bachelor of Library & Information Science	B.Lib.I.Sc	1 year
12	Master of Library & Information Science	M.Lib.I.Sc	1 year
13	Bachelor of Computer Application	BCA	3 years (6 semesters)
14	Integrated MCA	MCA Integrated	5 years (10 semesters)
15	Bachelor of Science (Information Technology)	B.Sc. (IT)	3 years (6 semesters)
16	Bachelor of Science.(Computer Science)	B.Sc. (CS)	3 years (6 semesters)
17	Master of Science (Computer Science)	M.Sc. (CS)	2 years (4 semesters)
18	Master of Science Information Technology)	M.Sc. (IT)	2 years (4 semesters)
19	Master of Science ( Mathematics)	M.Sc. (Mathematics)	2 years (4 semesters)
20	Bachelor of Science.(PCM/ZBC)	M.Sc. (IT)	3 years (6 semesters)
21	Master of Science (Physics)	M.Sc. (Physics)	2 years (4 semesters)
22	Master of Science (Chemistry)	M.Sc. (Chemistry)	2 years (4 semesters)



23	Master of Science ( Zoology)	M.Sc. (Zoology)	2 years (4 semesters)
24	Master of Science (Botany)	M.Sc. (Botany)	2 years (4 semesters)
25	Bachelor of Science (Agriculture)	B.Sc. (Agriculture) - Hons.	4 years (8 semesters)
26	Bachelor of Arts (Home Science)	B.A. (Home Science)	3 years (6 semesters)
27	Bachelor of Commerce (Hons.)	B.Com. (Hons.)	3 years (6 semesters)
28	Diploma in Engineering-Lateral Entry (ME/CE/EE/EC/Automobile)		2 years (4 semesters)
29	Bachelor of Science (Hons.) Physics	B.Sc. (Hons.) Physics	3 years (6 semesters)
30	Bachelor of Science (Hons.) Chemistry	B.Sc. (Hons.) Chemistry	3 years (6 semesters)
31	Bachelor of Science (Hons.) Mathematics	B.Sc. (Hons.) Maths	3 years (6 semesters)
32	Diploma in Pharmacy	D.Pharm	2 years
33	Bachelor of Pharmacy	B.Pharm	4 years (8 semesters)
34	B.A.LL.B.		5 years (10 semesters)
35	LL.B.		3 years (6 semesters)
36	Diploma in Medical Laboratory Technology	DMLT	2 years (4 semesters)
37	Bachelor in Medical Laboratory Technology	BMLT	3 years (6 semesters)
38	Diploma in Radio Imaging Technology	DRIT	2 years (4 semesters)
39	Bachelor in Radio Imaging Technology	BRIT	3 years (6 semesters)
40	Bachelor of Physiotherapy	BPT	4 years + 6 months (8 semesters + 6 months)
41	Bachelor of Education	B.Ed	2 Years (4 Semesters)

- a) Each academic session shall be equivalent to a year (July to June) or apportioned into two semesters. (Odd Semester - July to December and Even Semester - January to June), each of approximately 15-18 weeks duration with a minimum of 90 working days.
- b) The academic calendar for a academic session as approved by the Academic Council, of the University notified before the start of the each academic session and includes dates of commencement of classes and end of the semester, Mid-Term Examinations, End-Term

Examinations, carry over Examinations (if any), Practical Examinations, fill up of examination forms and enrollment forms (if any), date of declaration of results etc.

- c) Admissions to various academic programmes shall be made as per the rules and regulations mentioned in the admission policy of the University, duly approved by the Academic Council.
- d) University on year-to-year basis shall formulate its admission policy duly approved by Academic Council as per the rules and regulations and UGC Guidelines, stating the eligibility criteria, the procedure and criteria of admission to various academic programmes.
- e) The University shall widely publicize the above policy through advertisements by various modes of communication well before the admissions.

#### **4. MAXIMUM DURATION FOR THE COMPLETION OF A DEGREE OR A DIPLOMA PROGRAMME**

The maximum duration for completion of a degree or a diploma programme, shall be as detailed below:

<b>Minimum Duration (in years)</b>	<b>Maximum Duration (in Years)</b>
1	3
2	4
3	5
4	6
5	7

- a) The time taken to clear the carry over papers shall be counted in 'Maximum Duration specified for completion of a programme.
- b) Students who are unable to compete the requirements to award the Diploma & Degree of respective academic programme in maximum duration, as indicated in the table given above, shall be declared Not Fit for Programme (NFP) and enrolment of the student, shall stand cancelled from the University rolls and no degree/ diploma shall be awarded.



## 5. APPOINTMENT OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be appointed by the Vice Chancellor on recommendation of the Selection Committee consisting of the following:-

a)	The Vice-Chancellor	Chairman
b)	Nominee of the Chancellor	Member
c)	One Expert Nominee of Vice Chancellor	Member
d)	One Dean Nominated by Vice Chancellor	Member
e)	Registrar	Member Secretary

- The Controller of Examinations shall be a whole time salaried Officer of the University. The terms and conditions of the service and other benefits attached to the post shall be as decided by the Board of Management on recommendation of the Vice-Chancellor.
- The office of the Controller of Examinations shall be for a period of three years or until his retirement, whichever is earlier. He shall be eligible for re-appointment.
- If the office of the Controller of Examinations becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy of absence due to illness or any other cause, the Vice-Chancellor on prior approval of the Chancellor shall appoint from amongst the Deans to perform the additional duties of the Controller of Examinations until a new Controller of Examinations is appointed or until the incumbent Controller of Examinations resumes duty.
- Provided that such interim arrangement shall not exceed a period of one year from the date on which such an appointment is made.

### 5.1 RESPONSIBILITIES, POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS

- To make all necessary arrangements for free, fair, smooth, orderly and timely conduct of all examinations of the University including entrance examinations and declaration of their results;
- To prepare and announce in advance the scheme and calendar of examinations in consultation with the relevant Dean of Faculties;
- To appoint paper-setters, examiners, tabulators/collators, moderators, observers, flying squad etc. with the approval of Board of Examinations;

- (d) To decide the examination centres and appoint centre superintendents with the prior approval of the Registrar;
- (e) To arrange inspections of examination centres by a flying squad and observers;
- (f) To arrange for printing of question papers and to maintain secrecy;
- (g) To coordinate with Deans/ Principal and HODs with regard to student enrolment and conduct of examinations;
- (h) To arrange for proper assessment of students appearing for examinations and to process results accordingly;
- (i) To postpone or cancel examinations, in part or in whole in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceeding against any person or a group of persons alleged to have committed malpractices, after consulting the Registrar;
- (j) To take disciplinary action where necessary against the students, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relations to the examinations;
- (k) To arrange for , constitute and supervise Unfair Means Committee and take disciplinary action as recommended;
- (l) To notify results of the examinations to the concerned constituent college and Departments and also display the results in the public domain;
- (m) To act as custodian of all records related to conduct of examinations and declaration of results;
- (n) To maintain a database of student performance in examinations;
- (o) To forward names of students to the Registrar for conferment of degrees, diplomas , certificates, etc. except honorary degrees;
- (p) To counter-sign and approve various TA/DA and remuneration bills in respect of the examiners/ supervisors/ Invigilators, paper setters, tabulator, moderators, observer and any other person appointed for the purpose of confidential work related to the conduct of examinations. The TA/DA and remuneration will be given as per the guidelines issued by the University;
- (q) To prepare and maintain the minutes of the meetings of the Board of Examinations and other committees constituted by it;
- (r) To ensure that decisions taken by the Authorities of the University and committees constituted by them with regard to the examination system are promptly implemented;
- (s) To superintend the task of all subordinate employees and to distribute work among them, with the prior approval of the Registrar;



- (t) To exercise such other powers and perform such other duties as assigned to him by the Vice-Chancellor, the Registrar and other Authorities of the University from time to time.

## 6. STUDENT ENROLLMENT

- a) "Enrollment Number" is unique number allotted to a student on his admission in the University. Enrolment number remains unchanged throughout the duration of student's stay at the University.
- b) Enrolment shall be issued by the examination cell of the University as notified by the Registrar as per the eligibility conditions prescribed for the courses offered by the University.
- c) Each student admitted in Diploma, undergraduate, post-graduate, research Programme shall allotted a permanent enrollment number of Motherhood University, Roorkee after submitting all the mandatory documents and clearing all the dues within the stipulated time duration. Failing the same the University will not enroll the student and reserves the right to cancel the Provisional Admission.

## GENERATION OF ENROLLMENT NUMBER

Field 1	Field 2	Field 3	Field 4	Field 5
University Initial	Year of Enrollment	Faculty Code	Academic programme Code	Serial No.
M	WW	XX	YY	ZZZZ

Where :

WW= last two digits of Year of admission (Field 1)

XX= two digit numeric Code of Individual faculty (Field 2)

YY= two digit numeric Code academic programme Code in individual faculty (Field 3)

ZZZZ= four digit serial number (in continuity) of individual academic programme (Field 4)

## ISSUE OF ROLL NUMBER

Office of Controller of Examinations of the Motherhood University, Roorkee will issue a unique roll number to each students admitted in any of the academic programmes prior to the examination of 1st semester/1st year. The Roll number issued once shall be applicable throughout the course duration.

University Roll Number issued to every student will signify the following:

Field 1	Field 3	Field 4	Field 5
Year of Enrollment	Academic programme Code	Branch Code	Serial No.
VV	XX	YY	ZZZZ

Where:

VV= last two digits of Year of admission (Field 1)

XX= two digit numeric Code of academic programme in individual faculty (Field 3)

YY= two digit numeric Code of Branch in academic programme (if any) (Field 4)

ZZZZ= four digit serial number (in continuity) of individual academic programme (Field 5)

All numeric codes in the generation of enrollment number and roll number shall be applicable as mentioned in Table (a),(b) and (c).

## 7. FACULTY CODE LIST

Table (a)

S.No.	Name of faculty	Two digit Numeric Code
1.	Faculty of Arts, Humanities and Social Sciences	11
2.	Faculty of Commerce and Business Studies	12
3.	Faculty of Engineering and Technology	13
4.	Faculty of Library and Information Science	14
5.	Faculty of Mathematical Sciences	15
6.	Faculty of Science	16
7.	Faculty of Agriculture	17
8.	Faculty of Education	
	MIMT*	18
	MMMC*	19
9	Faculty of Pharmaceutical Science	20

10	Faculty of Legal Studies	21
11	Faculty of Paramedical & Allied Health Sciences	22

\*Motherhood Institute of Management and Technology (MIMT) and Madan Mohan Malviya campus are running under the Faculty of Education at Motherhood University.



## 8. ACADEMIC PROGRAMME CODE LIST

Table (B)

S.No.	Academic Programme	Abbreviations	Two digit Numeric Code
1	Bachelor of Arts	BA	01
2	Master of Arts	MA	02
3	Bachelor of Commerce	B.Com	03
4	Master of Commerce.	M.Com	04
5	Bachelor of Business Administration	BBA	05
6	Master of Business Administration	MBA	06
7	MBA Integrated	MBA Integrated	07
8	Diploma in Engineering		08
9	Bachelor of Technology	B.Tech	09
10	Master of Technology	M.Tech	10
11	Bachelor of Library & Information Science	B.Lib.I.Sc	11
12	Master of Library & Information Science	M.Lib.I.Sc	12
13	Bachelor of Computer Application	BCA	13
14	Integrated MCA	Integrated MCA	14
15	Bachelor of Science	B.Sc.	15
16	Master of Science	M.Sc.	16
17	Bachelor of Education	B.Ed.	18
18	B.Sc. (Ag.) Hons.	NA	19
19	B.A. (Home Science)	NA	20
20	Bachelor of Commerce (Hons.)	B.Com. (Hons.)	21
21	Diploma in Engineering (Lateral Entry)		22
22	Bachelor of Science (Hons.) Physics	B.Sc. (Hons.) Physics	23
23	Bachelor of Science (Hons.) Chemistry	B.Sc. (Hons.) Chemistry	24
24	Bachelor of Science (Hons.) Mathematics	B.Sc. (Hons.) Maths	25



25	Diploma in Pharmacy	D.Pharm	26
26	Bachelor of Pharmacy	B.Pharm	27
27	B.A.LL.B.		28
28	LL.B.		29
29	Diploma in Medical Laboratory Technology	DMLT	30
30	Bachelor in Medical Laboratory Technology	BMLT	31
31	Diploma in Radio Imaging Technology	DRIT	32
32	Bachelor in Radio Imaging Technology	BRIT	33
33	Bachelor of Physiotherapy	BPT	34

## 9. BRANCH/SUBJECT CODE LIST

Table (C)

S.No.	Branch/Subjects	Two digit Numeric Code
1	English	01
2	Economics	02
3	Mechanical Engineering	03
4	Electrical Engineering	04
5	Electronics Engineering	05
6	Electronics & Communication Engineering	06
7	Civil Engineering	07
8	Computer Science	08
9	Information Technology	09
10	Mechanical Engineering (Automobile Engineering)	10
11	PCM	11

12	ZBC	12
13	Physics	13
14	Chemistry	14
15	Mathematics	15
16	Zoology	16
17	Botany	17
18	Sociology	18
19	CFA	19
20	Political Science	20
21	Education	21
22	Drawing & Painting	22
23	Hindi	23
24	History	24
25	Home Science	25
26	Branch (not Applicable)	00

## 10. ATTENDANCE REQUIREMENT FOR PERMISSION TO APPEAR IN EXAMINATIONS

A regular student is expected to attend all the classes consisting of lectures, tutorials, labs and workshop sessions. Attendance of a student for a particular academic session shall be counted from the date of commencement of classes. A student may be debarred from appearing in the End Term Examinations in one or more courses for shortage of attendance as enumerated below:

- A student will be allowed to appear in all examinations if his aggregate attendance is 75% or more.
- Student with an aggregate attendance less than 75% will be debarred only in those courses where his attendance is less than 75%.
- In case a student has been allowed to change the academic programme during the current academic session, the classes attended in previous course/academic programme will also be considered in the calculation of attendance, and the eligibility for appearing in end term examination will be determined accordingly.

- d) Irrespective of whether a student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registrar in the case of fresh/late admission only.

## 11. CONDONING THE ATTENDANCE

- a) The Dean of concerned faculty shall have the power to condone shortage of attendance up to a maximum of 5% in the following situations:
- Hospitalization of self for seven days or more but less than 15 days;
  - Natural calamity;
  - Immobilization for valid reasons.
- b) The student shall apply for condone of attendance in the prescribed format issued from the dean of concerned faculty, stating the reason of absence and enclosing therewith all the documents in support of his/her claim. The following documents shall be submitted with the application:
- Copy of prior permission for leave of absence on medical or other reasons.
  - In case of hospitalization, complete medical treatment records and fitness certificate of the hospital, verified by the University Medical Officer, and an authority letter that allows the University officials to check the records related to his illness from the hospital.
  - In case of natural calamity, the official government announcement relating to the calamity in the concerned region, or the copy of the news item about the same from a national newspaper.
  - Any other document demanded by the University.
  - If no prior approval is available on record, the matter shall be treated as absence without authorization and no condonation of shortage in attendance shall be granted.
- c) The dean of concerned faculty on verification of the facts put up the complete matter before the Vice-Chancellor of the Motherhood University, Roorkee. Vice-Chancellor on the recommendation of dean of concerned faculty may condone shortage in attendance up to 10% in one or more course in exceptional circumstances and allow students with an attendance of 65% or more to appear in the end term examinations.
- d) In case of prolonged illness, any family casualty and hospitalization of the student for fifteen days or more, the Vice-Chancellor may condone an additional five percent shortage of attendance.
- e) The attendance requirements for the Non Semester Courses/yearly courses shall be the same as for the Semester Courses as prescribed above.
- f) A student who has been detained due to shortage of attendance will not be promoted to the next semester and he/she will be required to take re-admission and repeat all courses/one or more



courses of the said semester/year with the next batch of students, in case he/she would like to continue his/her admission in the University.

- g) In addition to above, after analysis of all facts and figures, Vice-Chancellor may allow any student to appear in the end term examination, if found genuine.

## 12.APPLICATION FOR EXAMINATIONS AND FEES

- a) Applications in a prescribed for permission to appear at any examination "Examination Form" shall be submitted to the Office of Controller of Examinations through their respective Dean/Head of the Department.
- b) In each semester/year student are required to fill the examination form issued from the Office of Controller of Examinations of the University. Examination fee shall be applicable as approved by the Competent Authority or prescribed in the fee structure of the individual academic programme.
- c) The Application should reach the Controller of Examinations not later than the date specified in the Academic Calendar /on through circulars from time to time. Application for permission to appear at an examination should be submitted along with the prescribed fee for that examination and also after complete settlement of pending dues.
- d) Provided further that In case of failure to fill the examination form by the due date as notified by the Office of Controller of Examinations of the University, the students will be liable to pay a late fee along with examination fee as decided by the competent authority of the Motherhood University, Roorkee within stipulated time frame.

## 13.ADMIT CARD

- a) Every student eligible to appear in examinations of Motherhood University, Roorkee may be issued an admit card. Each student shall be issued a separate Roll number to be printed on his Admit Card. Admit card of individual student shall carry the details of the Course(s) (either theory or practical) that a student is supposed to be examined in.
- b) No student will be permitted to enter the Examination room without a valid admit card issued by the Office of Controller of Examinations of the University.
- c) Admit cards are subject to scrutiny by the officials of the University or the Examination room invigilators at any time during the examination.
- d) In case the student forgets to bring the admit card or misplaces it or loses it, the student must report to the COE thirty minutes before the commencement of examination with a passport size photograph and obtain a duplicate admit card as decided by the competent authority of the University.
- e) A student who fails to /does not intend to appear in any of examination shall not be entitled to a refund of the examination fee or any other fee paid by him/her.



## 14. CARRY OVER EXAMINATIONS

- f) For paper (Theory/Practical) in which a student was absent or the student do not secure passing grades, there exists a provision for clearing these paper through carry over examinations during the odd/even semester /yearly examination as may be announced by the Office of Controller of Examinations of the University.
- g) Applications for permission to appear at carry over examination (carry over examination form) shall be submitted to the Office of Controller of Examinations through their respective Dean/head of the department on payment of requisite fee.
- h) Students with all pass grades and who are unable to acquire the required SGPA / CGPA have to appear in the carry over Examination for theory based courses in order to meet the minimum requirement of SGPA / CGPA as specified in ordinances of individual academic programme.
- i) The students awarded F Grades will have to attend the carry over examinations during Odd / Even semester / yearly examinations.
- j) Governing guidelines for carry over Examinations shall be applicable as per university rules.

## 15. EXAMINATION SYSTEM

The examination in each semester/year shall be conducted according to the curriculum of respective academic programme approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

The University lays down the system of mid-term examinations , end term examinations and Teachers Assessment contributing towards the final results that may consist of theory / practical's / presentations / assignments / Teacher's Assessment or different combinations therein. The distribution of marks/grades of mid-term examinations, end term examinations and teachers assessment shall be applicable as per the approved evaluation scheme and Ordinances of respective academic programme.

A typical semester/academic year comprises the following:

**End Term Examinations** means examinations conducted by Office of Controller of Examinations of Motherhood University, Roorkee under invigilated conditions with external / externally moderated papers.

**End Term Lab/Practical/Viva Voce Examinations** means examinations conducted by Office of Controller of Examinations of Motherhood University, Roorkee under invigilated conditions with internal and external examiner appointed by the Vice-Chancellor on the recommendation of Controller of Examinations in consultation with Dean of concerned Faculty.

**Mid-Term Examinations** means, examinations conducted by the Office of Controller of Examinations of Motherhood Examinations, Roorkee under invigilated conditions with internally moderated papers by the teachers of the concerned Faculty of the Motherhood University, Roorkee.

**Mid-Term Lab/Practical/Viva Voce Examinations** means examinations conducted by Office of Controller of Examinations of Motherhood University, Roorkee under invigilated conditions with internal examiner appointed by the Controller of Examinations in consultation on the recommendation of Dean of concerned Faculty.

**Continuous Assessment** comprises of weightage given to attendance, presentations, charts, assignments, models, etc. or as per the ordinance of respective academic programme.

Whereas, if certain course ordinances allows two mid-term tests from part of syllabus (for courses with descriptive end term examinations) or restricts one or both mid terms with another form of assessments, then in that case the marks shall be divided as per the evaluation scheme of the respective academic programme.

**Total Internal Assessment** shall be equal to the marks secured in the mid-term examinations and Continuous assessment.

## 16. MAKE UP EXAMINATIONS

A make up examination is a further examination granted on academic grounds to a student who has missed the end term lab/practical/viva voce examination or end term examinations.

Normally no make-up examinations shall be permissible in lieu of the missed examinations. However in special circumstances, make-up examinations shall be permitted at the recommendation of Controller of Examinations in consultation with Dean of concerned Faculty subject to such directions as may be issued by the Vice-Chancellor from time to time or any one or more grounds such as:

- a) Hospitalization of the student for a period of 72 hours in Government hospital or as per reference of the Medical Officer of the University.

No exemption may be allowed for the diseases for which no clinical examination is possible. In other words, headache, abdomen pain, giddiness etc. shall not be regarded as sufficient justification for make-up examinations.

- b) Death of Parent(s)
- c) Attending interview (for final year students i.e. if degree is to be completed within next semester or year only)
- d) Attendance in court case(s)
- e) Participation in National or International level competitions, Debates, Sports & Games etc. organised by various central agencies or organizations.



## 16.1 PROCEDURE FOR OBTAINING MAKE-UP EXAMINATIONS

- a) If a student failed to appear at any semester/yearly examination for reasons beyond his control, he/she must apply to the Office of Controller of Examinations within two days from the date of conduction of missed examination along with requisite fee.
- b) The application for make-up examinations must be supported with medical certificate and medical examination report (If any) or any other valid proof.
- c) The make-up examinations would be held immediately after regular examinations as per the schedule notified from the Office of Controller of Examinations.

## 17. SCHEDULE OF EXAMINATIONS

- a) The Date of examinations both the mid-term and end term shall be applicable as specified in the Academic Calendar.
- b) On the recommendation of Board of Examinations, Vice-Chancellor shall issue the instruction to Controller of Examinations to prepare the schedule/Date sheet of examinations
- c) The Controller of Examinations shall be entrusted to prepare the Exam Date Sheet of all academic programme in consultation with the Dean(s) of Faculty(s) taking into the consideration the multiple paper options and common papers for which the student is to be tested. With prior approval of Vice-Chancellor of the University it shall be notified at least 15 days before the commencement of the End Term Examinations and at least a week before the Mid Term Examinations.
- d) The Mid-Term and End-Term Examinations shall be conducted by the office of the Controller of Examinations of the Motherhood University, Roorkee.
- e) The Examinations in each semester/year will be conducted according to the curriculum approved by the Academic Council. Each course will carry credits as per the approved evaluation scheme of respective academic programme.
- f) The examination schedule, fixed by the Office of Controller of Examinations, should be displayed in a conspicuous place at the Motherhood University, Roorkee before the commencement of the examination and it should remain there till the completion of the examinations.
- g) In due course, a brief notice with important instructions regarding examination schedule timing, shift, code and conduct of the examination, will be notified by the Controller of Examinations.

## 18. POSTPONEMENT/ADJUSTMENT OF EXAMINATION

In the event of any break-down, unexpected holiday declared by the Government or by any Local Authority or dislocation of the normally academic functioning of the University for whatever reasons, date specified for any type of examinations conducted by the Office of Controller of Examinations of the Motherhood University, Roorkee shall be suitably adjusted by the Vice-chancellor on the recommendation of Controller of Examinations.

## 19. APPOINTMENT OF CENTRE SUPERINTENDENT

Dean of any Faculty shall act as Centre Superintendent for examinations and appointed by the Vice-Chancellor on the recommendation of Controller of Examinations in consultation with Board of Examinations. He/She shall be responsible for the smooth conduction and supervision of examinations.

### DUTIES AND RESPONSIBILITIES OF CENTRE SUPERINTENDENT

- a) Centre Superintendent shall be on duty three days before the commencement of examinations and more after the last day of examination.
- b) No person shall act as Centre Superintendent if his/her near relative is appearing at the examinations.
- c) The Centre Superintendent shall be responsible for the smooth conduction of the examinations.
- d) The Centre Superintendent of Examinations shall be present at the examination centre for the entire duration of the examinations and assume overall responsibility for the smooth conduct of the examinations.
- e) He/She shall appoint Invigilators, Coordinators and other staff, under intimation to the Controller of Examinations.
- f) He/She shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
- g) He/She shall inform the Controller of Examinations in duplicate about the number of students appearing for the examinations, date wise, subject wise, etc.
- h) He/She shall be responsible for organizing seating arrangement as per University guidelines.
- i) He/She shall be responsible to take full care of the safe custody of Question Papers, answer scripts and other materials relating to the examination
- j) He /She shall verify that sufficient number of Question Papers have been received in sealed envelopes. The sealed envelopes be arranged date-wise, class-wise and paper-wise inside the sealed almirah/safe.



- k) He/She shall ensure that copy of the time table shall be kept in the almirah with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examinations.
- l) Signatures of two Invigilators are to be taken on sealed envelopes of question papers to authenticate that the seals thereon are intact. A copy of the time table should be seen by invigilators and Centre Superintendent.
- m) The sealed envelopes contain the question papers should be opened by cutting along edges, 30 minutes before the commencement of the examinations.
- n) The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should be tallied with the subject mentioned in the Time Table
- o) Invigilators and Additional Invigilators to be appointed in requisite numbers.
- p) Order of appointment of invigilators is to be issued and communicated to invigilators by Center Superintendent.
- q) He/She shall arrange for collection of required number of answer scripts, additional sheets and other material from the Office of Controller of Examinations
- r) He/She shall display the timetable, seating arrangement and general instructions to the student, at the time of examinations and ensure strict compliance thereof.
- s) He/She shall ensure that only those students who are in possession of admit cards are permitted to enter the Examination Room. Further, the students are required to produce their admit cards on demand by invigilators, Centre Superintendents, Flying Squad and any other authorized person of the University.
- t) He/She shall ensure that students are not in possession of cell phones, electronic equipment, books, paper scripts or any other material which may be used for copying or indulging in malpractices.
- u) He/She shall seize admit card and answer scripts of any student who in indulging in any kind of malpractice. Such answer scripts shall be packed, marked and sent separately to Office of Controller of Examinations the University. The student shall be booked for malpractice from the said examination and may also not be permitted any further participation in the examinations.
- v) Information about flying squad shall be kept in record.
- w) Centre Superintendent should take rounds to ascertain the performance of duties by the invigilators.
- x) On completion of the examinations, the Examination Control Room should collect the Answer scripts, check them, count them and Centre Superintendent should be ensure that the answer scripts, absentee statement, etc are received from each invigilator and tallied and verified by the Superintendent and that the answer scripts are packed in covers and they in turn are packed in as per University guidelines.

- y) Special incident, if any, required to be communicated to the Controller of Examinations of the University.

## 20. APPOINTMENT OF PAPER SETTERS/MODERATORS

- a) On the recommendation of Board of Examinations/ Vice-Chancellor of the Motherhood University, Roorkee shall appoint a committee for the purpose of setting of question papers for end term Examinations .
- b) No person shall be appointed as paper-setter in any paper for an examination if.
- Any of his/her \*close relations intends to appear at that examination in that paper.
  - The paper-setter is a fellow teacher or intends to appear at any examination of the University.

\*The term close relations includes wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-niece, grand nephew, uncle, first cousin, son-in-law, daughter-in-law, brother-in-law & sister-in-law.) In such cases the examiner shall inform the Controller of Examinations in and should accept the appointment.

## 21. CERTIFICATION REQUIRED FROM PAPER SETTERS

The paper setter will need to certify the following in prescribed format:

I hereby certify that

- I have destroyed all drafts, notes, softcopies etc. of the question papers, and have retained no copy of the paper with me.
- The question-paper has been typed/written by me personally.
- I have very carefully gone through the syllabus/curriculum prescribed for the examination for which the paper has been set by me. The paper does not include any question, which is outside the syllabus. If, it is found by the University, that the paper includes any question out-side the syllabus sent by the University. I authorize the University to deduct up to 50% amount from my remuneration as paper-setter for the question paper.
- The questions are distributed evenly over the whole syllabus/curriculum to the extent possible.
- Detailed distribution of marks for different sections of each question has been given in the question paper. Special instructions for marking the answer-books have been sent with the question paper.
- I have read the instructions carefully and agree to the same.



## ROLE AND RESPONSIBILITIES OF PAPER SETTERS/MODERATORS

- a) The paper setters/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers and setting of question papers etc.
- b) As per dates specified in Academic Calendar/ examination schedule notified by the Office of Controller Examinations, all processes & necessary action towards setting and moderation of question papers shall be taken by the Controller of Examinations to conduct the mid-term and end term examinations.
- c) A brief notice will be issued by the Controller of Examination's Office to all appointed examiners to set the question paper 20 days before the date of start of examination mentioning the important points as under:
  - i. Format of the question paper
  - ii. Maximum Marks of the question paper
  - iii. Maximum time of examination
  - iv. Name of the examination
  - v. Name of the semester/Year
  - vi. Name of the academic Year
  - vii. Code & Title of question paper
  - viii. Place for setting of question paper
  - ix. Due date of submission of question paper
  - x. Submission authority of the question paper
- d) Format and all items of question paper should be the same as enclosed with the notice by Controller of Examination office.
- e) Each question paper will be set by the appointed examiners for the subject.
- f) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University.
- g) All appointed examiners will set question papers in two sets for each course. The set to be used for the examination will be selected by the Moderator Committee prior to the examination.
- h) The question should be written very clearly and legibly on one side of the blank sheets of paper supplied for the purpose. Every part of each question should be clear and definite in language as also in regard to the nature of the answer required from the students.
- i) Paper-setter is requested to be careful in setting the questions in accordance with the syllabus and evaluation scheme.
- j) Marks allotted to each question should be mentioned on the right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right



hand side of the paper. The marking scheme viz marks for definition, figures, explanation etc. must be clearly indicated on the question-paper itself.

- k) Questions should be set from each unit / spread over the syllabus equally. A total of two sets of questions shall be set for each paper. (Set A & Set B)
- l) The choice of questions shall be set as per the instructions stated in case of descriptive tests.
- m) The direction to students regarding the answering of different sections in answer- scripts or regarding the number of question to be answered should be clearly given on the top of the question paper and it should be free from ambiguity.
- n) In case of objective tests, the total number of questions and their distribution shall be set as per the instruction stated. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.
- o) Care should be taken to ensure that there is no missing data in any question and examinee should not be required to assume suitable data as far as possible.
- p) Overwriting should be avoided.
- q) In setting question-paper, abbreviations of all kinds except those in special subjects should be avoided.
- r) The questions should be set well within the prescribed syllabus based on Units / subtopics mentioned therein.
- s) The name of the examination, the subject and paper, the maximum marks and the time allowed as given in the heading should be carefully checked from the syllabus/instructions for the paper setting before dispatching the question paper.
- t) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
- u) All question papers shall be submitted to the Controller of Examinations only.
- v) The question paper set by a paper-setter is to be sent to the press without moderation (if not necessary). Therefore, the paper-setter is expected to take full responsibility for his/her paper. The question paper should be set in Bilingual / English language only except in case of paper for respective languages or otherwise stated.
- w) Question papers should be kept under lock and key in the safe custody of the Centre Superintendent until they are distributed to the students at the Examination room.
- x) Question paper packets may be sorted out date-wise and session-wise and kept separately so as to avoid improper distribution at the time of examination.

## 22.SHORTAGE OF QUESTION PAPERS

In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Controller of Examinations immediately. When this is done, proper care should be taken to avoid malpractice of any kind.

## 23.SEATING ARRANGEMENT IN THE EXAMINATION ROOM

- a) After finalization of Date Sheet/schedule of the examination, seating plan will be prepared by the Office of Controller of Examinations as per room allocated with student capacity in the University for the Examination.
- b) The examination room should have adequate light and ventilation. It should be clean and tidy. Neat and clean furniture, viz. Desks, chairs, tables, benches should be provided to the students.
- c) It should be ensured that the atmosphere around the examination room remains calm and quiet.
- d) On the first day of the examination, the examination rooms should be opened half an hour before the commencement time. On the remaining days of the Examination, the rooms should be opened 15 minutes before the examination hour.
- e) Seating map/chart should be displayed outside the room. Name of academic programme, branch/subject (if any), and roll numbers should be indicated in the seating map/chart.
- f) There should be sufficient space be left between two students, so that the neighbouring students may not peep into the answer scripts of others.
- g) As far as possible, a student of a different subject or paper will be seated between two students of the same paper.
- h) The student will occupy his/her proper seat in the room. The Roll Number on the admit card of the student should tally with the Roll No. The same Roll Number should be written, in words and figures, on the first pages of the answer Books.
- i) The Centre Superintendent should keep a watchful supervision over the neatness and cleanliness of wall, roof, floor, furniture, chair, desk and corridors etc.
- j) Special care shall be taken in providing a seat to a student who suffer from any infectious disease to avoid an adverse effect on the other students.
- k) Except for disable student (blind etc.) seating arrangement in a separate room will not be provided to any student. In case of very special and emergent conditions, the decision of the Vice-Chancellor shall be final.



## 24. APPOINTMENT OF INVIGILATOR

Invigilator means the teacher or person who has been assigned invigilation duty in the particular examination room. Invigilators will be appointed by the Centre Superintendent, under the norms laid down by the University. Additional invigilators may be appointed only after seeking prior approval of the Registrar/Vice Chancellor will have the discretion to decide each case separately. The processes which have to be followed by the Invigilator(s) in the examination room under the control of Board of Examinations/Controller of Examinations as well as any competent authority of the University, shall be as under:

- a) All Invigilators and Additional Invigilators shall work under and guidance of the Centre Superintendent.
- b) The Invigilators shall report to the Examination Control Room and ascertain the details of their duties and the Room Number/Hall, assigned to them for invigilation work.
- c) There will be one Invigilator in each room even when the students in the room are less than 30.
- d) The invigilators are allotted certain duties, they have to fill some proforma and have to complete certain formalities. The Centre Superintendent will exercise proper supervision over the performance of duty by the Invigilators.
- e) All Invigilators are required to collect examination material from the Examination Control Room 30 minutes before the commencement of the examination.
- f) Invigilator shall check the desks for any unauthorized material that may be available.
- g) All Invigilators are required to reach the examination room at least fifteen minutes before the start of the examination after collecting the packet of question papers and the examination materials as under:
  - i. Seating plan/Map of the room
  - ii. Required number of answer books
  - iii. Envelopes of question papers.
  - iv. Attendance Sheets of Students
  - v. Any other material as per the requirement of the paper setter.
- h) They shall distribute the answer books to the students who are present and shall ensure that the students write their Name, Enrollment Number, Roll Number, Course, Subject, paper, date of exam etc in relevant areas of the answer script and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
- i) He/she will obtain the signatures of the students on the Attendance Sheets. He/She will match the signatures on the admit card and the attendance sheet.



- j) During the complete duration of the examination, the invigilator shall be present on his/her duty and shall not leave it without the permission of the Centre Superintendent/Controller of Examinations.
- k) During the period of invigilation, the invigilators will keep on moving inside the room, exercising due caution and care. They will not engage themselves in any work other than the exam work.
- l) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- m) They shall distribute the question papers according to the question paper code printed on the admit card of the student, at the scheduled time.
- n) Invigilators will ensure that no student shall be permitted to appear in the examination without the production of admit card issued from the Office of Controller of Examinations and without wearing proper University uniform.
- o) Answer Books are to be collected immediately after the examination is over, checked with the absentee list and arranged serially before handing over to the examination control room.
- p) Any Invigilator who is unable to perform invigilation duty should inform the Centre Superintendent/Controller of Examinations well in advance/ before the examination through any means of communication so that an alternative arrangement may be made.
- q) They shall ensure that no student leaves the hall, till half duration of the examination, after commencement of the examination and during the last 15 minutes of the examination. At other times also students shall not be permitted to go to the washroom, without the permission of Invigilator.
- r) Invigilators will ensure that any students will not leave the examination room till the total time given for the test/examination is over. However, they can be permitted to submit the answer sheet half an hour before the scheduled finish time of the end term examination and leave the examination room.
- s) They shall ensure that the students are not in possession of mobiles, electronic equipment of any kind, books, paper scripts, Xerox copies or any other material that could be used for copying.
- t) A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the invigilator, the invigilator of examination room shall inform to the Centre Superintendent/ Controller of Examinations immediately.
- u) Any student indulge in malpractices ,copying, using unfair means in the Examination room/room, the invigilator of an examination room shall report to the centre superintendent / Controller of Examinations immediately.
- v) They shall not entertain any unnecessary questions by the students and shall refrain from prompting answer to the students, as the same tantamount to malpractice.

- w) They shall leave the examination room only after performance of all their duties and after completing all the formalities towards the closure of the examination.
- x) No portion or part of the answer books shall be detached at the examination room by invigilators.
- y) They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
- z) In case there is more than one invigilator in the Examination Room, they will be individually, as well as jointly, responsible for the work.

## 25. APPOINTMENT OF FLYING SQUAD

To make regular/surprise inspection(s) during mid-term and end term examinations flying squads are appointed by the Vice-Chancellor on the recommendation of Board of Examinations. Flying squad shall ensure that conduction of the examination is strictly according to the rules and procedures laid down by the office of the Controller of Examinations or other competent authority of the University.

Flying Squad shall be constituted as follows:

1.	Senior most Dean	Chairman
2.	One Professor/Associate Professor from each Faculty	Member
3.	Nominee of the Vice-Chancellor	Member
4.	Nominee of the Controller of Examinations	Member

## DUTIES AND RESPONSIBILITIES OF THE FLYING SQUAD

- a) The Chairman of the Flying Squad shall plan, programme and schedule the regular/surprise visits of the flying squad and lead the members of the flying squad. Programme and schedule of surprise visits of the flying squad required to keep strictly confidential.
- b) The members of the Flying Squad will act as the representatives of the Chairman, Board of Examinations when they carry out the duties of the Flying Squad.
- c) Flying squad shall act as the University empowered enforcement officer and is empowered to physically check any student suspected to be using unfair means, except lady students, who may be checked by a lady invigilator.
- d) They are empowered to check the assigned staff in case of suspicion of unfair practices and shall ascertain that the security measures are adequate.



- e) In case of malpractice, the members of the Flying Squad are empowered to seize the admit card and the answer booklet of the student and to hand over the same to the Centre Superintendent for further necessary action.
- f) In case of misconduct and violation of rules and regulations, student shall be sent out of the examination room and not permitted to take any further part in the examination for that paper/ subject
- g) The Centre Superintendent is required to extend full co-operation to the Flying squad.
- h) In the event of the flying squads pointed out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination room, and if any such action is taken, a report of the action taken shall be made to the centre superintendent immediately..
- i) No unauthorized person should be permitted to enter the examination buildings and its vicinity. During the hours of examination, care should be taken to see that no person loiters on the corridor or anywhere near the examination room.

The University may, from time to time, appoint flying squads to see that the conduct of the examinations is strictly according to the rules and procedures laid down by the Examination Committee. In the event of the flying squads pointed out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the hall, and if any such action is taken, a report of the action taken shall be made to the Centre Superintendent at its next meeting.

## 26. UNFAIR MEANS

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

### 26.1. OFFENCES DURING THE EXAMINATION

- a) Writing name or putting signature or any other mark in the Answer script which may disclose, in any way, the identity of the student or writing Roll No. in Answer script at a place other than the space provided for it.
- b) Found sitting in a room or at a seat other than the allotted without permission of the Centre Superintendent.
- c) Having in possession of book(s), notes, papers or any other like material connected with the examination.



- d) Receiving or giving assistance in copying or in any other form during the course of the examination.
- e) Smuggling in or out of the Examination room of Answer script in whole or part or tampering with it in any way.
- f) Using abusive/derogatory language orally or in writing in the Answer script against the Centre Superintendent/Examiner/Invigilator or threatening/using violence towards Centre Superintendent/Invigilators.
- g) Impersonation, i.e. sending some other person to take the examination.
- h) Communicating with the examiner or any other person connected with the examination for favour.
- i) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- j) Writing questions and answers on any paper other than the Answer Book.
- k) Unethical and unlawful conduct with the faculty and staff involved in the conduct of examination.
- l) Any other case of Unfair Means detected at any stage during or after the examination.
- m) Using mobile phone or other device gadget in the examination hall.

## 26.2. PROCEDURE FOR BOOKING OF UFM CASES AT THE EXAMINATION CENTRE

### a) Issuance of Second Answer Book

As soon as any case of unfair means comes to the notice of the Centre Superintendent of the Examination centre he shall take possession of the Answer script of the student along with paper or other material found in his possession and provide the student with a second Answer script immediately. On the top of the Answer script it should be mentioned "Second Answer Book". The Superintendent shall record on the first Answer script the time when the case was brought to his notice. He shall also record the time on the second Answer script when it was issued to the student.

### b) Explanation of the student

While issuing the second Answer script the student shall be asked by the Centre Superintendent to submit his explanation in writing. In case the student refuses to give his statement, he should not be forced to do so, only the fact of his refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.

**c) Statement of the Invigilator**

The Invigilator, who detects the use of UFM by a student, shall also record his statement which shall be verified and signed by the Centre Superintendent.

**d) Material found from the student**

As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer script and also in the UFM report form, duly signed by the Invigilator and Centre Superintendent.

**e) Procedure to be followed in case of smuggling out a Answer Book**

In case a student has smuggled out a Answer Book, the Centre Superintendent should call for the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the Office of Controller of Examinations along with the statement of the Invigilator present in the room and also of the student. The statement of the attendant/guard/police constable etc., if any should also be forwarded.

**f) Other Cases of Unfair Means**

**Impersonation:** In case of impersonation, the Centre Superintendent should send to the Controller of Examinations, the statement of the person found to be impersonating, the Invigilator/s and the real student, if possible. He may also report the matter to the police in the prescribed format as Annexure - B and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case. The expenditure incurred in this connection shall be reimbursed by the University.

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

**g) Documents required to be sent in UFM cases**

All cases of UFM should be recorded in the prescribed form for reporting UFM cases.

The duly filled in prescribed form shall be accompanied by the following documents:

- i. First and/or second Answer Books and additional sheets
- ii. Explanation of the student
- iii. Statement of the Invigilator
- iv. Unfair aid material found from the student
- v. Xerox of student admit card



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

**h) Dispatch of UFM Cases**

A separate sealed cover should be sent to the Office of Controller of Examinations along with the prescribed form in each case booked daily under UFM with a covering letter.

**26.3. LIST OF PENALTIES FOR DIFFERENT TYPES OF OFFENCES UNDER UFM:**

Category of offence	Offence (s)	Punitive Action
I	Recovered material not related to the subject or found writing something on the question paper, which is not the answer to questions being asked on his question paper	Issue of warning not to repeat the same
II	<p>Relevant material written by the student on any part of body, wall, door of the room, table or desk</p> <p>OR</p> <p>Related matter found in the form of book, manuscript, pages of books, clothes, scale, handkerchief, writing pad, geometry box, etc,</p> <p>OR</p> <p>Possession of any message, mutual conversation by words of mouth or gestures. The recovered material is related to the subject, but not used.</p> <p>OR</p> <p>The student is showing his Answer script to the other student to copy from his Answer script</p> <p>OR</p> <p>The student is copying from the Answer script of another student</p> <p>OR</p> <p>Carrying mobile phone, ear phone, pager, scientific calculator other than where explicitly allowed, lazer pen or other electronic device in the Examination room</p> <p>OR</p> <p>Writing by the student even after the stipulated time is over and is being reminded by the invigilator repeatedly not to do so.</p>	<p>Issue of warning not to repeat the same, if student does not pay attention then Cancellation of the concerned paper</p>



III	Recovered matter is related with subject and is being used. OR Recovered material is copied on the Answer script before distribution of question paper.	Cancelling the relevant paper
IV	Student is caught with a material which s/he has chewed or swallowed or torn into pieces and the student refuses to sign the documents and also misbehaves with the invigilation staff	Cancellation of entire examinations.
V	Replacement of Answer Book, exchange of Answer script with other student, addition of extra pages in the Answer Book, smuggling of Answer Book/pages, OR Manhandling with staff on duty or creating disturbance in the Examination room/centre. OR Caught using unfair means for more than once in a particular semester or yearly examination or during the whole duration of the programme	Cancellation of entire examination and further debarring for one year
VI	Ran away with Answer script from Examination room. OR Impersonation	Cancellation of entire examination and further debarring the student for one year.
VII	Two times UFM	Cancellation of the semester/year
VIII	Three times UFM	Expulsion from the University

## 27.IMPORTANT NOTES

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

## 28.UNFAIR MEANS COMMITTEE

For the purpose of investigating unfair means resorted by the students during the University examinations, Board of Examinations under the approval of Vice-Chancellor formulate a Unfair means Committee. Objective to constitute Unfair Means Committee is to ensure honesty and fairness while hearing the filed UFM Cases in the interest of the Student.

- a) The UFM Committee shall function as a recommendatory body and submit its recommendations in the form of a report with regard to the action to be taken against the unfair means alleged after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her



defence, the principles of natural justice/norms and guidelines of the University have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

- b) Chairman of UFM committee shall call a meeting of the members and discuss all filed UFM cases.
- c) The Chairman shall inform the unfair means alleged in writing of the act of unfair means to have been committed by the students, and shall ask the concerned student to show cause as to why the charge(s) levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- d) The Committee may call the unfair means alleged as well as examination room invigilator to seek an explanation and hear him/her. Explanation shall be taken in writing.
- e) The Committee members shall make necessary enquires from flying squad as well as invigilator and other related witnesses.
- f) The Committee by following the above procedures and hearing all the above persons in the spirit of the principle of natural justice or as per the norms/guidelines of University, shall submit its report to the Vice-Chancellor along with its recommendations regarding punitive action (if any malpractice was detected) to be inflicted or otherwise.
- g) The Vice-Chancellor after taking into consideration the recommendation and report submitted, shall issue the final orders that shall be binding on the unfair means alleged.
- h) The result of the unfair means alleged shall be declared after implementation of the decision of Vice-Chancellor.

## 29. APPOINTMENT OF AN EXAMINER

- a) The office of the Controller of Examinations in consultation with Dean of concerned Faculty shall prepare a faculty wise list of names of persons qualified for appointment as Examiners.
- b) The list shall be in two parts, the first part containing the names of persons working as teachers in the various faculty(s) of the University second part containing names of persons other than teachers of the University qualified for appointment as Examiners, whose names shall be obtained from the Office of the Registrar or directly from Dean of Faculty.
- c) The list shall contain, as far as possible, information relating to the persons included therein on the following points:
  - i. Academic qualifications and teaching experience at degree and postgraduate levels.
  - ii. Field of specialization.
  - iii. Examinations of the University and years in which they have acted as examiners in the past.

- d) The list so prepared shall be made available to the Board of Examinations. The Board of Examinations may add persons to the list who are qualified for appointment as examiners but not included therein.
- e) The Vice-Chancellor shall appoint paper practical/ Viva-voce Examiners ordinarily from amongst persons recommended by the Board of Examinations. He/She may, however, appoint a person whose name is not included in the list of names recommended by the Board of Examinations if he is satisfied that the person in question possesses the minimum qualifications and his/her appointment shall not be contrary to the provisions of the following paragraphs:
- i. Examiners shall be appointed for the examination of one year only, but they shall be eligible for Re-appointment.
  - ii. Any person who has acted as an examiner( paper setter or Practical/Viva-Voce Examiner) for three consecutive years shall, ordinarily, not be eligible for Re-appointment until a period of one year elapses between the year in which he last acted as an Examiner and the year in which he is re-appointed.
- f) Provided that such a gap will not be a necessary in case of internal examiners.

### **30. REMUNERATION FOR PAPER SETTERS/EXAMINERS**

The Vice-Chancellor on the recommendation of Controller of Examinations in consultation with Finance Officer shall decide the remuneration for the external paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work. The duties shall, however, be mandatory for the University faculty and staff members and no remuneration shall be paid to them under ordinary circumstances. Contingent and postal expenses are payable to the external examiners/paper setters on production of postal receipt only.

### **31. EVALUATION OF ANSWER SCRIPTS AND APPOINTMENT OF INCHARGE (EVALUATION)**

Evaluation of answer scripts of mid-term , end term, carry over and any other examinations conducted by the Office of Controller of Examinations of Motherhood University, Roorkee shall be done under the close supervision of In charge (Evaluation)/appointed by the Vice-Chancellor on the recommendations of Controller of Examinations. In-charge (Evaluation) should be Dean Level.

In charge (Evaluation) shall be responsible for the transparent and impartial evaluation of answer scripts within stipulated time frame or as soon as possible he/she shall handover the results (Award sheet, Exam Copy) along with other necessary document to Controller of Examination's Office within a time frame.



### 32. INSTRUCTION TO EVALUATORS

The processes/instructions which have to be followed by the evaluator(s) in the evaluation hall, shall be as under:

- a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subjects.
- b) No question or part of a question shall remain unmarked.
- c) Evaluator shall use Red pen only for evaluation of answer books.
- d) Use of mobile phones shall be strictly prohibited inside the evaluation hall. Evaluators are instructed to keep their phones either in switch off mode or silent mode.
- e) All evaluators shall remain confined to their allotted table instead of roaming around in the evaluation hall.
- f) Marks awarded to a question or any part of a question shall be written at two places. First, on the answer scripts where the answer of the question ends. Second, on the front page against the serial number of the question.
- g) There shall be no mismatch between the marks written at two places, i.e front page and where the answer of the question ends.
- h) The entry of marks against each question & their addition must be performed carefully.
- i) Evaluators shall avoid overwriting/corrections. Where correction becomes unavoidable, encircle the same and put their signature towards the right of the circle.
- j) While evaluating an answer script if evaluators find any new page(s) inserted or any handwritten slip pasted on any page of the answer script, they shall immediately bring it to the notice of the Controller of Examinations/In-charge (Evaluation). Same procedure shall be followed if there is any evidence of double handwriting in any answer script.
- k) If Roll No, of any student mutilated, it shall bring it to the notice of Controller of Examinations immediately.
- l) No score shall be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examinations for further necessary action.
- m) In case, if the student has attempted extra question in any of the sections, the highest marks of the questions shall be awarded, must be written on the front page.
- n) Evaluators shall affix their signature on each answer script at the appropriate place provided for the same.

- o) Dean of concerned faculty/HOD or any other competent authority of the University may be examine the evaluated answer scripts of the evaluators and give necessary comments for maintaining uniformity and transparency in the evaluation.
- p) In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question, it is necessary that evaluator shall affix their initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated/checked.
- q) Evaluators are required to write the word "END" at the end of the last attempted answer and cross the remaining pages if the same are uncrossed.
- r) After the completion of evaluation of a bundle of answer script and verified by the in-charge (Evaluations), the same shall be informed to the Office of Controller of Examinations through In charge (evaluation).
- s) Evaluators shall submit the bundle of evaluated answer scripts to the Office of Controller of Examinations along with award sheets in prescribed Performa. All the award sheets shall be counter signed by the Dean of concerned Faculty or Head of Department.
- t) Grading for each course shall be finalized by Office of Controller of Examinations under the close supervision of In-charge (Evaluations), as per the Grading System defined by the University on the recommendations of UGC.

### 33. COMPILATION OF EXAMINATION RESULT

- a) In consultation with In-charge (Evaluation), Controller of Examinations will depute faculty members from the concerned faculty to compile the result.
- b) The examination result of the respective semesters/years or particular event shall be complied by the deputed members. Compilation of the result shall be done under the supervision of In-charge (Evaluation).
- c) Complied result (Award Sheets) shall be submitted to the office of Controller of Examinations and must be signed by the deputed faculty members and verified by the In-Charge (Evaluation).
- d) In the event of any discrepancy, Controller of examination shall allot a question to In-charge (Evaluation) as well as faculty members deputed. In case of more than three mistake he/she shall have to explain thereof.

### 34. APPROVAL OF RESULT

After compilation of the result, In-charge (Evaluation) will submit the compiled examinations result to the Controller of Examinations along with brief report. Controller of examinations shall forward the result to the Registrar / Vice- Chancellor for further proceeding. On the recommendations of Registrar



and after the approval of Vice Chancellor, it will be published by the Office of Controller of Examinations for all the students concerned

### **35.DECLARATION OF RESULT**

Semester/Year wise final result will be announced within stipulated time frame or as mentioned in the academic calendar of respective academic session approved by the Academic council. A notice to this effect will be circulated through notice board as well as University website.

### **36. SCRUTINY & RECHECKING(RE-EVALUATION)**

Scrutiny and Rechecking of answer scripts shall mean verifying whether all the questions and their parts in the answer script(s) have been duly marked as per the question paper, and the totalling of marks means checking of marks, examination of question(s) left unmarked and reassessment of the question(s) already marked.

- a) If any of the students is not satisfies his/her marks obtained in any of the course in end term examinations, he/she may apply to the Office of Controller of Examinations within ten days from the date of the declaration of the result, for re-checking of the answer script(s) of a specific course(s) for the scrutiny of the marks obtained in the end term Examination in the prescribed Performa on payment of fee to be decided by the competent authority of the Motherhood University, Roorkee from time to time.
- b) Application for scrutiny of grades/results shall be entertained only within 10 days after the declaration of end term examinations result, thereafter no such application shall be entertained.
- c) On the recommendations of Controller of Examinations in consultation with dean of concerned faculty, Vice-Chancellor shall appoint a committee for scrutiny of grade/result/answer script of the student.

### **37.CHANGE OF GRADES AS A RESULT OF SCRUTINY**

In the event of a discrepancy being found in the grades obtained after scrutiny and grades awarded in original then Controller of Examinations shall prepare a detailed report, and forward the same to the office of the Registrar. All such grades are required to be revised through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination as a result of scrutiny and forwarded to the Vice-Chancellor. Necessary corrections in the student's mark sheet shall be made after the approval of the Vice-Chancellor.

### 38. GENERAL RULES AND REGULATIONS APPLICABLE TO ALL STUDENTS

The following Rules and Regulations with regard to examinations shall be applicable to all the students who are studying in the University in any mode:

- a) Students may opt for the subjects in each semester/year of the academic programme, which are being offered in the semester/year of the examination. Students choosing additional subjects to study with the regular courses in the respective year, will have to take prior permission of the Dean of concerned Faculty. No permission will be given to take any subject in the respective year of the examination, which is not being offered.
- b) A student for any valid reasons may opt to take an academic break for a maximum of one year after seeking the prior permission of the competent authority. However, he/she shall be required to re-register thereafter and complete the course within the stipulated maximum permissible duration as mentioned in clause 4 including the period of academic break.
- c) No person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination shall be permitted for any examination during the period for which the punitive action is in operation.
- d) Notwithstanding anything contained in the ordinances relating to submission of application to appear in the examination (Examination form) to Office of Controller of Examinations of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied that the delay in submitting the application to appear in the examination is not due to lack of diligence on the part of the student and that it would be a great hardship to the student, if his/her application is rejected, can be allowed, which is otherwise complete in all respects to be entertained with the Late Fee.
- e) If admit card has been issued in favour of a student, the permission given to a student to appear at an examination may be withdrawn if it is found that: The admit card was issued or permission was given mistake or the student was not eligible to appear in the examination of studying academic programme or any of the particulars given or document submitted by the student with the application for enrolment, admission to a University, faculty/department is false or incorrect.
- f) Permission will not be given to a student to appear in the examination hall unless he/she produces the admit card before the examination to Invigilator/flying squad/any officials of the University or satisfies such officers that it shall be produced. A student shall produce his/her admit card whenever required.

In addition to above, the following rules & regulations will also be obeyed by the students in the examination hall:

- a) In the examination room student shall be under the disciplinary control of the Invigilator of Examination Hall and he/she shall obey his/her instructions.



- b) In the event of the student disobeying the instructions of the Invigilator or his/her indiscipline conduct or insolent behaviour towards the Controller of Examinations or any Invigilator, the student may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Controller of Examinations.
- c) Students coming late by more than 15 minutes for the mid-term examinations and 30 minutes for end term examinations will not be allowed in the examination room. The late arriving student will be asked to report to the Centre Superintendent who may allow the student to appear as per their discretion but no extra time will be given.
- d) Students are not permitted to borrow pen/pencil/rubber/calculator or any other items from other students.
- e) Programmable calculators are not allowed in the Examination room. Calculator upto fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used otherwise calculator should not be allowed in the Examination room.
- f) No student is allowed to go out of the examination room even temporarily without the permission of the Invigilator on duty.
- g) Mobile phones or any other electric gadgets except calculators as specified above will not be carried inside the Examination room.
- h) Students are advised to write their Names/Enrolment Number/Roll Number and other required information on the Answer script as well as question paper, before they start attempting the question paper.
- i) Students desirous of leaving the Examination room temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the student fails to return within this limit of 5 minutes or stipulated time, he/she shall not be permitted to enter the Examination room unless he/she gives convincing explanation.
- j) Students shall be permitted to leave the examination room after half duration of the commencement of examination.
- k) A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the invigilator, the answer-script of such student shall be withdrawn and second answer-script be supplied and the case will be referred to the Unfair Means Committee.
- l) If any of the students found using or attempting to use unfair means in the examination room or within the premises of the examination room during the hours of examination shall be called upon to surrender all the objectionable material found in his or her possession and will be sent to the Unfair Means Committee for its decision.

- m) If a student acts in a violent manner or uses force or makes a display of force towards the Controller of Examinations or any Invigilator at the Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the centre superintendent may expel the student from the examination room and if needed police help may be sought
- n) If a student brings any dangerous weapon within the precincts of the examination room he/she may, be expelled from the examination and/or handed over to the police by the centre superintendent.
- o) A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.

In every case where action is taken by the centre superintendent, a detailed report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examinations of the University for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student. Any of the above mentioned decision shall be applicable after the approval of the Vice-Chancellor.

### 39. EVALUATION AND GRADING SYSTEM

Each Academic Programme offered by the University shall be given a certain number of credit hours in accordance with the amount of work which the student undertake in the class room, the laboratories and outside.

All courses undertaken by the students are evaluated during the semester/year using internal evaluation system of the continuous assessment. The students are evaluated on class/tutorial participations, assignment work, lab work, mid-term exam, quizzes and end term examinations, which contribute to the final grade awarded for the subject. Students shall be notified at the commencement of each academic programme about the evaluation methods being used for the courses and weight-age given to the different assignments and evaluated activities

In order to make the evaluation system as similar and transparent with any of the globally reputed educational institutions/University like NITs, IITs etc. and on the recommendations of UGC, Academic Council of Motherhood University, Roorkee has decided to adopt the grading system. Here marks obtained in the continuous assessment and end term examinations are added together and a 10 point grading system has been used to award the student with an overall grade for the course.

- a) At the end of every semester, a student is awarded a grade based assessment on his/her performance in examinations/assignments, in every course opted by him/her. These grades are described by the letters and have a numerical equivalent called the grade points with percentage range as mentioned in table (d) .



Marks	Grade Value	Grade	Description
91 to 100	10	O	Outstanding
81 to 90	9	A+	Excellent
71 to 80	8	A	Very Good
61 to 70	7	B+	Good
51 to 60	6	B	Above Average
41 to 50	5	C	Average
Equal to 40	4	P	Pass
Less than 40	0	F	Fail

- b) The grade or percentage of marks required to qualify any of the academic programme and also the CGPA required to qualify for a degree/diploma shall be applicable as per the ordinances of individual academic programme into consideration of the recommendations of the statutory bodies such as AICTE, MCI, BCI, PCI, NCTE etc.
- c) Marks/grade obtained by a student in various examinations held during a semester/year including mid-term examinations and internal assessment shall be added together to award the cumulative grade point assessment.

#### 40. COMPONENT OF EVALUATION

Unless provided otherwise in the curriculum of respective academic programme, the components of Evaluation for each academic programme shall be as under:

- Continuous Assessment (CA)
- Mid-term Examinations (MTE)
- End-term Examinations (ETE)

Academic Council on the recommendations of Board of Faculties shall approve the different components of Continuous Assessment. (CA)

#### COMPUTATION OF SGPA AND CGPA

Following procedure shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

##### Semester Grade Point Assessment (SGPA)

SGPA is a measure of performance of work done in a semester. It is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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

#### **Cumulative Grade Point Assessment (SGPA)**

The CGPA is a measure of overall cumulative performance of a student over all semesters. It is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of the academic Programme, i.e.

$$CGPA(S_i) = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the semester and  $C_i$  is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### **41. CRITERIA FOR PASSING COURSES**

Student shall be required to appear in all papers as prescribed in the evaluation scheme and curriculum of individual academic programme, both total internal and external and obtaining a minimum of 40% in aggregate in each course including the end term examination and the teacher's continuous assessment shall be essential for passing the course and earning its assigned credits. A student, who secures less than 40% of marks in a course, and CGPA less than 5 in a academic year shall be deemed to have failed in that course.

### **42. GRACE MARKS**

A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 5% of the semester/year maximum marks (rounded to next higher integer). The grace marks will be added to individual subject score and the semester/year aggregate. In case the student does not want to avail the grace marks, he/she will have to forward a notarized affidavit through the Dean of the faculty stating that he/she is not willing to avail the grace marks and that he/she will not avail the same in future also and would clear the papers by reappearing in the future examination(s).

### **43. PROMOTION TO NEXT YEAR OF STUDY**

The Terms and Conditions/grade or percentage of marks required for promotion to next year of study for various academic programmes shall be applicable as per University Academic Ordinances into consideration of the recommendations of the statutory bodies.



#### **44. ISSUE OF GRADE SHEETS (MARK-SHEET)**

- a) Based on the grades earned, a grade sheet/statement of marks shall be issued to all enrolled students after every Year. The grade sheet/statement of marks will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester/year.
- b) Grade sheet/Statement of marks shall be issued from the office of the Controller of Examinations, necessarily mentioning the grade/ marks earned in individual courses/subjects along with award of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average)/total obtained out of maximum marks;
- c) The grade sheet for the final semester/year for successful students leading to award to degrees or diploma shall display all the previous individual semesters/ years performances along with the current and cumulative grade points shall be issued

#### **45.AWARD OF DIVISION**

The criteria for award of division shall be as follows:

- a) The student obtaining CGPA greater than or equal to 5.00 but less than 6.00 shall be placed in Second Division.
- b) If the CGPA is greater than or equal to 6.00 but is less than 8.00, the student shall be placed in First Division.
- c) If the CGPA is greater than or equal to 8.00, and if the student has cleared all his/her papers in first attempt, he/she shall be awarded the degree in First Division with Honours.

#### **46.AWARD OF DEGREES AND DIPLOMA**

The Study and Evaluation Scheme specifies the minimum credits to be earned to qualify for a diploma/degree. The credits included in the Study and Evaluation Scheme of a programme. A student who has earned the minimum number of credits prescribed in the concerned Study and Evaluation Scheme, shall be declared to have passed the programme, and shall be eligible for the award of the relevant diploma/degree.

A student shall be declared eligible for the award of the degree for respective academic programme on the recommendation of Academic Council. Student may issued a provisional Degree Certificate (PDC).