

SRINIVAS UNIVERSITY



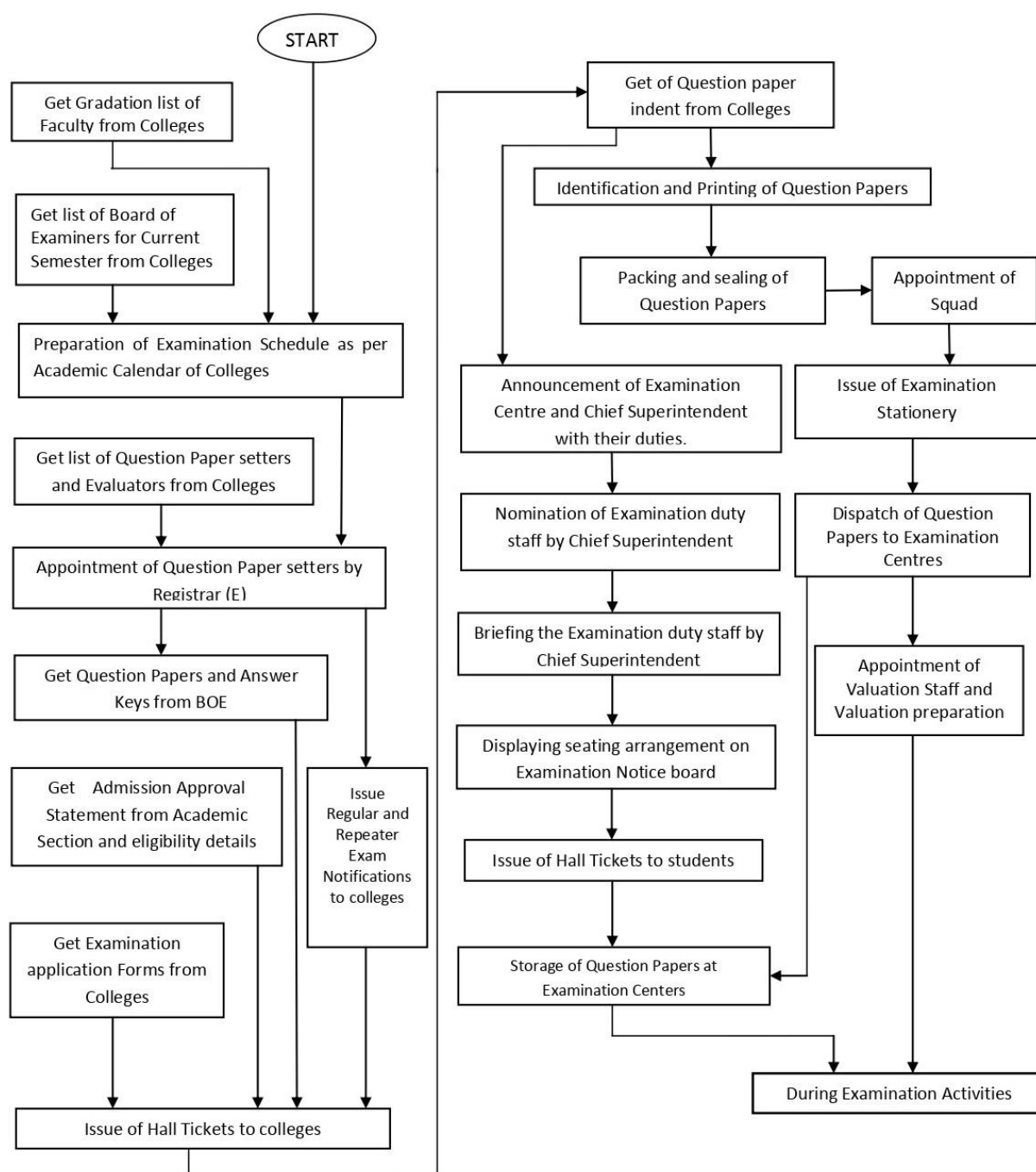
MANUAL

For

CONDUCT OF EXAMINATIONS

(Including Some Important Guidelines)

PRE-EXAMINATION ACTIVITIES



1. Get Gradation List of Faculty from Colleges:

The Registrar (Evaluation) should write to the Dean of respective Colleges, to send the gradation list of Faculty in their College, two months after the commencement of the

semester based on the academic calendar for the semester, promulgated by Registrar, Srinivas University to be submitted within two weeks.

2. Get a List of Board of Examiners for Current Semester from Colleges:

The Registrar (Evaluation) should write to the Dean of respective Colleges, to send the nominated members of the Board of Examiners (BoE) with a minimum of 3 years teaching experience in the specific curriculum of the College as per the gradation list.

- The Board of Members/Dean will elect the Chairman of the Board of Examiners.
- The Board of Examiners is to be approved by Dean and Registrar (Evaluation).
- The list of approved BoEs should be submitted to Registrar (Evaluation).

3. Preparation of Examination Schedule as per Academic Calendar of Colleges:

The Registrar (Evaluation) should prepare a tentative examination schedule for semester-end/year-end regular examinations and repeater examinations 3 months after commencement of the semester to all Colleges and send it to the Dean of respective Colleges for approval as per the academic calendar.

Any changes in the schedule should be approved by Registrar (Evaluation).

4. Nomination of Question Paper Setters and Evaluators:

The Registrar (Evaluation) should write to the Chairman, Board of Examiners (BoE) of respective Colleges for the list of question paper setters for all subjects and evaluators, to be submitted within two weeks.

5. Appointment of Question Paper Setters by Registrar (Evaluation):

The appointment of question paper setters is done by Registrar (Evaluation) by a letter along with question paper pattern, syllabus copy, and remuneration form for submitting question papers and answer keys.

6. Submission of Question Papers and detailed Scheme of Evaluation:

The question paper setters need to submit the questions papers and detailed scheme of evaluation for verification to the Chairman of BoE.

After verification of questions papers and detailed scheme of evaluation are to be submitted to the Registrar (Evaluation) in a sealed envelope as a hard copy/CD duly signed by the question paper setters and the Chairman of BoE on the envelope.

The Chairman of BoE must confirm the confidentiality and submission of a minimum of three sets of question papers with a detailed scheme of evaluation for every theory examination.

7. Exam Notifications:

The Registrar (Evaluation) will issue exam notifications one month before the commencement of examinations.

8. Receipt of Examination Application Forms:

The Dean of Colleges should send the examination application and fees paid details of students appearing in the year-end/semester-end examinations.

9. Receipt Eligibility Details:

The Dean of Colleges should send the eligibility details like in-semester evaluated marks (internal assessment marks) and attendance details of students appearing for the year-end/semester-end examinations.

10. Issue of Hall Tickets:

The preparation, verification, and printing of hall tickets are done by the Registrar (Evaluation).

The hall tickets are to be issued to the Deans of respective Colleges by the Registrar (Evaluation).

The Deans are required to issue the same to the students after proper scrutiny.

11. Receipt of Question Paper Indents from Colleges:

The Dean of Colleges should send the question paper indent based on the number of students appearing for the year-end/semester-end examinations, and office/library record requirements.

12. Printing of Question Papers:

The Registrar (Evaluation) should randomly select one question paper from the submitted three sets of question papers with a detailed scheme of evaluation.

These selected question papers are printed confidentially.

13. Packing and Sealing of Question Papers:

Based on the question paper indent received from Colleges, printed question papers are packed and sealed in appropriate envelopes duly indicating subject details, subject code, quantity, date and time of examination, and packing code.

The packed question papers are stored in the locker room duly locked and sealed as per security protocol.

14. Appointment of Squad:

The Registrar (Evaluation) may appoint the teams of flying squad according to the need to ensure proper conduct of examinations and to curb malpractice at University examination centres.

Each team of squad comprising one chairman and three members is required to be nominated for each Campus separately by the Registrar (Evaluation). For this purpose, the Dean of Colleges is requested to nominate the members from their College, three weeks before the examination. These members are pooled in to form squads.

The following requirements are to be maintained:

- 1) The squad chairman/member should not be a faculty of the College where inspection is carried out.
- 2) The squad chairman/member should not have any relative in the College where inspection is carried out.

15. Announcement of Examination Centre and Chief Superintendent with their Duties:

The University will declare the Examination Centers for the conduct of respective examinations from time to time.

The Dean of the College will be the Chief Superintendent of examination.

The Registrar (Evaluation) needs to issue the orders, rules, and regulations for conducting University examinations in these centres, once every academic year.

The orders should specify the duties of the Chief Superintendent, Deputy Chief Superintendent, Room Supervisor, and Relieving Supervisor.

16. Briefing the Examination Duty Staff:

The Chief Superintendent has to assemble the entire staff assigned with various duties of examinations and explain the rules and regulations of the examinations, one day before the examinations commencement date.

17. Issue of Examination Stationery:

The Chief Superintendent shall look into requirements, depending upon the number of candidates appearing for the examinations, and acquire the required number of main answer books and additional (supplements) answer papers and other stationery required for the centre by sending indent to the office of the University.

The Registrar (Evaluation) is required to supply all types of examination stationery to the respective examination centres as per their indent.

18. Displaying Seating Arrangement on Examination Notice Board:

The Chief Superintendent is required to display the exam seating arrangements on the examination notice board.

The DCS shall arrange the assigning of seat numbers to different rooms under the guidance of the Chief Superintendent as per the University Examination Rules and Regulations.

19. Dispatch of Question Papers:

The Chief Superintendent or his/her authorized nominee shall collect the question papers of the examinations from the office of Registrar (Evaluation), Srinivas University, from time to time.

20. Storage of Question Papers at Examination Centres:

On its receipt, question paper packets are to be counted and verified for their accuracy by the Chief Superintendent or his/her authorized nominee of respective centres while collecting. He/she shall take care to ascertain about the paper sealing of the packet. He/she should acknowledge the receipt of the same to the Registrar (Evaluation) on the same day.

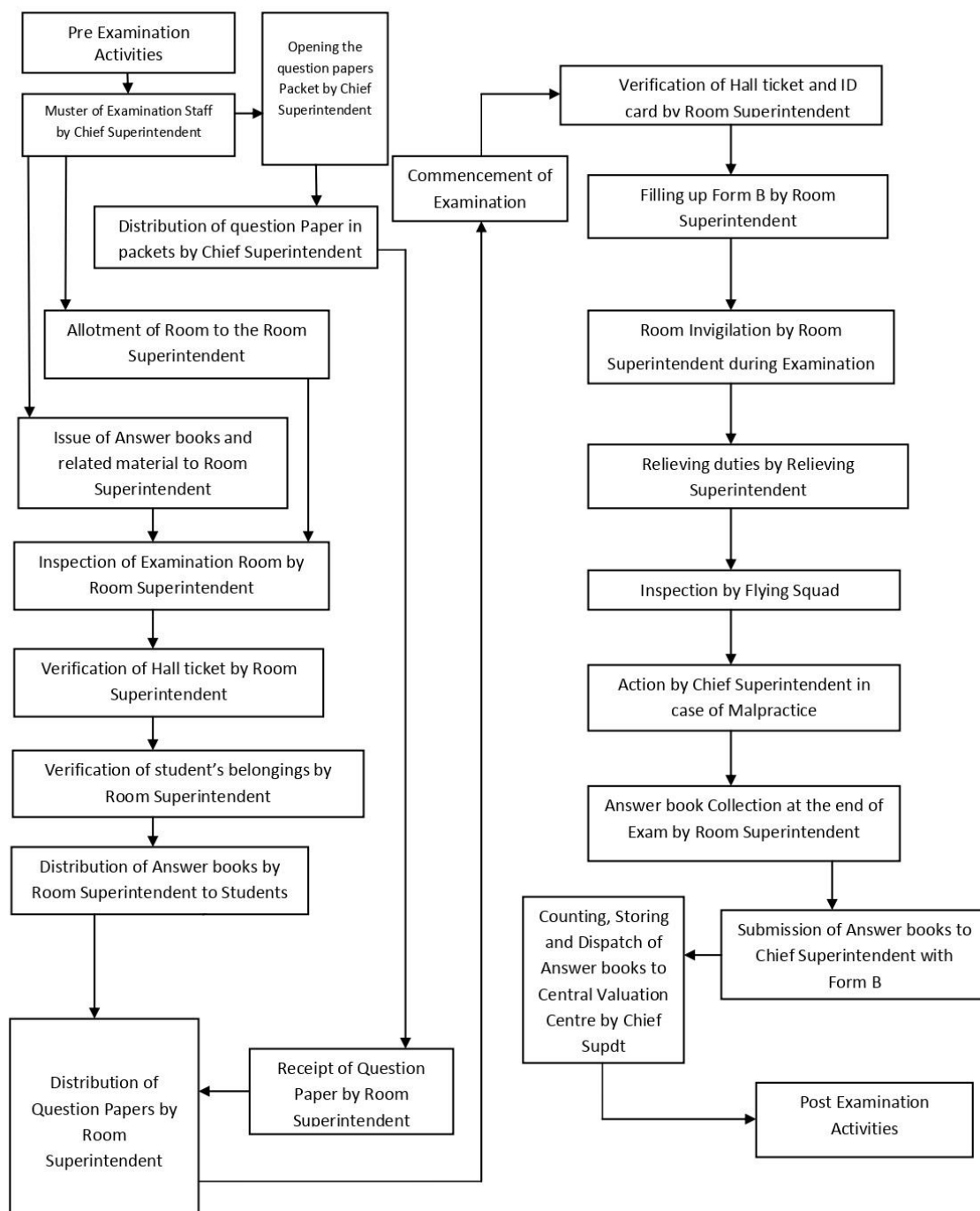
The Chief Superintendent should take sufficient care to verify the question paper packets regarding their indent with regards to date, subject allocation, time of examination, number of question papers, etc. After that question papers are to be stored in a safe locker duly sealed.

21. Valuation Preparation:

The Registrar (Evaluation) shall appoint the Chief Coordinator for the Central Valuation.

It shall be the duty of the Chief Coordinator to plan for the Central Valuation. The Chief Coordinator shall confirm the timely completion of the evaluation process.

ACTIVITIES DURING EXAMINATION



1. Opening the Question Paper:

On the day of the examination, 40 minutes before the examination the Chief Superintendent shall open the safe locker of the question paper.

The relevant sealed packets of the question papers as per the exam timetable shall be opened in the office of the Chief Superintendent, in the presence of the Deputy Chief

Superintendent and one or two other officials, after carefully examining the seal, date, time, etc. on the packets.

Lock the safe locker and seal it by endorsing the time and date after that.

2. Distribution of Question Paper:

The Chief Superintendent shall arrange to put the question papers required for each block on a separate cover, which shall contain the actual number of papers as per the number of candidates taking the examination in the block.

3. Allotment of Room to the Room Superintendent:

The Chief Superintendent shall allot rooms to Room Superintendent at the time of examination.

The Room Superintendent shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him/her and the number of candidates in the block/hall.

It is expected that the Room Superintendents are not to be posted to the same room successively.

4. Issue of Answer books and related material to Room Superintendent:

The packet with the required number of answer books and supplements will be handed over to concerned Room Superintendents to take to the examination block/hall.

5. Inspection of Examination Room by Room Superintendent:

20 minutes before the commencement of the examination, the Room Superintendent shall go to the allotted block/hall and ensure that no chits or any other materials are found in the block/hall.

6. Verification of Hall ticket by Room Superintendent:

The Deputy Chief Superintendent/Room Superintendent shall see that only the candidates with valid hall tickets and identity cards are allowed to take the examination.

If any candidate has not brought or lost his/her hall ticket, after ascertaining bonafide, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of the required fee as per the orders of Srinivas University.

7. Verification of Student's Belongings by Room Superintendent:

The Room Superintendent shall announce to the students to leave the books, papers, and other reference materials, etc., outside the examination hall and instructs the candidates to search desks, tables, their pockets, wallets, instrument box, and to hand over to him/her if any papers/notes/manuscripts/books or any material, before the issue of the answer booklets.

8. Distribution of Answer books by Room Superintendent:

Five minutes before the commencement of the examination, the answer books/papers shall be distributed only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.

9. Distribution of Question Papers by Room Superintendent:

The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

The relieving superintendent shall assist Room Superintendent in the distribution of question paper packets.

10. Verification of Hall Ticket and ID Card by Room Superintendent:

The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that the candidates have taken their seats and have entered the correct registration number and other particulars required on the facing sheet of the answer paper, checking the identity of the candidate with photo on the hall ticket.

11. Filling-Up 'Form B' by Room Superintendent:

If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after the expiry of 30 minutes from the time of commencement of the examination.

A consolidated statement showing the subject-wise candidates present and absent be submitted in Form A.

12. Room Invigilation by Room Superintendent:

Room Superintends shall be very vigilant inside the examination hall. The Room Superintendent should ensure that there is no communication among the candidates in the examination hall. If the Room Superintendent notices that a candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any written

material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used for copying and immediately report to the Chief Superintendent.

13. Duties of Relieving Superintendent:

The Chief Superintendent appoints a senior staff member as the Relieving Superintendent.

The Relieving Superintendent shall deliver the question paper packets to the examination hall, as per the direction of the Chief Superintendent.

He/She to be active, vigilant, and shall move from block to block during the examination.

The Relieving Superintendent shall not permit room superintendents to leave the examination hall during the first and last half an hour of the examination.

During the intervening period, he/she shall relieve the Room Superintendent. The relieving superintendent shall give relief to the Room Superintendent for a maximum of 10 minutes and be in charge of the duties of the Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent.

14. Inspection by Flying Squad:

The Flying Squad needs to ensure proper conduct of examinations and to curb malpractice at University examination centres.

The squad team shall inspect the University examination centres assigned to them quickly, surprisingly, and frequently to ensure that the arrangements made at different centres for the conduct of examinations are proper and adequate.

15. Action by the Chief Superintendent in Case of Malpractice

Whenever the Chief Superintendent receives a report of any candidate indulging in malpractice he/she should immediately take action as per the MPC manual.

A copy of the memo shall be sent along with other relevant papers to the office of the Registrar (Evaluation), by the Chief Superintendent.

This act shall strictly ensure that the candidate detects the malpractice case.

16. Answer Book Collection at the End of Exam by Room Superintendent:

After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers in the order of REGISTER Numbers to ensure a systematic collection and submission of answer booklets to the Chief Superintendent.

The Room Superintendent shall be personally held responsible for the loss, misplacement of any answer book. The Room Superintendent shall not leave the College premises until he/ she personally hands over the answer books to the Chief Superintendent.

The relieving superintendent shall assist the Room Superintendent while receiving and verifying the answer scripts and at the end of the examination.

17. Duties of Chief Superintendent After the Examination:

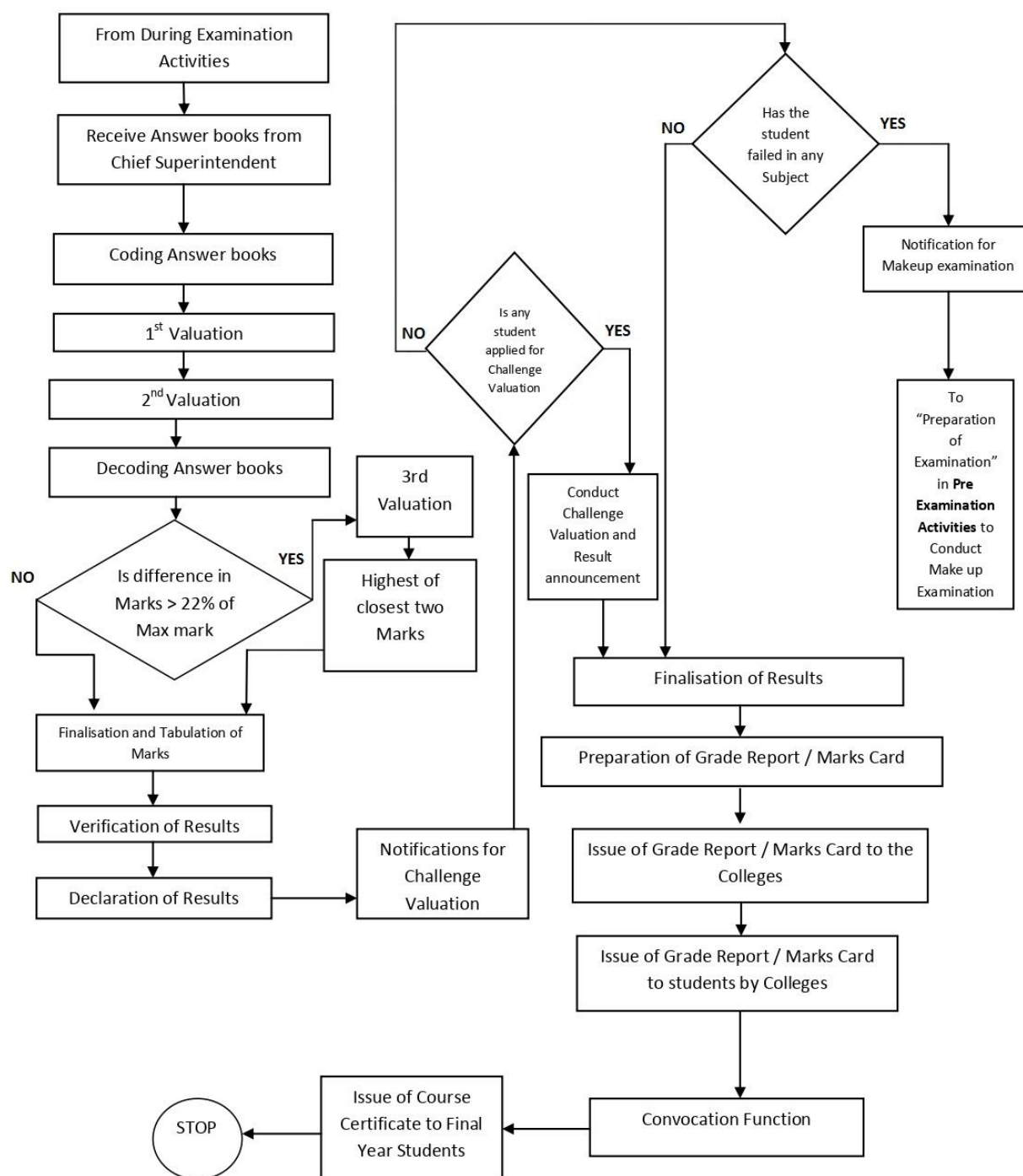
Immediately after the end of each examination session, the Chief Superintendent shall arrange to receive and check the answer scripts brought by the Room Superintendent at his/her office.

Chief Superintendent will verify the total answer books by matching registration numbers and answer book serial numbers, signatures of both student and Room Superintendent.

The Chief Superintendent shall arrange to prepare the packets: semester-wise, subject-wise, packet-wise in serial order.

The packing, sealing, and superscribing of the bundles of the answer papers are to be carried out immediately after the examination of each paper and shall be kept ready to hand over to the University official or delivered as per the arrangements made by the Registrar (Evaluation) from time to time.

POST-EXAMINATION ACTIVITIES



1. Receive Answer Books from the Dean of Colleges:

The Chief Coordinator shall receive the answer script bundles from the Deans of Colleges and place them in safer custody. He shall verify the contents of the bundles regarding dispatch memo regarding the subject with code, number of answer scripts, number

of packets, number of absentees, seat number of absentees, etc., and report any discrepancies, immediately to the Registrar (Evaluation)s.

2. Coding Answer Books:

The Chief Coordinator will organize the coding of answer books in a strictly confidential manner.

3. Valuation Process:

The Chief Coordinator shall issue the answer scripts to the examiners as per the schedule.

The Chief Coordinator shall arrange to distribute the scheme of valuation for each subject, to the valuers, to bring uniformity in valuation.

The Chief Coordinator shall verify the issuance and receiving of valued answer scripts along with the marks list from the examiner.

4. Decoding Answer Books:

The Chief Coordinator shall ensure that the decoding has been done correctly and there shall not be any discrepancies. He shall arrange to submit the decoded marks sheets to the Registrar (Evaluation), every day or the completion of a particular subject.

5. Tabulation of Marks:

The Chief Coordinator has to ensure that his team tabulates the marks with accuracy after decoding.

6. Verification of Results:

The result is finalized with double verification.

7. Declaration of Results:

The Chief Coordinator forwards the result to Registrar (Evaluation) for approval. The Registrar (Evaluation) verifies the accuracy and announces the result to the Deans of respective Colleges with intimation to Registrar and Vice Chancellor within 15 days from the last examination.

9. Challenge Valuation:

The Registrar (Evaluation) will issue the notification for challenge valuation and photocopy of the result.

10. Conduction of Challenge Valuation:

The Chief Coordinator will conduct the challenge valuation and declaration of results by consulting the Registrar (Evaluation).

11. Notification for Make-Up Examination:

The Registrar (Evaluation) will issue a notification and exam timetable after 15 days of declaring the result for a make-up examination.

12. Conducting of Make-Up Examination:

The make-up examination is conducted as like regular examination by repeating all the steps from serial number 1 to 8, i.e., from receiving answer books from Chief Superintendents of Examination Centres to the declaration of results.

13. Preparation of Grade Report/Marks Card:

The Registrar (Evaluation) shall prepare the grade report/marks card approved by Registrar (Evaluation).

14. Issue of Grade Report/Marks Card to the Colleges:

The Registrar (Evaluation)/Registrar (Evaluation) shall issue the grade report/marks card to the Colleges after due verification of the student's details and his/her photograph.

15. Issue of Course Certificate:

The course certificate is prepared by the Registrar (Evaluation)/Registrar (Evaluation) and is issued to the students during the next convocation ceremony or in absentia through the Dean of Colleges after that.

DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT

1.	They shall be responsible for the smooth and proper conduct of examinations at that centre.
2.	They are to remain in the headquarters during the time of both theory and practical examinations to supervise the arrangements as well as effective conduct of examinations except, in case of an emergency or any serious cause.
3.	They shall not leave the centre of examination without prior permission of the Registrar (Evaluation), Srinivas University, and in such cases of absence, the name of the next senior-most Professor should be suggested, well in advance.
4.	They shall see that no undesirable activities take place on the premises of the examination centre and strictly adhere to the guidelines and duties issued by the University.
5.	They shall take necessary precautions and actions before, during, and after examinations as per stipulated guidelines of the University and shall be responsible, till the answer books reach the custody of Chief Coordinator – Central Valuation, as per the direction of the Registrar (Evaluation).
6.	They shall look into requirements, depending upon the number of candidates appearing for the examinations, and acquire the required number of main answer books and additional (supplements) answer papers, drawing sheets, and other stationery required for the centre by sending an indent to the office of the University and also responsible for arranging the manpower required for the conduct of examinations.
7.	<p>They shall appoint the required number of Deputy Chief Superintendents, Relieving Superintendents, Room Superintendents, Office Staff, and Class-Four Staff from among the employees of the College as per the guidelines given below:</p> <ul style="list-style-type: none"> • One Deputy Chief Superintendent for every 500 candidates

	<ul style="list-style-type: none"> • One Room Superintendent for every 30 to 40 candidates • One Relieving Superintendent for every 150 candidates
8.	They shall prepare well in advance the statement regarding sitting arrangements for the candidates.
9.	They shall convene a meeting of all the staff involved in the examination work, two or three days before the commencement of examinations, and explain to them the duties and responsibilities and inform them to follow strictly the instructions given by the University.
10.	They shall arrange to assign seat numbers to different examination halls.
11.	They shall on the days of examination arrange to supply the blank answer books, additional books, and other stationery required for each room and deliver the packets of question papers to the concerned examination halls.
12.	They shall ensure that the Room Superintendents are supplied with all requirements for the smooth and fair conduct of the examination.
13.	<p>They shall also give instructions to the Room Superintendent about the distribution of answer papers and question papers.</p> <ul style="list-style-type: none"> • He/She shall impress upon the need for prevention of any kind of malpractice during the examination. • He/She shall also explain to them the procedure for identifying and reporting malpractice. • The Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Evaluation), Srinivas University.
14.	The Chief Superintendent shall take care not to allow a particular Room Superintendent to the same room successively.
15.	They shall see that the candidates with valid admission tickets and identity cards only are allowed to take the examination.

16.	They shall ensure that no candidate is allowed to enter the examination hall after 30 minutes of the commencement of the examination.
17.	If any candidate has lost the admission ticket, after ascertaining the validity of the claim, the Chief Superintendent shall issue a duplicate admission ticket on payment of the prescribed amount.
18.	The Chief Superintendent or his/her authorized nominee (a senior teaching faculty) shall collect the question papers of the examinations or shall be delivered by the office of the Srinivas University as per the arrangements made by the Registrar (Evaluation) from time to time.
19.	They shall be solely responsible for the safe custody of the question papers at his/her centre.
20.	The Chief Superintendent or his nominee should take sufficient care to verify the question paper parcels regarding their indent with regards to date, subject allocation, time of examination, number of question papers, etc while collecting from the University.
21.	He/she shall take care to ascertain about the paper sealing of the packet and check for the number of question papers.
22.	<p>On the day of the examination:</p> <ol style="list-style-type: none"> 1. The relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of the examination in the presence of the Deputy Chief Superintendent and one or two other officials, after carefully examining the seal, date, time, etc. on the packets. 2. All of them shall also verify the subject as per the timetable and check the number of question papers written on the packets and ascertain whether those are sufficient for the requirement of the examinations. 3. The concerned officials shall open the question papers after getting the signature on the relevant certificate.

	<ol style="list-style-type: none"> 4. If the seal on the question paper packet is found tampered with, the matter shall be immediately reported to the Registrar (Evaluation) either by telephone call or by mail. 5. The certificate of question paper packets opening shall be preserved for at least one month. 6. After opening the question paper packets taking the help of the Deputy Chiefs, the Chief Superintendent shall arrange to put the question papers required for each block in a separate cover, which shall contain the actual number of papers as per the number of candidates taking the examination in the block. 7. The packet with the required number of answer books and supplements will be handed over to concerned Room Superintendents to take to the examination hall. 8. The Room Superintendents are to be present in the respective blocks 20 minutes before the commencement of the examination. 9. The Chief Superintendent shall arrange to print/type the candidate's seat numbers on Room Superintendent's report and attendance report before issuing it to the room superintendent. 10. The Chief Superintendent is instructed to provide the desks and tables free of any written matter, as otherwise the student appearing on the allotted table may be appended for MPC. 11. The Chief Superintendent shall give instructions to the Room Superintendent to read out the warning note to the candidates 5 minutes before the commencement of the examinations. <p style="text-align: center;">Warning Note</p> <p style="text-align: center;">“All the candidates in the examination hall should search desks, tables, and their pockets before the issue of question paper and hand over to the room superintendents if any papers/notes manuscripts or books are found”</p> <ol style="list-style-type: none"> 12. The candidates who have before the completion of examination hours are not permitted to take the question paper with them and they are to leave the question paper with their seat no's on the question paper with the Room Superintendents.
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	<p>13. However, they can collect the question paper immediately after the examination hours.</p> <p>14. Whenever the Chief Superintendent receives a report of any candidate indulging in malpractice he/she should immediately take action as per the MPC manual.</p> <p>15. As per the MPC regulations, a candidate booked under MPC shall be permitted to write all subsequent lower and higher semester examinations (for more details refer to MPLEC regulations).</p> <p>16. Immediately after the end of each examination session, the Chief Superintendent shall arrange to receive and check the answer scripts brought by the Room Superintendent at his/her office.</p> <p>17. The Chief Superintendent shall arrange to prepare the packets: semester-wise, subject-wise, packet-wise in serial order and enclosing the relevant proforma.</p> <p>18. Packing, sealing and super scribing of the bundles of the answer papers are to be carried out immediately after the examination of each paper and shall be kept ready to hand over to the University official or delivered as per the arrangements made by the Registrar(Evaluation) from time to time.</p> <p>19. Only Chief Superintendent shall sign wherever he/she has been asked for.</p> <p>20. The Chief Superintendent shall make arrangements for the availability of required Handbooks, Mathematical Tables, Tracing Sheets, and Polar Graphs, etc., well in advance.</p> <p>21. The Chief Superintendent under his supervision, shall see that a signal bell shall be given as under:</p> <ul style="list-style-type: none"> • 15 minutes before the commencement of the examination for allowing the students to enter the examination room. • The second bell shall be given at the beginning of the examination for the distribution of the question papers. • The third bell shall be given 10 minutes before the closing time when no student is allowed to leave the examination hall. • The final bell shall be given at the end of the examination.
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DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENT (DCS)

1.	They shall assist the Chief Superintendent in general for the smooth conduct of examination at the centre.
2.	They shall see that the candidates with a valid admission ticket and identity cards only are allowed to take the examination. If any candidate has lost his/her admission ticket, after ascertaining bonafide, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of the required fee as per the orders of Srinivas University.
3.	They shall in addition to the above duties attend to any other work entrusted to them by the Chief Superintendent in connection with the examination and function under the control of the Chief Superintendent.

DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

1.	They shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to them and the number of candidates in the block.
2.	They shall go to the block allotted 20 minutes before the commencement of the examination and ensure that no chits or any other materials are found in the block.
3.	The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination.
4.	<p>The Room Superintendent shall announce to the students to leave the books, papers, and other reference materials, etc., outside the examination hall and instructs the candidates to search desks, tables, their pockets, wallets, instrument box and to hand over if any papers /notes/ manuscripts/ books or any material were found, before the issue of the question paper.</p> <p>The students are expected to ensure that they do not have any written material on hand/s, palm, writing pads, inner and outer covers of calculator/ geometry box, hand kerchief, etc.</p>
5.	They shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
6.	Five minutes before the commencement of the examination, the answer papers shall be distributed only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
7.	The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

8.	Candidates shall be allowed to leave the examination hall after 60 minutes have elapsed after the commencement of the paper.
9.	Within the first 30 minutes of commencement of the examination, the Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, checking the identity of the candidate with photo on admission ticket and identity card and shall obtain the signature of the candidates on attendance report (FORM B).
10.	If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (Form B), preferably in red ink, after the expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in Form A.
11.	If any student has not brought his/ her admission card, the matter shall be brought to the notice of the Chief Superintendent.
12.	After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent when he/she visits the examination hall or return it to the office of the Chief Superintendent.
13.	They shall remain alert in the examination hall and shall attend to the requests of the candidates for the supply of the supplementary answer sheets, graph sheets as and when found essential.
14.	It is expected that the Room Superintendent maintain the decorum and sanctity of the examination hall.
15.	The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
16.	No candidate shall be allowed to go out to use restrooms.

17.	<p>Room Superintends shall be very vigilant inside the examination hall.</p> <p>He/She shall be called for an inquiry in every case of malpractice that is detected or booked.</p>
18.	<p>The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendents, while the examination is going on and also shall not read magazines or newspapers.</p>
19.	<p>While taking rounds of the examination hall, if the Room Superintendent notices that a candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used for copying and immediately report to the Chief Superintendent/DCS.</p> <p>The Room Superintendent should not allow the candidate to leave the examination hall till the Chief Superintendent/DCS comes to the examination hall and takes over the charge.</p>
20.	<p>The Room Superintendent should ensure that there is no communication among the candidates in the examination hall.</p>
21.	<p>The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the University by the Chief Superintendent.</p>
22.	<p>Smoking and taking tea/coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.</p>
23.	<p>Whenever the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.</p>
24.	<p>By the orders to the Chief Superintendent, a signal bell shall be given</p> <ul style="list-style-type: none"> • 10 minutes before the commencement of the examination for allowing the

	<p>students to enter the examination room.</p> <ul style="list-style-type: none"> • The second bell shall be given at the beginning of the examination for discontinuation of the question papers. • The third bell shall be given 10 minutes before the closing time when no student is allowed to leave the examination hall and <p>The final bell shall be given at the end of the examination.</p>
25.	Room superintendents shall not carry mobile phones inside the examination halls. The use of mobile phones inside examination halls will be viewed very severely.
26.	The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his/her correct University seat number and other information asked on the title page of the answer paper.
27.	After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer scripts collected in the order of REGISTER Numbers to ensure a systematic collection and submission of answer booklets along with other reports to the Chief Superintendent.
28.	The Room Superintendent shall be personally held responsible for the loss, misplacement of any answer book.
29.	Any dereliction of duty on the part of the Room Superintendent is seriously noted and the Chief Superintendent shall take the necessary action as per the guidelines of the University and report the same to the University immediately.
30.	Whenever a flying squad of the University makes a surprise visit, the Room Superintendent shall ensure their identity and allow entering the examination hall for a surprise check.
31.	The Room Superintendent shall not leave the College premises until he/she personally hands over the answer books to the Chief Superintendent and return the diary and other stationery materials given.
32.	Any exchange of invigilation duties shall be brought to the notice of the Chief

	<p>Superintendents in a written format, counter signed by both the parties.</p> <p>No oral communication is accepted in case of exchange or change of invigilation duties.</p>
33.	<p>In case of emergencies, the Room Superintendent/s MUST arrange substitutes for invigilation.</p> <p>Absence from examination duties is unacceptable and viewed seriously.</p>

DUTIES AND RESPONSIBILITIES OF RELIEVING SUPERINTENDENT

1.	They shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the centre.
2.	The relieving superintendent shall report for duty half an hour earlier than the time scheduled for the commencement of the examination.
3.	He/She shall be active, vigilant and shall move from block to block during the examination.
4.	The Relieving Superintendent shall not permit Room Superintendents to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent.
5.	The Relieving Superintendent shall give relief to the Room Superintendent for a maximum of 10 minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the room superintendent.
6.	He shall return the Relieving Superintendent's filled dairy to the Chief Superintendent at the end of the examination.
7.	The relieving superintendent shall assist in the distribution of question paper packets and also shall assist while receiving and verifying the answer scripts and at the end of the examination
8.	The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him/her by Chief/Deputy Chief Superintendent.

DUTIES AND RESPONSIBILITIES OF FLYING SQUAD

1.	The squad team shall inspect the University examination centres assigned to them quickly, surprisingly, and frequently to ensure whether the arrangements made at different centres for the conduct of examinations are proper and adequate.
2.	They shall initiate action to curb malpractice like copying, possession of indiscriminatory materials related to the University examinations.
3.	Mark the malpractice case with the prior intimation to the Chief Superintendent.
4.	Ensure utmost care to take the Chief Superintendent into confidence in the process of execution of their duties and not to use improper language.
5.	They shall book the candidates under Malpractice, who are found indulging in malpractice, and send such candidates out of the examination hall after taking the necessary undertaking and signature, from the candidate on the prescribed forms.
6.	<p>When once a candidate is booked under malpractice, they will see that, the Chief Superintendent shall serve a memo to the concerned candidate instructing him/her to attend the MPLEC meeting, as fixed by the University.</p> <p>This act shall strictly ensure that the candidate detects the malpractice case.</p> <p>A copy of the memo shall be sent along with other relevant papers to the office of the Registrar (Evaluation), by the Chief Superintendent.</p>
7.	<p>See to it that, while appreciating all the efforts of the Room Invigilators, it is expected that, instructions may be given to the Room Invigilators to be more vigilant.</p> <p>As the University is seriously considering calling room invigilators to the MPLEC meeting, in such cases, wherein the squad detects the malpractice case.</p>
8.	They shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls.

9.	The squad team shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
10.	Carry out any other duties assigned by the Registrar (Evaluation) for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
11.	They shall not release any press statement under any circumstances.

DUTIES AND RESPONSIBILITIES OF CHIEF COORDINATOR

1.	It shall be the duty of the Chief Coordinator to plan for the Central Valuation.
2.	He/She in consultation with the Registrar (Evaluation) fixes the date of commencement of Central Valuation and the duration of completing it.
3.	He/She shall appoint the required number of Deputy Chief Coordinators, Coding Officers, Office Staff, and Class-four staff of his own choice and confidence, to complete the work properly without giving room for any mal-practice. Their appointments shall be strictly confidential.
4.	He/She shall well in advance receive the required stationery and other items for Central Valuation from the Registrar (Evaluation).
5.	He/She shall be responsible for the receipt, coding, and conduct of valuation of answer scripts.
6.	He/She shall collect the list of valuers in each course and each subject from the Registrar (Evaluation) and accordingly intimate the date of valuation.
7.	He/She shall verify the question paper and detailed scheme of evaluation of each subject and intimate the date of valuation to the valuers.
8.	He/She shall confirm the timely completion of the evaluation process.
9.	For the work of Deputy Coordinators, and Coding Officers - appointments shall be made from among the senior teaching faculty.
10.	He/She may appoint the required number of office staff and workers on daily wages depending upon the need and number of answer scripts available for central valuation work.
11.	He/She shall well in advance receive the required stationery and other items for Central Valuation from the Registrar (Evaluation).

12.	He/She shall be responsible for the smooth and proper conduct of valuation. He shall take necessary precautions and actions during the Central Valuation.
13.	He/She shall remain at the centre during the entire period of valuation.
14.	In case of any emergency, he shall make all the arrangements for the proper conduct of valuation by entrusting the responsibility to the next senior Deputy Coordinator of his confidence, with the prior approval of the Registrar (Evaluation).
15.	He/She shall be responsible for the receipt, coding, and the conduct of valuation of answer scripts.
16.	He/She shall be responsible for the proper custody and accounting of the answer scripts till the valuation process is completed and shall hand over the valued answer scripts along with the sealed cover of marks list to the Registrar (Evaluation).
17.	He/She shall collect the list of valuers in each course and each subject from the Registrar (Evaluation) and accordingly intimate the date of valuation.
18.	He/She shall prepare the schedule of valuation and thereby intimate the date of valuation to the valuers.
19.	He/She shall receive the answer script bundles from the Colleges and place them in safer custody.
20.	He/She shall verify the contents of the bundles regarding dispatch memo regarding the subject with code, number of answer scripts, number of packets, number of absentees, seat number of absentees, etc., and report any discrepancies, immediately to the Registrar (Evaluation).
21.	He/She shall arrange for, before issuing the answer scripts to the examiners, scripts to be verified for coding.
22.	He/She shall ensure that each examiner shall a value minimum of 20 and a maximum of 50 scripts per day.
23.	He/She shall strictly instruct the valuers as well as officers and staff involved in the

	process, not carry any materials/papers/bags/mobile phones, etc. into the valuation centre.
24.	He/She shall make necessary arrangements at the Valuation Centre for the examiners to carry out the valuation.
25.	He/She shall verify the issuance and receiving of valued answer scripts along with the marks list from the examiner.
26.	He/She shall arrange to distribute the scheme of valuation for each subject, sent by the Registrar (Evaluation) to the valuers, to bring uniformity in valuation.
27.	He/She shall ensure that the coding and decoding have been done correctly and there shall not be any discrepancies.
28.	He/She shall arrange to submit the decoded marks sheets to the Registrar (Evaluation), every day or on the completion of a particular subject.
29.	He/She is authorized to issue the attendance certificate to the examiners for having attended the valuation work (externals).
30.	He/She shall have to act on the directions given from time to time by the Registrar (Evaluation) for the smooth conduct and early completion of valuation.
31.	After the completion of valuation, he/she shall hand over all answer books and records maintained, accounts, etc. to the Registrar (Evaluation).
32.	In each step, he has to maintain confidentiality and he/she shall not take any decision without Registrar (Evaluation) approval and shall not conduct any press meet.

GUIDELINES FOR APPOINTMENT OF EXAMINERS FOR VALUATION OF THEORY SCRIPTS

1.	Based on the approved list of examiners received from the office of the Registrar (Evaluation), the Chief Coordinator will appoint the required number of examiners for the valuation of scripts.
2.	The examiners shall be appointed from among the panel supplied by the BOE Chairman.
3.	Depending upon the number of scripts, the Chief Coordinator shall appoint the examiners for valuation work.
4.	The examiners shall report to the Chief Coordinator.
5.	The examiner shall collect the answer scripts from the Coordinator.
6.	The scheme of valuation shall be supplied by the Registrar (Evaluation) to the Chief Coordinator.
7.	Scheme of valuation shall be supplied to the examiners for reference.
8.	Minimum 20 scripts to be valued each day to a maximum of 50 scripts.
9.	The valuation shall be done according to the detailed scheme of valuation provided for the purpose.
10.	Marks awarded to each question/sub-questions should be indicated on the facing sheet of the answer script in the space provided for the same.
11.	There shall be two sessions, i.e., pre-lunch and post-lunch, valuation shall be conducted on Sundays also.
12.	The Chief Coordinator shall report the matter to the Registrar (Evaluation) if the examiners are not turning up for valuation duty.

GUIDELINES FOR DISTRIBUTION OF PRACTICAL EXAMINATION/VALUATION WORK

1.	In an attempt to decentralize the system of examinations, the BoE in each discipline is constituted, comprising one chairman and several members.
2.	The BoE shall take care of setting of question papers, scrutiny of question papers, and distribution of work to staff in respect of Practical Examinations and valuation.
3.	The Chairman/Members of BoE shall act as coordinators shall be responsible for the smooth conduct of Practical Examinations.
4.	The coordinators shall also make substitute appointments wherever necessary.
5.	The Chief Superintendents are requested to fall in communication with coordinators, in case necessary enough care shall be exercised to see that there shall be two examiners for each of the practical examinations.
6.	<p>Change of Experiments: The change of experiment in Practical Examinations is permitted with the following conditions:</p> <ol style="list-style-type: none"> 1. Under the change of experiment, a new set of experiment/s has to be given altogether (where two experiments are involved, both the experiments will have to be changed) 2. The new set of experiments will be given adopting the same procedure as adopted in allotting the first experiment set. 3. The change of experiment has to be considered, provided the request is made for the same, within half an hour from the start of the examination 4. Under such circumstances, the evaluation shall be only for 80 percent of the total marks (there will be a deduction of 20% of maximum marks) 5. The change of experiment is allowed only in particular lab examinations.

DUTIES OF DEAN OF COLLEGES

1.	Discharge the Duties of the Chief Superintendent
2.	<p>Submit (within the time specified):</p> <ul style="list-style-type: none"> ○ Correct question paper indent, ○ Batch list, ○ IA marks, ○ List of shortage of attendance, ○ Marks lists, ○ Answer booklets, ○ Accounts.
3.	<ol style="list-style-type: none"> 1. Finalize the IA marks for Elective Subjects, Project & Seminar and submit a consolidated marks list for each branch of EACH discipline to the office of the Registrar (Evaluation), before the commencement of examinations. 2. It is requested that faculty members take utmost care while finalizing the IA marks so that there shall be no discrepancies.
3.	<p>Submit the batch list of candidates for project work at least 15 days before the commencement of Practical examinations.</p> <ol style="list-style-type: none"> 1. The Viva Voce marks of each candidate shall be sent manually and Colleges shall maintain the record for having conducted the Viva-Voce examination and submit the same to the Registrar (Evaluation) (like practical answer booklets). 2. Viva Voce examination shall be conducted in two parallel batches so that there shall be 6 batches/day (two projects in each batch). 3. If viva voce examinations cannot be conducted in stipulated two days, it may be extended by a day.
4.	Submission of batch lists and other practical examinations (at least one month before the commencement of practical examinations) to the office of the Registrar

	(Evaluation), with copies of the same to the Coordinator.
5.	<p>Kindly ensure that:</p> <ol style="list-style-type: none"> 1. While forming the batches, regular students and arrears students shall be grouped separately and shall be mixed except for one or two batches. 2. Single branch batches in a sheet are sent. 3. The batch lists of all labs in all branches are dispatched to the University (Batch size: 10-15, # of Batches/ per day: 3/2). 4. Filled in practical MARK Sheets in a sealed cover shall reach the office of the Registrar (Evaluation), within three days from the date of completion of all practical examinations. 5. All valued practical answer books shall be submitted to the Registrar (Evaluation) within three days from the date of completion of all practical examinations & NO VALUED PRACTICAL ANSWER BOOKS SHALL REMAIN IN THE COLLEGE. 6. Award of marks in Practical Examinations is the joint responsibility of both the examiners and the break-up of marks suggested does not indicate the division of marks between the examiners. 7. If the external examiner appointed by the University does not turn up, Deans of respective Institutions are empowered to make substitute appointments. 8. Every candidate taking a University examination has to write his/her REGISTER Number on the Question paper. 9. Room Invigilators shall be more vigilant while the examinations are going on and they should not leave the room. 10. Accommodate the candidates from different branches in a hall. 11. There shall be sufficient space between desks. 12. Faculty of the same subject shall not be the invigilator for the block wherein the same examinations are going on. 13. Supervision by Assistant Instructors/Instructors/Foreman/SDA/FDA/OS /Librarian is strictly prohibited.

	<p>14. The squad team shall conduct themselves at the examination centre with the utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.</p> <p>i. The squad team shall not cause any kind of harassment either to the students or any of the officials of the examination centre.</p> <p>15. Submit a consolidated list of absentees for each practical & theory examination.</p>
6.	The Deans are specifically instructed to withhold the hall ticket of the candidates, who have fallen short of attendance, detained due to malpractice, and whose admission is not approved by the University.
7.	<p>TRY TO AVOID THE FOLLOWING PROBABLE DISCREPANCIES</p> <ul style="list-style-type: none"> • Late submission of IA Marks: As per the university regulation the IA marks shall reach the University before the commencement of theory/practical examinations. • IA Marks Left blank: This shall impose severe restrictions if it were to be a Practical/Lab, as there is a requirement of a minimum IA Marks, failing which the candidates are not eligible for appearing in practical examinations. • However, in the case of theory subjects, the system will record it as zero and processing takes place. <ul style="list-style-type: none"> • Missing Signature/s of examiners • Entries left blank in the Practical Marks List • Wrong entry of IA Marks • Entry of Correct subject code of the subject • Entry of Correct Examination code • Filling of A (Absent) & C (Cancelled) in the practical Marks Sheet for the same candidate • Overwriting of IA marks with/without affixing initials (<i>in case of manual entry</i>)

SCRIBE FOR PHYSICALLY DISABLED/BLIND/HEARING–IMPAIRED CANDIDATES

The following guidelines are followed:

1.	The blind student may select the scribe.
2.	The scribe need not have a lower qualification than the student, provided that the scribe should not have the same qualification (with the same optional subject and languages) of the examinations, which the student is writing (for example a student who has completed BA or MA can be a scribe for the student who is taking BSc examinations).
3.	If a physically disabled/blind/hearing-impaired candidates and the scribes for such candidates shall be allowed an extra time of 20 minutes per hour.
4.	<ol style="list-style-type: none">1. As the hearing-impaired students are having a language problem, possibilities of Grammar mistakes, mistakes in building the sentences are there.2. Hence, the answer papers of such candidates shall be snickered with a sticker; such answer papers shall be evaluated with additional care.

REGULATIONS GOVERNING THE AWARD OF GRACE MARKS IN THE UNIVERSITY EXAMINATIONS

1.	These Regulations shall apply to all the examinations conducted by the Srinivas University and shall become operative for all examinations conducted from the date of assent by the Chancellor.
2.	Head of passing means, a separate minimum for pass by obtaining the aggregate of Internal Assessment marks and minimum prescribed marks in a paper.

3.	<p>GMR 1.</p> <p>Grace Marks shall be awarded to a Subject/Paper/Practical/Viva-Voce/Head of passing to a maximum of 2% per subject if, after gracing, the candidate gets minimum prescribed marks in the Theory/Practical/Viva-voce and passes in the subject. The maximum grace marks permissible for the whole examination (or unit) shall not exceed 5 Marks.</p>
4.	<p>GMR 2.</p> <p>A candidate shall be eligible to a maximum of 5 grace marks, provided, the candidate,</p> <ol style="list-style-type: none"> 1. appears for the entire examination (in all subjects); 2. he/she has failed in only one subject (Practical/Theory/ Head of Passing/Viva-voce) of the examination; 3. passes the whole examination by such gracing; 4. Gets the minimum prescribed marks in the Paper/Practical/Viva-voce and aggregate for passing by such gracing. 5. Gracing facility can be applied in case the candidate appears for all the subjects of the particular examination. 6. This facility can also be extended to a candidate who appears for all subjects during the Supplementary Examination. 7. This facility cannot be extended when a candidate takes part in a supplementary examination. 8. Gracing shall be awarded to a maximum of 5 marks provided by such gracing the candidate passes the whole examination.
5.	<p>GMR 3.</p> <p>Gracing shall also be done to declare classes (First Class with Distinction, First Class, and also Second Class) on the following guidelines.</p> <ol style="list-style-type: none"> 1. For an examination with a maximum of 500 marks or less, there shall be a gracing of TWO Marks only.

	<p>2. If the maximum marks prescribed for an examination is more than 500 marks, every unit of 500 marks or a part thereof shall be graced by ONE MARK.</p> <p>3. c) However, such gracing shall not exceed FIVE marks in all.</p>
6.	<p>GMR 4.</p> <p>1. Gracing under GMR 1 and GMR 2 together is not permissible in the same subject.</p> <p>2. However, the candidate is entitled to GMR 3 whether by appearing the whole examination or by claiming exemption or exemptions.</p>
3.	<p>GMR 5.</p> <p>Grace Marks awarded as per GMR 1 for passing a subject and GMR 2 for passing the whole examination are shown only in the ledger and not in the statement of marks.</p>
4.	<p>GMR 6.</p> <p>Any fraction in the calculation of the percentage of grace marks as above may be rounded off to meet Higher Digit (on the principle of approximation).</p>
5.	<p>GMR 7.</p> <p>In case of a tie, the candidate who secures marks without grace or less grace is preferred for Ranking/awarding Prizes/Medals.</p>

Example 1: In case of B.Com. III Degree Examination the candidate has to appear for 5 subjects carrying 50 marks each.

Subject	Min. Marks	Marks Secured	Gracing	Result
Management	25	45		Passes
Economics	25	40		Passes
Accounts	25	20	+5	Passes

English	25	40		Passes
Maths	25	31		Passes

Example 2:

Subject	Min. Marks	Marks Secured	Gracing	Result
Management	25	45		Passes
Economics	25	21	*	Fails
Accounts	25	22	*	Fails
English	25	30		Passes
Maths	25	35		Passes

Since the candidate has failed in two subjects gracing cannot be applied.

The candidate has appeared for only two subjects during the Supplementary Examination

Example 3:

Subjects	Min. Marks	Marks Secured	Gracing	Result
Maths	25	22	*	Fails
Accounts	25	23	*	Fails

Since the candidate has appeared in parts this facility cannot be extended.

GMR 3:

Examples: Total Maximum Marks- 500

- a) To get A Grade = 350
- b) To get B Grade = 325
- c) To get C Grade = 300
- d) To get E Grade = 250

The maximum marks available for gracing is 2 Total obtained by the candidate is as follows:

$349 + 1 = 350$ A Grade
$348 + 2 = 350$ A Grade
347 - No gracing
$299 + 1 = 300$ C Grade
$298 + 2 = 300$ C Grade
297 - No gracing
$249 + 1 = 250$ E Grade
$248 + 2 = 250$ E Grade
247 - No gracing

SUPPLY OF PHOTOCOPY OF THE ANSWER SCRIPT TO THE CANDIDATE AND CHALLENGE VALUATION

1.	Any candidate can apply for the photocopy of the answer script of the examination on payment of Rs. 500/- within 5 days from the date of the announcement of the results, to the Registrar (Evaluation) office through the respective Dean of the College.
2.	Photocopy of the script will be supplied within 5 days after the receipt of the application.
3.	The candidate, if he/she wants, can apply for challenge valuation within two days from the date of obtaining the photocopy of the answer script.
4.	The challenge valuation of the answer scripts of the theory papers shall be deemed to be an additional facility provided to the students to help them to improve their examination results.
5.	<ol style="list-style-type: none"> 1. It is to be understood that any delay in the declaration of challenge valuation results for any reason whatsoever shall not confer any right upon them for admission to the next semester or any kind of claim. 2. Such matters shall be dealt with as per the rules and regulations framed by the University in this regard.
3.	<ol style="list-style-type: none"> 1. The University has provided the facility of Challenge Valuation (CV) for UG & PG scripts. 2. However, this process has no bearing on the payment of the examination fee. 3. Candidates applying for CV can take provisional admission and attend the classes.
4.	Candidates who applied for Challenge Valuation are permitted to take provisional admission to the subsequent semester.

5.	The procedure adopted for provisional admission is the same as that for UG Programme.
6.	The candidates are not permitted to write the make-up examination.
7.	<p>Refund of Fee collected towards CV:</p> <p>There is a provision for a refund of Rs.3000/- to the candidate; if the marks are improved by more than 15 during the CV/CRV of the script provided the candidate passes in the subject.</p>
8.	<p>Evaluation of Answer Scripts</p> <ol style="list-style-type: none"> 1. All answer scripts will be evaluated by two examiners. 2. The highest marks of two evaluations shall be considered as the marks secured by the candidate 3. If the difference between the first evaluation and the second evaluation is more than 22% of maximum marks (i.e., more than 11 marks if the maximum mark is 50), the third examiner shall evaluate the script. 4. The highest marks of the closest two valuations shall be considered as the marks secured by the candidate. <ol style="list-style-type: none"> a. However, if one of the three marks falls exactly midway between the other two, then the higher two marks shall be considered.

COURSE WISE GRADING OF STUDENTS

1.	Letter Grades and Grade Points (GP) Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each Course.
2.	<p>The letter grades and the corresponding grade points are as follows:</p> <ol style="list-style-type: none"> 1. The University adopts an absolute grading system wherein the marks are converted to grades, and every semester results will be declared with Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). 2. The CGPA will be calculated every semester, except the first semester. 3. The grading system is with the following letter grades as given below:

Grades, Grade Points, and Score Percentage

Level	Outstanding	Excellent	Very good	Good	Above Average	Average	Poor	Fail
Letter Grade	O	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥ 90	< 90	< 80 ≥ 70	< 70 ≥ 65	< 65 ≥ 60	< 60 ≥ 55	< 55 ≥ 50	< 50

3.	<ol style="list-style-type: none"> 1. A student obtaining a grade of “F” shall be considered failed and will be required to reappear in the examination. 2. Such students after passing the failed subject in subsequent examination/s will be awarded an “E” grade irrespective of marks he/she scores in the subsequent examination/s.
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	3. The number of attempts taken to clear a subject/s shall be shown in the transcripts.
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COMPUTATION OF SGPA AND CGPA

1.	The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):
	<p>i. The SGPA is the ratio of the 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.,</p> $\text{SGPA (Si)} = \sum(C_i \times G_i) / \sum C_i$ <p>where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.</p>
	<p>ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.</p> $\text{CGPA} = \sum(C_i \times S_i) / \sum C_i$ <p>where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.</p>
	iii. The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

ILLUSTRATION FOR COMPUTATION OF SGPA AND CGPA

Computation of SGPA

Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	C	6	$4 \times 6 = 24$

Course 3	4	B	7	$4 \times 7 = 28$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	D	4	$3 \times 4 = 12$
Course 6	3	C	6	$3 \times 6 = 18$
Course 7	2	S	9	$2 \times 9 = 18$
Course 8	2	C	6	$2 \times 6 = 12$
	25			174

Thus, $SGPA = 174/25 = 6.96$

Illustration No.2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	C	6	$4 \times 6 = 24$
Course 3	4	B	7	$4 \times 7 = 28$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	F	0	$3 \times 0 = 00$
Course 6	3	C	6	$3 \times 6 = 18$
Course 7	2	S	9	$2 \times 9 = 18$
Course 8	2	C	6	$2 \times 6 = 12$
	25			162

Thus, $SGPA = 162/25 = 6.48$

Illustration No. 2(a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 5	3	E	4	$3 \times 4 = 12$
	25			Ci (First Attempt 162 + Ci in Subsequent attempt 12) = 174

Thus, $SGPA = 174/25 = 6.96$

Illustration No. 3

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	C	6	$4 \times 6 = 24$
Course 3	4	B	7	$4 \times 7 = 28$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	S	9	$3 \times 9 = 27$
Course 6	3	C	6	$3 \times 6 = 18$
Course 7	2	S	9	$2 \times 9 = 18$
Course 8	2	C	6	$2 \times 6 = 12$
	25			189

Thus, SGPA = $189/25 = 7.56$

Computation of CGPA in-line with illustration No. 3

$$\text{CGPA} = (25 \times 6.96) + (25 \times 7.56) / 50 = 7.26$$

CGPA after Final Semester

Semester→	1	2	3	4	5	6	7	8
Credit→	24	24	27	27	24	24	24	26
SGPA→	7	8.5	9.2	6.86	8.18	7.73	8.68	9.4

Thus, CGPA =

$$[(24 \times 7) + (24 \times 8.5) + (27 \times 9.2) + (27 \times 6.86) + (24 \times 8.18) + (24 \times 7.73) + (24 \times 8.68) + (26 \times 9.4)] / 200$$

$$= 8.2$$

Transcript (Format):

Based on the above recommendations on Letter grades, grade points, SGPA, and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

CONVERSION OF GRADES INTO PERCENTAGE

Conversion formula for the conversion of GPA into Percentage = $[\text{CGPA Earned} - 0.75] \times 10$

Illustration:

CGPA Earned = 8.2

% of Marks = $[8.2 - 0.75] \times 10 = 74.5\%$

To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks.

DECLARATION OF RESULTS

Normalized marks are referred to the Result Passing Board for the finalization of results. Registrar (Evaluation) assigns letter grades and announces the results.

GRADE CARD

The grade card issued by the Registrar (Evaluation) at the end of the semester to each student will contain the following:

- a. The credits for each course registered for that semester,
- b. The letter grade obtained in each course
- c. The Cumulative Grade Point Average (CGPA) of all the courses taken from the 1st semester onwards for regular students and 3rd semester onwards for lateral entry students. For lateral entry students, the grades awarded in the bridge courses shall also be taken into consideration.

ELIGIBILITY FOR AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the degree if he/she has:

- a. Registered and completed all the courses and projects as per the curriculum.
- b. Successfully acquired the required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time duration.
- c. No disciplinary action pending against him/her.

AWARD OF PRIZES, MEDAL, AND RANKS

For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered subject to the provisions of the statutes framed by the University for such Awards.

The number of ranks shall be limited to 10% of the students in each discipline/branch with a maximum of 10 ranks at graduation level.

For the award of ranks in a branch, a minimum of 10 students should have appeared in the 8th-semester examination.

The total number of ranks awarded shall be 10% of the total number of students who appeared in the 8th semester or 10 students; whichever is less in that branch.

Illustration:

1. If 108 students appeared for the 8th semester in Electronics and Communication Engineering Branch, the number of ranks to be awarded for Electronics and Communication Engineering will be 10.
2. If 90 students appeared for the 8th semester in Biomedical Engineering Branch, the number of ranks to be awarded for Biomedical Engineering will be 09.

For the award of rank in a branch of Engineering & Technology, the CGPA secured by the student from

- a) 1st to 8th semester for the students admitted to B.Tech. Program from 1st year and
- b) 3rd to 8th semester for the students admitted to B.Tech. Program from 2nd year (Lateral Entry) shall be considered.

A student shall be eligible for a rank at the time of award of degree in each branch of Engineering / Technology, provided the student

- a. Has passed 1st to 8th (students joining from 1st semester) or 3rd to 8th (in case of lateral entry) semester in all the subjects in the first attempt only
- b. Has not repeated/rejected any of the lower semesters.

If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like O, S, A, B, etc shall be taken into account in the rank ordering of the students in a program.

SRINIVAS UNIVERSITY REGULATIONS FOR EXAMINATIONS

1.	<p>Teaching and Course Process</p> <ol style="list-style-type: none"> 1. The teaching and Course process under CBCS of education in each course of study will have three components, namely - (i) L= Lecture (ii) T= Tutorial (iii) P= Practice, where: 2. L stands for Lecture session consisting of classroom instruction. 3. T stands for Tutorial session consisting of participatory discussion/self-study/desk work/brief seminar presentations by students and such other novel methods that make a student absorb and assimilate more effectively the contents delivered in the Lecture classes. 4. P stands for the Practice session and it consists of Hands-on Experience/Laboratory Experiments/Field Studies/Case Studies that equip students to acquire the much-required skill component.
2.	<p>The course of Study and Duration:</p> <ol style="list-style-type: none"> 1) The study of various degrees is grouped under various courses. 2) Each of these courses carries credits which are based on the number of hours of teaching and Course. 3) In the teaching-course process, every one-hour session of L amounts to 1 credit per semester. 4) In the case of T or P minimum of two-hour session amounts to 1 credit or a three-hour session amounts to 2 credits per semester of 16 weeks. 5) The total duration of a semester is 20 weeks inclusive of the semester-end examination.
3.	<p>Minimum Credits to be earned:</p> <p>A candidate has to earn total credits for successful completion of the degree with a distribution of credits for different courses as prescribed by the university.</p>

4.	Continuous Assessment Procedure
4.1	The complete academic performance of a student is evaluated internally by the concerned teachers/departments except in the case of project work where an external examiner shall be nominated for the viva voce.
4.2	The student's performance in each course, in general, is evaluated based on in-semester assessment (internal marks) and Semester-End examination.
4.3	The assessment method is further detailed below:

(a) Course without any practical component- Theory courses

Assessment Tool	Weightage	Remarks
Internal Test I	10%	Duration – 2 periods
Internal Test II	10%	Duration – 2 periods
Surprise Test/Quiz	5%	--
Model Examination	20%	Duration – 3 or 2 hours

Attendance	5%	Attendance Percentage	Range of Marks to Be Awarded
		0 - 75	0
		76 - 80	20
		81- 85	40
		86 - 90	60
		91 - 95	80
		96 - 100	100

Assessment Tool	Weightage	Remarks
Total In-Semester Assessment	50%	--
Semester-End Examination	50%	Duration – 2 hours

(b) Course with theory and practical component

(i) The theory and practical portions shall be assessed separately for 100 marks each and consolidated by assigning a weightage of 50% for the theory component and 50% for the practical component. Grading shall be done for this consolidated mark.

(ii) Assessment for the practical component is as given below (under c(i)):

(c) Course with only practical component

(i) Laboratory courses

Assessment Tool	Weightage	Remarks
Carrying out Laboratory Work, Attendance, and Submission of Record	50%	Assessment Components: 1. Every experiment will carry marks for observation, completion, results, and prompt submission of records for each experiment. 2. Marks for model examination (if any) or tests or quizzes etc.
Semester-End Examination	50%	1. The nature of the Semester-End examination shall be informed to the students at the commencement of the course. 2. The Semester-End examination will be conducted only after the last working day of the semester. 3. The student has to appear for the Semester-End examination

(ii) Final semester project work

Projects as far as possible should be socially relevant and product-oriented ones.

Projects can be carried out by individual students or by a group of students with a maximum of three students in a group.

The assessment method for the project work consists of in-semester and semester-end evaluations as detailed below:

	Assessment	Weightage
In-Semester Evaluation	Review I	10%
	Review II	15%
	Review III	25%
Semester-End Evaluation	Project report	25%
	Viva voce	25%

4.	<p>4.4</p> <p>The assessment process for courses like NCC/NSS/NSO/YOGA, Industrial Training, and Personality Development courses which form part of the curriculum, shall be decided by the Course Coordinator at the commencement of the semester and communicated to all concerned.</p>
	<p>4.5</p> <p>a) A student failing to secure a minimum of 50% of the IA marks in Theory/Practical/Internship/Project work shall not be eligible for the Theory/Practical/Internship/Project of the University examination.</p> <p>b) For seminars, the minimum requirement of IA marks shall be 50% of the maximum.</p>
	<p>4.6</p> <p>Such students mentioned in 4.5 shall repeat the Theory/laboratory work/Internship/project work during the subsequent semester(s) and secure at least the minimum marks prescribed.</p>
	<p>4.7</p> <p>Improvement of IA marks shall not be allowed:</p> <p>a. In theory subjects</p> <p>b. In Laboratory/Workshop/Seminar/Internship/Project where the student has already secured the minimum required marks.</p>

	<p>4.8</p> <p>Whenever there is a deviation from procedures stated under 4.3, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the Dean.</p>
5.	<p>ELIGIBILITY FOR PASSING</p> <p>A student who obtained Grades O to E shall be considered as passed and if a student secured an “F” grade in any of the head of passing he/she has to reappear for the examination.</p>
	<p>5.1</p> <p>For a pass in a theory subject/drawing, the student shall secure a minimum of 50% of the maximum marks prescribed in the University examination and 50% of maximum marks in the internal assessment. i.e., the minimum Passing Grade is “E”.</p>
	<p>5.2.</p> <p>For a pass in a Practical/Internship/Project/Viva-Voce examination, a student shall secure a minimum of 50% of the maximum marks prescribed for the University Examination and 50% of maximum marks in the internal assessment. i.e. Minimum Passing Grade is “E</p>
	<p>5.3</p> <p>For a pass in the Seminar, a student shall secure a minimum of 50% of the maximum marks prescribed. i.e., the minimum Passing Grade is “E”.</p>
	<p>5.4</p> <ol style="list-style-type: none"> 1. The students who do not satisfy the condition 5.2 and the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. 2. However, the IA marks awarded to the student/s at the first attempt in the concerned theory subject will be carried forward. 3. In case of Practical/Internship/Projects/Seminar revised marks will be taken

	as per regulations.
5.5	The student who passes a semester as per 5.2 shall not be allowed to appear for the same again unless he/she opts for rejection of results.
5.6	A student may, at his/her desire, reject his/her total performance of a semester (including IA marks) or he/she may reject the result of his/her performance in the University examination of a semester only.
5.7	<ol style="list-style-type: none"> 1. The rejection is permitted only once during the entire course of study. 2. The student, who desires to reject the performance, shall reject performance in all the courses of the semester, irrespective of whether the student has passed or failed in any subject. 3. However, the rejection of performance of project results shall not be permitted.
5.8	<ol style="list-style-type: none"> 1. A student, who desires to reject the total performance of the semester including Internal Assessment, has to take readmission for the relevant semester. 2. Application for such readmission shall be sent to the Registrar through the Dean of College within 20 days from the date of the announcement of the results. 3. Late submission of application shall not be accepted for any reason. 4. Readmission to the First semester in such cases shall not be considered as fresh admission i.e., the student will continue to have the same University Seat Number, which was allotted earlier.

	<p>5.9</p> <ol style="list-style-type: none"> 1. The student, who desires to reject only the results of the University examination of a semester and does not desire readmission, shall be permitted to re-appear for examinations of all the subjects of the semester in the subsequent examinations. 2. However, the IA marks obtained by the student in the rejected semester shall be retained. 3. Applications for such rejection shall be sent to the Registrar (Evaluation) through the dean of the College within 20 days from the date of announcement of the results. 4. Late submission of applications shall not be accepted for any reason. 5. If the rejection of the University examination results of the semester happens to be of the odd semester, the student shall be allowed to take admission to the immediate next even semester. 6. However, if the rejection of the University result is of the even semester, the student shall not be allowed to take admission to the next odd semester
	<p>5.10</p> <p>Such students who opt for rejection at final year are eligible for the award of class and distinction at the degree level but are not eligible for the award of ranks.</p>
	<p>5.11</p> <p>A student shall be declared to have completed the degree, provided the student has undergone the stipulated course work as per the regulations and has earned total Credits.</p>
6.	Internship:
	<p>6.1</p> <p>The student shall undergo an Internship for the duration mentioned in the respective scheme.</p> <ol style="list-style-type: none"> 1. The College shall nominate a faculty for a group of students to prepare the

	<p>students for internship.</p> <ol style="list-style-type: none"> 2. The students shall report the progress of the internship to the guide in regular intervals and may seek his/her advice. 3. After completion of the Internship, students shall submit a report to the College with the approval of both internal and external guides. 4. The guide shall be the internal examiner and IA marks are to be awarded by the internal guide after evaluating the Internship Report submitted by the student. 5. Viva-Voce on internship shall be conducted at the College and the date of Viva-Voce shall be fixed in consultation with the external Guide. 6. Viva-Voce on internship shall be conducted by both internal and external guides and jointly evaluate the internship report 7. In case of the nonavailability of an external guide for the conduct of viva-voce, the Dean shall appoint a senior faculty of the department to conduct viva-voce along with the internal guide, and they jointly evaluate the internship report. 8. The students are permitted to carry out the internship outside India with the following conditions: <ol style="list-style-type: none"> a. The entire expenses are to be borne by the student or College and the University will not give any financial assistance. b. The Internal Guide has to visit at least once during the student's internship; the expenses of the visit are to be borne by the student. c. The external guide from the industry has to be an examiner for the viva voce on Internship, and the expenses are to be borne by the student. d. The University will not provide any kind of Financial Assistance to any student for internship and the conduct of Viva-Voce on internship.
	<p>6.2 Report on Internship:</p> <ol style="list-style-type: none"> 1. The College shall facilitate and monitor the student internship program. 2. The internship report of each student shall be submitted to the Head of the Department of the College with the approval of the Guide.

	<p>6.3 Failing to undergo Internship:</p> <p>Completion of an internship is mandatory; if any student fails to complete the internship, he/she will not be eligible for the award of degree.</p>
	<p>6.4 Non-completion of Internship:</p> <p>In such cases, the student has to redo the internship.</p>
7.	Semester-End Examination
	<p>7.1</p> <p>The examinations at the end of a particular semester will be conducted for the courses of all odd and even semesters.</p>
	<p>7.2</p> <p>A student should have appeared for the end-semester examination of the prescribed course of study to become eligible for the award of the grade in that course.</p>
	<p>7.3</p> <p>Reappearance (Makeup examination) in Semester-End Examination Students who have secured an F grade in a particular course can reappear when the Semester-End examination for that course is again conducted provided they satisfy other eligibility conditions such as lack of attendance overcome by attending makeup courses.</p>
	<p>7.4</p> <ol style="list-style-type: none"> 1. Question papers for the final theory subjects are provided by the Registrar (Evaluation) the Question papers in theory subjects shall be set by the Examiners appointed for the purpose by the University. 2. The evaluation is done transparently as per the scheme of evaluation.
	<p>7.5</p> <ol style="list-style-type: none"> 1. There shall be double valuation for theory papers in the University Examinations. 2. The Theory answer papers shall be valued independently by the two

	examiners appointed by the University.
	<p>7.6</p> <ol style="list-style-type: none"> 1. If the difference between the marks awarded by the two Examiners is not more than 22% of the maximum marks, the marks awarded to the candidate shall be the highest of two marks awarded by the two Examiners. 2. If the difference between the marks awarded by the two Examiners is more than 22%, the Script shall be evaluated by a third Examiner. 3. The highest marks of the nearest two valuations shall be considered as the marks secured by the candidate. 4. However, if one of the three marks falls exactly midway between the other two, then the higher two marks shall be taken.
8.	<p>Provision for Make-Up Examination:</p> <ol style="list-style-type: none"> 1. For those students who have secured less than 50% marks in the Semester-End examination, the university shall conduct a make-up examination after the end of every semester and before the commencement of the next subsequent semester. 2. Such of those students who have secured more than 50% marks in the internal test together and less than 50% marks in the Semester-End Examination in a given course shall appear for make-up examination in that course. 3. 3) A student who is absent to Semester-End Examination due to medical emergencies or such other exigencies and fulfills the minimum attendance and performance requirements in internal assessment shall appear for the make-up examination.
9.	<p>Re-Registration and Re-Admission:</p> <p>In case a candidate's class attendance in aggregate of all courses in a semester is less than 75% or as stipulated by the University, such a candidate is not allowed to appear for Semester-End Examination and he/she shall have to seek re-admission to that semester during the subsequent year within a stipulated period.</p>

	<p>9.1</p> <p>In such case, a candidate drops all the courses in the semester due to personal reasons he/she shall take re-admission to such dropped semester.</p>
10.	<p>Attendance Requirement:</p> <ol style="list-style-type: none"> 1. All students must attend every lecture, tutorial, and practical class. 2. Any student with less than 75% of attendance in a course in aggregate during a semester shall not be permitted to appear to the Semester-End examination. 3. Teachers offering the courses will place the above details in the College/Department meeting during the last week of the semester, before the commencement of the term-end examination, and subsequently, a notification about the above will be brought out by the Dean before the commencement of the term-end examination. 4. A copy of this notification shall also be sent to the office of the Registrar & Registrar (Evaluation).
	<p>10.1 Absence during Semester-End examination:</p> <ol style="list-style-type: none"> 1. In case a student has been absent from a mid-semester examination due to the illness or other contingencies he/she may give a request along with necessary supporting documents and certification from the concerned class teacher/authorized personnel to the Dean, for a make-up examination. 2. The Dean may consider such request depending on the merit of the case and after consultation with the course coordinator and class teacher, and permit such student to appear for a make-up examination.
11.	<p>Challenge Valuation</p> <ol style="list-style-type: none"> 1. A student who desires to apply for challenge valuation shall obtain a photocopy of the answer script by paying the prescribed fee within 5 days after the announcement of the results. 2. He/She can challenge the grade awarded to him/her by surrendering the grade card and by applying along with the prescribed fee to the Registrar (Evaluation)

	<p>within 05 days after the announcement of the results.</p> <ol style="list-style-type: none"> 3. This challenge valuation is only for the term-end component. 4. The answer scripts for which challenge valuation is sought shall be evaluated by the examiner who has not been involved in the first evaluation. 5. The higher of two marks from the first valuation and challenge valuation shall be the final.
12.	<p>Provision for Appeal</p> <ol style="list-style-type: none"> 1. If a candidate is not satisfied with the evaluation, he/she can approach the grievance cell with the written submission together with all facts, the assignments and test papers, etc., which were evaluated. 2. He/she can do so before the commencement of the semester-end examination. 3. The grievance cell is empowered to revise the marks if the case is genuine and is also empowered to levy a penalty as prescribed by the university on the candidate if his/her submission is found to be baseless and unduly motivated. 4. This cell may recommend taking disciplinary/corrective action on an evaluator if he/she is found guilty. 5. The decision taken by the grievance cell is final.
13.	<p>Rejection of Semester Results</p> <ol style="list-style-type: none"> 1. A candidate if desires, shall reject the results of the whole semester. However, there is no provision for the rejection of results of any individual subject. 2. Such rejection shall be permitted only once during the entire course of study. 3. A candidate can reject the semester results and can take readmission. 4. In such cases, the candidate should attend the classes and obtain new internal assessment marks. 5. For such rejection, the application shall be sent to the Registrar within 30 days from the date of announcement of results. 6. A candidate can reject the semester results by keeping the term attended.

	<p>7. In such cases of rejection, Internal Assessment will not be changed.</p> <p>8. For such rejection, the application shall be sent to the Registrar (Evaluation) within 30 days from the date of announcement of results.</p>
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SRINIVAS UNIVERSITY



	Regulations On Malpractices and Lapses in the University Examinations.
1.	<u>Short Title</u>
	These regulations shall be called the “Srinivas University Regulations On Malpractices and Lapses in the University Examinations”
2.	<u>Definitions</u>
	a) ‘Chief Superintendent shall mean any person appointed by the University, to be overall in charge of the examination centre.
	b) ‘University’ shall mean Srinivas University.
	c) ‘Disciplinary Authority’ shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice.
	d) ‘University Students’ or ‘Students’ shall mean and include all students studying in the Faculties of the University, as well as candidates who register themselves for Ph.D. or other programs.
	e) ‘Examination Centre’ shall mean any premise consisting of examination halls used for the conduct of examinations.
	f) ‘Examination Hall’ shall mean any Room, Hall, Laboratory, Workshop, or such other premises that may be used for holding of examinations.
	g) ‘Misconduct’ is a generic term and shall mean conduct that is amiss, wrong, or improper

	behavior or conduct and includes misdemeanor, delinquency, indiscipline, and other acts amounting to offenses involving moral turpitude or acts which adversely affect the prestige of the institution or University.
	h) 'Malpractice' shall mean misconduct concerning the conduct of any examination conducted by the University and includes any acts of omission or commission mentioned in these regulations.
	i) 'Malpractices and Lapses Enquiry Committee' hereinafter referred to as MPLEC shall mean the committee or standing committee appointed by the Vice Chancellor for enquiring into any malpractice, misconduct, or lapses committed by a student.
	j) 'Preliminary Enquiry' shall mean a fact-finding inquiry like an investigation into any complaint or report, before initiating a regular inquiry under these regulations and none of the provisions of these regulations shall apply to such preliminary inquiry.
	k) Any other expressions, words, or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.
3.	<u>General</u>
	a) Every student of Srinivas University shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently under the rules, regulations, ordinances, bye-laws, and statutes of the University, maintain discipline and do nothing unbecoming of a student, contravention of which shall be deemed to be tantamount to misconduct.
	b) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the centre.
	c) Every day, before the commencement of the examination, instructions shall be given to all the candidates to search their pockets, desks, etc and to hand over all papers, books, notes, photocopies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be used to copy. Latecomers may be repeated the same instructions. Having any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the regulations.

	d) Candidates should write their Student Registration Number, Name, Question Paper Code, Exam, Degree/ Diploma, and Subject/Paper details very clearly in the space provided on the page of the answer book. Candidates should write their REGISTER number in the space provided on their question papers, also.
	e) Candidates are prohibited from writing their name, number, or any marks of identification elsewhere in the answer book.
	f) On every day of the examination, candidates should have admitted card during Theory, Practical & Viva-Voce Examinations.
	g) The candidate should take his/her place in the examination hall 15 minutes before the time scheduled for the commencement of the examination.
	h) The candidate shall not be admitted after 30 minutes of the scheduled time.
	i) The candidate shall not leave the examination hall within 30 minutes after the commencement of the examination.
	j) The candidate who leaves the examination room one hour or earlier than the closing time shall not take the question paper with him/her.
	k) The candidate who is undoubtedly suffering from serious infectious diseases of any kind will not be admitted to the examination hall.
	l) The candidate should not bring into the examination room any books, portion of the book, manuscript, or paper of any description.
	m) The candidate should not remove any page/pages from the answer book.
4.	<u>Some acts of commission and omission amounting to malpractice are as under:</u>
	a) Bringing in or having any document, paper, book photocopy, or any other material including electronic devices such as cell phone, digital diary, programmable calculator, pen scanner, bluetooth equipment, etc. other than those permitted by the University, in the examination hall, at any time during the examination.

	b) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
	c) Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination, or writing answers in any form on the question paper or admission ticket.
	d) Copying answers of another candidate, or assisting any other candidate in copying answers either from his answer book or from common or different sources.
	e) Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question is chosen for answering, or the answers of himself and two or more students appearing simultaneously for the examination in the same centre are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
	f) Using impersonation technique in any form to write answers in answer books.
	g) The presence of unusual marks such as 'om' 'sri', ? % ! etc, folding, creases, wrinkles, or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.
	h) Altering, defacing, tampering with the answer book, identity card, or admission ticket, or any other relevant document or handing over or parting with his identity card or admission ticket to a third party during the examination period.
	i) In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.
	j) Re-entering or attempting to re-enter examination hall, during the hours of examination, after he had left the same earlier, without permission or proper escort.

	k) Having answer book outside the examination hall.
	l) Using abusive or obscene language, or behaving in a disorderly or unruly manner, or using physical violence, in or around the examination hall.
	m) Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal, or undue influence upon them for favor in the examination.
	n) Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
	o) Communicating with any candidate or any other person in or outside the examination hall to take unfair assistance or aid to answer in the examination, by use of any means of communication.
5.	<u>Disciplinary Authorities</u>
	a) The powers regarding discipline, disciplinary action, and imposing punishments regarding University students shall vest with the Vice Chancellor.
	b) The Vice Chancellor is empowered to impose any of the punishments given at appendix-A to these regulations.
	c) The Vice Chancellor may refer any case for the decision of the Board of Management/Board of Governors.
6.	<u>Procedure for Reporting of Malpractice</u>
	a) When a case of malpractice is detected at an examination centre by any person appointed to supervise the examination other than the Chief Superintendent (eg: Invigilator, Room Superintendent, Squad member, Deputy Chief Superintendent, etc.) he/she shall immediately send intimation to the Chief Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the candidate. On arrival of the Chief Superintendent, he shall hand over the candidate and the evidence along with a brief report.

	b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Chief Superintendent. If the candidate runs away, the assistance of police may be sought to apprehend and secure the presence of the candidate.
	c) The Chief Superintendent when he detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain a written statement from the candidate along with the report of the Room Superintendent/Invigilator.
	d) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by the Chief Superintendent, duly witnessed by two members of the Supervisory staff.
	e) The Chief Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Room Superintendent, statement of the candidate, and any other relevant material, in a sealed envelope, to the Registrar (Evaluation) by name, who shall place the same before the MPLEC.
	f) The answer book of the candidate detected to be indulging in malpractice shall be seized by the Chief Superintendent and shall be sent to the Registrar (Evaluation) in a separate sealed cover, superscripted “Malpractice Case” along with his report.
	g) The Chief Superintendent shall expel the candidate detected to be indulging in malpractice.
	h) If any case of malpractice is detected in the valuation centre by the Custodian, Coordinator, or other Staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Registrar (Evaluation), by name.
	i) In case the malpractice detected by an examiner while evaluating an answer script, he/she shall return the script along with other incriminating material(s) to Registrar (Evaluation), if any without further valuation, with reasons in writing, to the Registrar (Evaluation), through the Custodian. If already the concerned answer script is valued, wholly or partially,

	the marks shall not be entered in the valuation sheet in which marks awarded to other candidates are furnished, but entered in a separate list and shall be sealed in a separate cover and sent along with other documents.
	j) When a case of copying on a mass scale (more than 1/3 of the total candidates) at a particular examination centre/hall is detected or reported, the Chief Superintendent shall ascertain the facts by a preliminary enquiry, report to the Registrar (Evaluation), and cancel the examination of all the concerned candidates.
7.	<u>Constitution of MPLEC</u>
	a) The Vice Chancellor shall constitute a Committee known as the Malpractices and Lapses Enquiry Committee (MPLEC).
	b) The Committee shall consist of six members as under:
	i. Three Deans of Faculties. ii. Two Senior Professors of different Schools. iii. One lady member who is in the rank of professor in case of no one in the above is a woman.
	c) One of the members so nominated shall be appointed as Chairperson and another as Member Secretary, by the Vice Chancellor.
	d) The term of the MPLEC committee shall be three years unless otherwise specified in the order constituting the committee.
	e) The Dean/HOD/Professor who has reported the malpractice or who is a witness for the same, shall not be a member.
	f) The committee shall enquire into cases of alleged malpractices in University examinations, under procedures outlined in these regulations, and based on its findings, to recommend the imposition of appropriate punishment/penalties by the Disciplinary Authority, on the concerned student.

8.	<u>Procedure for Imposing Penalties</u>
	a) No penalties may be imposed on a candidate except after an enquiry is held by the MPLEC.
	b) The Registrar (Evaluation), on getting a report of a case of malpractice, shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges, and ask him to show cause as to why action under the regulations should not be taken against him. The student shall also be instructed to appear before the MPLEC on a fixed date, time, and place.
	c) The candidate shall be required to submit a written statement in his defense within the stipulated time specified. If the accused student fails to reply in writing, a second show-cause notice may be issued.
	d) If the accused student fails to reply in writing and to turn up on the date fixed, the MPLEC may proceed exparte and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Disciplinary authorities.
	e) Where in the accused student admits the charge of malpractice, as set out in the show cause notice, in his written reply to the charges, the MPLEC may in its discretion, accept the same and make suitable recommendations to the Disciplinary authorities.
	f) Where the student appears on the fixed date but denies the charge of malpractices, the MPLEC shall proceed to carry out a detailed enquiry.
	g) The Vice Chancellor may appoint any person, to be known hereafter as “Presenting Officer”, to present on behalf of the university the case in support of the charges framed.
	h) The presenting officer and the accused student shall have the right to examine and to cross-examine the witnesses who may have been summoned.
	i) The MPLEC may in its discretion, summon and examine any person not cited or any document not produced before it already.
	j) The statements of each witness shall be recorded separately. The MPLEC shall proceed to record its findings on each charge after taking into consideration the representations contained in the student’s written reply in his defense, citing reasons for arriving at the

	findings. For purposes of proper identification, each witness examined and documented exhibited shall bear an identifiable connotation and number (such as PW or DW or Exhibit No).
	k) During the inquiry, or on the completion of the inquiry, if the MPLEC finds that any other person or persons, ought to have been named as accused of malpractice, the MPLEC may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.
	l) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or another person in the inquiry. But he shall have access to the papers or other materials produced during the inquiry. However, he shall not be entitled to get copies of any such documents or proceedings.
	m) The MPLEC in its discretion may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with the valuation or on other similar grounds.
	<p>n) Where the MPLEC finds that the accused student is trying to delay the proceedings by using any tactic, or by unreasonably lengthy or irrelevant examination or cross-examination of witnesses, the MPLEC shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.</p> <p>o) Where the proceedings relate to two or more students, the MPLEC may either enquire individually or jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness or parties;</p>
	p) On completion of the enquiry, the MPLEC shall prepare a report recording its findings on each charge, together with reasons thereon, and submit its report to the Disciplinary authorities with its recommendation regarding the proposed punishments/penalties. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on

	such charges shall not be recorded, unless the accused student has admitted the facts constituting them or had the opportunity of defending himself against them.
	q) The MPLEC may also express its views on the role played by any staff member(s), in the malpractice alleged, for appropriate action by the University.
	r) If on receipt of the report of MPLEC the Vice Chancellor disagrees with the findings of MPLEC on any of the charges, he shall record his reasons for such disagreement and record his findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the Vice-Chancellor agrees with the findings of the MPLEC, he need not record his reasons for so agreeing.
	s) Based on such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties specified in the annexure after due consideration of the recommendations made by MPLEC. In case, the Vice Chancellor feels that it is necessary or advisable to leave the matter for the decision of the Board of Management/Board of Governors, he may direct the case to be placed before the Board of Management/ Board of Governors for the decision and the Board of Management/ Board of Governors may consider and impose one or more of the said penalties.
	t) The proceedings and records of the MPLEC shall be preserved for a minimum period of THREE years from the date of submission of the report of MPLEC to the University.
9.	<u>Communication of Orders, Imposing Punishments Penalties</u>
	The Registrar (Evaluation) shall communicate the final decision of the Vice Chancellor/BOM/BOG to the Dean of the College to which he/she belongs, the concerned student, to his parents as well as to the faculties.
10.	<u>Review of the Case</u>
	There shall be no provision for review.

APPENDIX-A

	Nature of Malpractice/Use of Unfair Means	Punishments
1	Persistent talking to another candidate or any person inside or outside the examination hall.	<p>A fine, not less than Rs. 2000/- and not exceeding Rs. 15000/-</p> <p>and</p> <p>Anyone or more of the following punishment depending on the severity of the malpractice:</p> <p>Cancel the particular paper or subject only of the candidate concerned.</p> <p>Cancel the entire examination of the candidate for that session/term.</p> <p>Cancel the entire examination of the candidate of that session/term and also debar for next one examination.</p> <p>Cancel the entire examination of the candidate of that session/term and also debar for the next two examinations.</p> <p>Cancel the entire examination of the candidate of that session/term and also debar for next three examinations.</p> <p>If the person concerned is a student of the institution</p>
2	Willfully writing wrong register number	
3	Deliberately disclosing one's identity, writing the name or University name, using colour thread, marking in colour pencil, or making any distinctive marks in the answer book for the purpose.	
4 (a)	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or any part of the body/cloth of person), paper, another student's answer book, or any other material, whether written, inscribed, engraved or electronic or any other device(s) such as cell phones, digital diary, programmable calculator, pen scanner, bluetooth equipment, etc., which could be of help or assistance to him in answering any part of the question paper.	
4 (b)	Found copying using any of the material mentioned in 4 (a) above.	
5	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.	
6	Passing on or attempting to pass on, a copy of a	

	question paper or a part thereof or solution to a question paper or a part thereof, to any other candidate or any person.	concerned but not taking the examination, the candidate shall be debarred from taking next three examinations.
7	Leaving the examination hall without handing over the answer book and/or a continuation sheet, if any, to the Invigilator and taking away, tearing off, or otherwise disposing of the same.	If the person concerned is a staff of the university, disciplinary action shall be initiated against him by Concerned Authorities of the University and he/she may be debarred from examiner-ship for a specified period of time/ permanently.
8	Making an appeal for consideration with or without any promise of consideration to the Examiner through the answer book or by any other means.	
9	Insertion of pre-written answer papers.	
10	Approaching or influencing directly or indirectly a question paper-setter, examiner, evaluator, moderator, tabulator, or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favourably evaluate or to change the award in favour of the candidate.	If the person concerned is an outsider the Police may be informed for necessary action.
11	For offering or giving in cash or in-kind any form of inducement to anyone connected with the conduct of University examinations or the valuation of the answer books or other tests to secure unfair or unlawful advantage.	
12	Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.	
13	Communicating in any manner, electronic or otherwise, answers or information, either from	

	inside the hall or from outside, thereby helping the candidate or getting help to copy.	
14	Smuggling into the examination hall an answer book or a continuation sheet or taking out or arranging to send an answer book or continuation sheet or 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 person connected with the examination or through any other agency.	
15	Presenting a thesis, dissertation, practical, or classwork notebook not prepared by the candidate himself/herself.	<p>A fine, not less than Rs. 5000/- and not exceeding Rs. 15000/-</p> <p>and</p> <p>Cancel the entire examination of the candidate of that session and also his thesis, dissertation, practical or classwork notebook, etc.</p>
16	Tampering in the statement of marks, provisional and degree certificates issued by the University.	<p>A fine, not less than Rs. 10000/- and not exceeding Rs. 20000/-</p> <p>and</p> <p>The tampered certificates are retained in the University and duplicates be not given.</p> <p>Matter be referred to police for further action if warranted.</p>

17	Impersonating any candidate at the examination, by present or past candidate or others or outsiders.	<p>A fine, not less than Rs. 5000/- and not exceeding Rs. 15000/-</p> <p>and</p> <p>Cancel the entire examination of that session of both the candidates and also debar them for the next two exams.</p> <p>In case of a person other than the student, matter to be referred to police for further action.</p>
18	A candidate or anyone on his behalf abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff or threatens to do so or abuses, insults, intimidates, assaults any other candidate or threatens to do so.	<p>A fine, not less than Rs. 5000/- and not exceeding Rs. 20000/-</p> <p>and</p> <p>Cancel the entire examination of the candidate of that session</p>
19	For manhandling or injuring the Chief Superintendent, Invigilator, and other examination officials or personnel (of the University).	<p>and also debar for the next three exams.</p> <p>In case of other students, staff, outsiders, etc. the Head of the School on intimation to The Registrar (Evaluation) shall report the matter to the Police.</p>
20	<p>Malpractice by examiners, question paper setters or University/College staff.</p> <p>a) Permitting or assisting in Mass copying</p> <p>b) Helping or assisting the candidate in using unfair means or to copy or by giving answers to questions or tutoring</p>	<p>A fine, not less than Rs. 5000/- and not exceeding Rs. 20000/-</p> <p>and</p> <p>Debarred from examiner-ship specified period or permanently.</p>

	<p>c) Accepting or demanding bribes and other considerations to boost or alter marks</p> <p>d) Tampering with the marks by the examiners or other staff</p> <p>e) Influencing and being influenced by Examiners to boost marks of candidates, during Central Valuation</p> <p>f) Demanding money or gift to assist the candidate in Theory/Practical Examination</p> <p>g) Any other malpractice in examination work</p>	<p>Authority concerned to be informed.</p> <p>Police complaints are to be given, if necessary.</p>
21	Mass copying by candidates	<p>A fine, not less than Rs. 5000/- and not exceeding Rs. 20000/- for each of those involved in copying, helping, or assisting in Mass copying</p> <p>and</p> <p>Cancel the entire examination of all the candidates concerned for that session.</p>
22	All other malpractices are not covered in the above categories.	Punishment as deemed fit.



SRINIVAS UNIVERSITY

MALPRACTICE LAPSES CASE REPORT FORM

(To be sent to the Registrar (Evaluation) by name in sealed cover)

PART – I

College of	:	
Examination	:	
Subject	:	
Paper / Course	:	
Date	:	
Name of the candidate	:	
Reg. No of the candidate	:	
Name of the Father/ Mother/ Guardian	:	
Permanent address	:	

1. The case took place in the room as shown in the copy of the seating plan on (date)..... (time).....

2. The distance between the offending candidate(s) and the Superintendent's table was approximately

3. The following are attached:

The Superintendent's/Invigilator's report

The Chief Superintendent's detailed report

Statement of the candidate/refusal to give a statement

Report of the Observer/Squad

The Superintendent's/Invigilator's diary

Seating plan

Materials seized from the candidate

Answer book

Question paper

Place:

Signature of the

Date:

Chief Superintendent

(with seal)

REPORT OF THE ROOM SUPERINTENDENT

ANNEXURE - III

This statement given by me is based on my knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate “All of you should search your pockets, purses, desks, tables, and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

STATEMENT

When I was supervising on (date) at about (time)..... I found, this case of malpractice in my block The Candidate's name and bearing REGISTER NUMBER..... Below given are the details of the case

.....

.....

Signature of the Room Superintendent

REPORT OF THE DEPUTY SUPERINTENDENT

.....

.....

.....

Signature of the Deputy Superintendent

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

.....

.....

.....

Signature of the Squad Member(s)

PART – II

Report of the Superintendent/Invigilator

1. Certified that the statement given by me is based on my observation.
2. Before commencement of the examination, I also warned the candidates stating “You should search your pockets, benches, desks, purses and hand over any paper, book, notes or electronic equipment of any kind which you may find therein before starting to answer your paper of examination”. This warning was given individually to latecomers also.
3. I asked all the candidates to carefully read the instructions to candidates provided in the answer book.
4. While performing my duty on (date) at about (time)..... I detected this case of Malpractice in Room No. The candidate’s Register Number is
- 5 Detailed report of the case is as under:

Date:

Signature of the Room Superintendent/Invigilator

PART – III

Statement of the Candidate

Signature of the Candidate

1. Statement of the candidate shall be obtained from the candidate by the Chief Superintendent in the presence of a responsible witness.
2. The statement shall be in the candidate's handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.
3. If the candidate refuses to give his/her statement, the candidate shall be asked to record in writing his refusal to give a statement.
4. If he/she refuses to do even that, the fact shall be noted and duly witnessed by two members of the supervisory staff.

PART – IV

Report of the Chief Superintendent

Date:

Signature of the Chief Superintendent
(With Seal)

PART – V

Report of the Squad/Observer

Date:

Signature of the Squad/Observer

SHOW-CAUSE NOTICE

The Malpractice & Lapses Enquiry Committee (MPLEC) of Srinivas University, the disciplinary authority relating to malpractice in the examination, makes the following charges against you:

Name

Mr. /Ms.....

Charges:

1.
2.
3.

And finds you guilty of malpractices in the examination held on The following witnesses and the documents substantiate the charges made against you:

Witnesses:

1. Room Superintendent/Invigilator
2. Squad Member
3. Chief Superintendent

Documents:

1. Malpractice report
2. Invigilators Diary
3. Admission Ticket
4. Seating plan
5. Squad report

You are informed to appear before the MPLECon at If you fail to appear before the committee, the committee would consider that you have nothing to say in this regard and case would be decided accordingly.

Registrar (Evaluation)

SQUAD REPORT

Date:

College Name	
Session	Morning <input type="radio"/> Afternoon <input type="radio"/>
Check	
1. For the signature on question paper packet by the Chief Superintendent, Deputy Chief (External) & (Internal)	Yes <input type="radio"/> No <input type="radio"/>
2. Examination blocks for	
a) Spacing between bench	OK <input type="radio"/> Satisfactory <input type="radio"/> To be improved <input type="radio"/>
b) Lighting and Room Cleanliness	OK <input type="radio"/> Satisfactory <input type="radio"/> To be improved <input type="radio"/>
3. Seating Arrangements	
Per bench	One <input type="radio"/> Two <input type="radio"/>
Branches/Semesters	Same <input type="radio"/> Alternate <input type="radio"/>
4. Room Invigilators Signature on Answer Books, Hall Tickets & Supplements	Yes <input type="radio"/> No <input type="radio"/>
5. Students for	
a) Reg. No. on Question paper & Answer Book	Yes <input type="radio"/> No <input type="radio"/>
b) Any distinct identification mark in the answer book (revealing identity)	Yes <input type="radio"/> No <input type="radio"/>
c) Chits or any other copying material	Yes <input type="radio"/> No <input type="radio"/>

6. Whether earlier remarks, if any, in the SQUAD BOOK have been implemented	Yes <input type="radio"/> No <input type="radio"/> Not applicable <input type="radio"/>
7. Form A & Form B	Yes <input type="radio"/> No <input type="radio"/>
8. USNs of candidates booked under Malpractice	Yes <input type="radio"/> No <input type="radio"/> Not applicable <input type="radio"/>
9. Observations of the DCS When malpractice case is detected	
10. Signature of the Chief Superintendent with seal	

Note: 1) Shade the appropriate circles & 2) Fill in suitable for items 3, 4,6,7,8 & 9

Squad Team:	
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Signature of the Squad Chairman