



Celebrating 50 Years of Excellence



EXAMINATION RULES



SYMBIOSIS

INTERNATIONAL (DEEMED UNIVERSITY)

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

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

Vision

Promoting International Understanding through Quality Education

Mission

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



॥वसुधैव कुटुम्बकम्॥

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

Gram: Lavale, Tal: Mulshi, Dist.: Pune - 412 115, **Tel.** - 020-28116200
Website: www.siu.edu.in, **e-mail:** coe@siu.edu.in **Fax** - 020-28116206

Established: 6th May 2002
Registered under the Societies Registration Act XXI of 1860
(Regd. No. MHA-1577-2001-Pune) on 15/11/2001 and the Bombay Public Trusts Act of 1950
(No. F-18099 Pune) on 30/3/2002.

PREFACE

We are happy to bring out the 7th edition of Examination Rules of Symbiosis International (Deemed University).

A committee of following members was constituted to review the current rules of examination and incorporate all the amendments done after publishing the 6th edition of examination rule book.

- 1) Dr. Bhama Venkataramani, Dean, Academics and Administration, Chairperson
- 2) Dr. Netra Neelam, Dy. Director, SCMHRD, Member
- 3) Mr. Harshad Gune, Dy. Director, SICSR, Member
- 4) Late Dr. Eshwar Anand, Faculty, SIMC (Pune), Member
- 5) Shradha Chitale, Controller of Examinations, Member Secretary

We thank the above members for their contribution and submitting the draft of examination rule book.

This is the 7th edition of examination rule book which includes all the amendments to the rule book done after 05-08-2015 & up to 31-12-2020 and have been notified to all concerned from time to time. The circulars regarding amendments of rules have been sent to all. This rule book is approved by the university authorities.

This book is divided into three sections.

Section - I

Introduction: It broadly defines the terms used in this rule book and describes various roles associated with examinations.

Section - II

Examination: This section briefly describes the process of examination and the sequence of activities performed at the University and at the Constituents. It includes the constitution, functions and responsibilities of various committees that are required for fair and smooth conduct of examination.

Section - III

Governance: This section covers the policies and procedures. The rules and norms are defined in this section.

This rule book supersedes all previous rule books unless and otherwise specified.

We place on record our sincere gratitude to Dr. Rajani Gupte, Vice Chancellor who has guided and encouraged us in bringing this edition.

Shradha Chitale
Controller of Examinations

Date: 31-12-2020

INDEX

Section - I : Introduction		
Rule No.	Title	Page No.
I	Introduction	5
I-1	Constituents of the University	5
I-2	Definitions of Terms and Roles	7
Section - II : Examination Process		
II-1	Pre Examination	13
II-2	Conduct of Examination	17
II-3	Post Examination	18
Section – III : Governance		
III-1	Eligibility	21
III-1.1	Eligibility for candidate to appear for examination (examinee)	21
III-1.1A	Term Not Granted / Course Not Granted (TNG / CNG)	21
III-1.1B	Allowed to Keep Terms (ATKT)	21
III-1.1C	Validity of Terms for Programmes	22
III-1.2	Eligibility for Paper Setter and Examiner	22
III-1.3	Eligibility for Availing Facilities for Differently Abled Candidates (DA)	23
III-2	Examination Schedule and registration	24
III-2.1	Rescheduling examinations for Candidates representing University for Sports at National/ Zonal Level	24
III-2.2	Backlog Examinations	24
III-2.3	Time slot for Term End Examinations	24
III-3	Examinations Fees	25
III-4	Appointment of Examination Staff	26
III-5	Grading and Results	28
III-5.1	Choice Based Credit System (CBCS): Cumulative Grade Point Average (CGPA) System for Academic Programmes	28
III-5.1.2	Courses based on absolute grading	29
III-5.1.3	Marking system & Award of Class for Symbiosis College of Nursing (SCON)	30
III-5.2	Credit Equivalence Policy	30
III-6	Rules for Grace Marks and Amendment of Results	32
III-7	Issuance of Transcripts and other certificates	34
III-8	Re-evaluation	35
III-8.1	Rules for Re-evaluation	35
III-8.2	Procedure for Review of Answer Scripts	36
III-9	Procedure to deal with Lapses	37
III-10	Procedure to deal with cases of Un-Fair Means	41
III-11	Award of Chancellor's Gold medal and other academic awards given during Convocation	48
III-12	Scale of Remuneration	49
III-13	Preservation of documents	53
Appendices		55 - 82

Section I - Introduction

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

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

A separate booklet will be issued and notified for the programmes B.Arch., under SSPAD, Certificate & Diploma programmes under SSODL & M.B.B.S. under SMCW.

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

I-1 CONSTITUENTS OF THE UNIVERSITY:

Faculty of Law

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

Faculty of Management

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

Faculty of Computer Studies

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

Faculty of Health Sciences

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

Faculty of Media and Communication

1. Symbiosis Institute of Media and Communication, Pune (SIMC, Pune)
2. Symbiosis School of Media and Communication, Bengaluru (SSMC, Bengaluru)
3. Symbiosis Centre for Media and Communication (SCMC)
4. Symbiosis School of Photography (SSP)

Faculty of Humanities and Social Sciences

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

Faculty of Engineering

1. Symbiosis Institute of Technology (SIT)
2. Symbiosis Institute of Geoinformatics (SIG)

Faculty of Architecture and Design

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

I-1.1 DEPARTMENTS OF SKILLS AND CONTINUING EDUCATION:

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

I-2 DEFINITIONS OF TERMS AND ROLES

I-2.1 Terms

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

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

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

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

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

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

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

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

Assessment: The assessment includes continuous and term-end assessment. Continuous assessment in general, is formative while the term-end assessment is summative in nature.

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

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

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

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

Examination Season: Each academic year is divided into two examination seasons. Generally, one will be called as October season and the other will be April season. All examinations held between September to December will be counted as held in October season. All examinations held between

January to June will be counted as held in April season. Unless change occurs due to unforeseen circumstances.

Term Not Granted (TNG): Minimum 75% attendance in aggregate is mandatory for all the students to be eligible to appear for the term end examination of all courses of the term. If the aggregate attendance and attendance in each and every course is below 75% then the student will not be granted the permission to appear for the term-end examination. (Please refer to section III-1.1 A)

Course Not Granted (CNG): If a student falls in TNG category (i.e. aggregate attendance is less than 75%), then the CNG rule is applied, by checking course wise attendance. In the course/ s where the student has more than 75% attendance, he/ she may be allowed to appear for the examination and the remaining courses are termed as 'Course Not granted'. (Please refer to section III-1.1 A)

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

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

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

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

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

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

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

Credit: A credit is defined as follows:

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

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

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

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

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

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

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

Average Grade Point (AvGP): The ideal range of GPA of each course (continuous as well as term end) should be between 6.85 and 7.1

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

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

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

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

I-2.2 Roles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examiner: The term "Examiner" refers to the internal faculty teaching the course in full or part. In specific courses the Jury or Industry Experts may be nominated as examiners by the Dean of the Faculty.

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

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

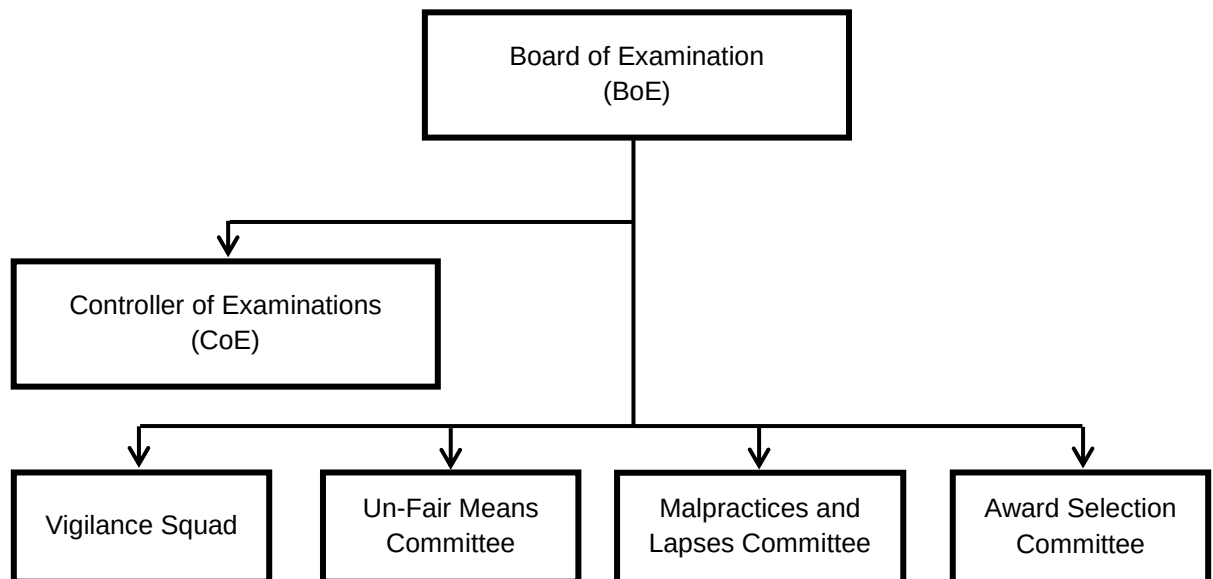
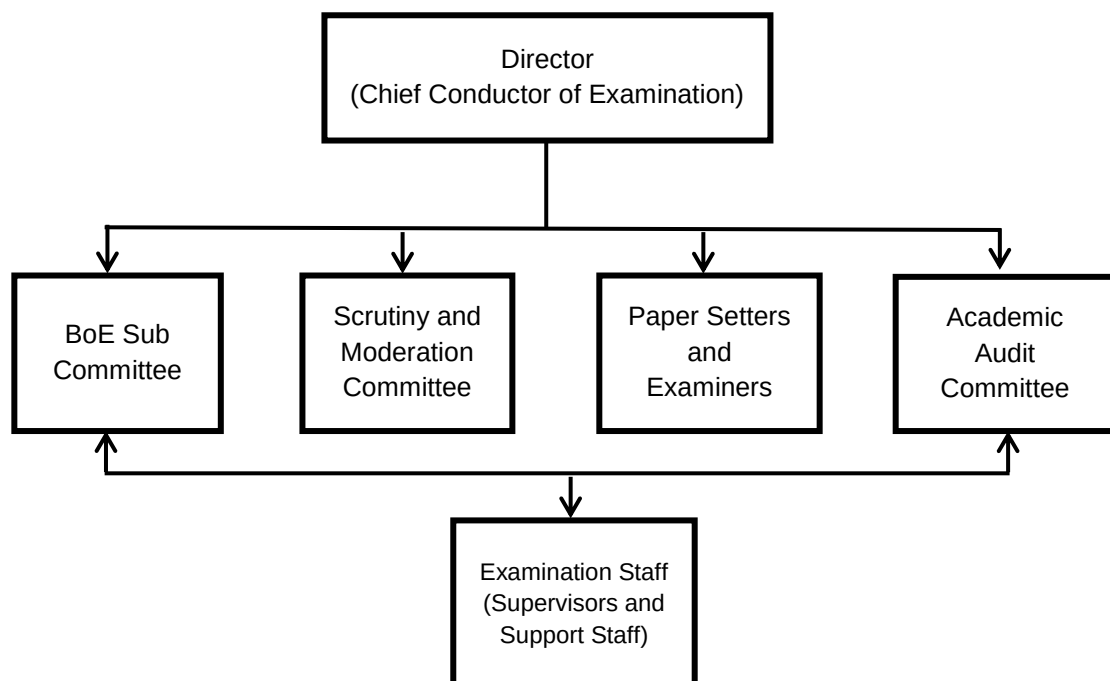
Scrutiny & Moderation Committee: The Head of the Constituent/ Department shall appoint a Scrutiny & Moderation Committee to ensure the quality of question papers for term-end examination and distribution of letter grades.

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

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

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

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

I-3 ORGANIZATION STRUCTURE**I-3.1 At the University****I-3.2 At the Constituent/ Department**

I-4 OVERVIEW OF EXAMINATION PROCESSES

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

Continuous assessment is carried out at the constituent/ department level by the respective faculty of the particular course. The quality of continuous assessment is monitored by the Academic Audit Committee of the constituent/ department. Every constituent/ department is required to constitute a BoE Sub-committee and Scrutiny & Moderation Committee for conducting Term-End assessment. The BoE Sub-committee is responsible for appointment of paper setters and examiners for the term-end assessment. The Scrutiny & Moderation Committee ensures the quality of question papers and also monitors the fair distribution of grades.

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

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

Section II – Examination Process

II-1 PRE EXAMINATION

II-1.1 *At the Constituent/ Department*

II-1.1.1 Constitution of committees

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

Composition and Functions of the BoE Sub-Committee:

Representative from Constituent/ Department	Representative from University
Director	Vice Chancellor (Chairperson)
Deputy Director	Dean of the respective Faculty
Faculty in Charge of Examination	Controller of Examinations
Supervisor / Coordinator - exam department	Section Officer & Exam Coordinator

The BoE Sub-committee will approve and appoint the paper setters and examiners for the examination season based on the following documents prepared by the exam coordinator of the Constituent/ Department.

- BoE Sub-Committee format duly filled in and signed by the BoE Sub-Committee members and the Director.
- Constitution of the BoE Sub-Committee and Scrutiny & Moderation Committee
- List of Elective courses and list of students attending the Global Immersion Programme (GIP), including Summer School, Semester Abroad etc.
- List of students opted and completing the audit courses.
- List of courses with absolute grading.
- List of question papers where the formula sheet is to be provided
- List of examinations to be conducted in computer lab (please refer guidelines Appendix II-2.1)
- Approved programme structure
- Proposed Timetable
- Paper Setters' Curriculum Vitae (CV) (Appendix II-1.1.1)
- Details of full time and visiting faculties
- Nominations of faculty members for appointment as External Senior Supervisor in other Constituents/ Departments
- Examination stationery requirement

Constitution and Functions of Scrutiny & Moderation Committee

- Each Constituent/ Department to constitute Scrutiny & Moderation Committee as under:
 - I. Director – Ex-officio Chairman
 - II. Deputy Director – Member
 - III. 2 or 3 Senior faculty members (this number may vary as per number of courses)

The Scrutiny & Moderation Committee shall:

- Check the level of difficulty of question papers vis-à-vis the University norms.
- Scrutinize the question papers and advise the faculty members regarding quality of question papers.
- Check that the questions in the question paper are linked to the course outcome(s)

- Check the spread of grades for both continuous and term-end assessments in context with predefined range of AvGP. If AvGP of the grades allotted to a course are not falling within the predefined range the committee shall analyse and take corrective steps for future examinations of the same course. Unlocking the course is not recommended if AvGP is not as per expected range.
 - Address issues with the low spread of marks in a course or big gap between the scores and advise on re-computation of grades or change of spread.
 - Ensure appropriate coverage of syllabus
 - Ensure that the level of complexity of questions as prescribed in the course catalogue indicating the level of the course has been met
- The distribution of complexity across the questions is suggested to be as follows:

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

The Academic Audit Committee to check the following:

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

The number of minimum components of Continuous Assessment shall be (n+1) where 'n' stands for number of credits.

II-1.1.2 Procedure for paper setting

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

II-1.1.3 Allocation of examination staff and infrastructure resources

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

II-1.1.4 Preparation for Conduct of Examination at the Constituent/ Department

- Constituent/ Department shall ensure that the Examination Timetable received from the University is announced and communicated to students at least three weeks before the commencement of examinations.
- Constituent / Department shall forward the list of TNG and CNG candidates to the University along with the exam form list. (Please refer to section III-1.1A)
- Constituent/ Department shall check for the eligibility of students for ATKT and validity of terms. (Please refer to section III-1.1B)
- The Chief Conductor shall receive the question papers in sealed packets from the Controller of Examinations and shall keep it in his/ her safe custody.
- The Internal Senior Supervisor shall ensure that the stationery required for the conduct of examination, question papers, etc. is received one day prior to the commencement of examinations.
- Continuous assessments/ Practical/ Oral/ Viva-Voce/ Project examinations are conducted by the concerned Constituent/ Department. The marks and/ or grades obtained by the students shall be communicated to the Controller of Examinations one week before the commencement of the term-end examinations. All marks/ grades shall be submitted in prescribed format under the seal and signature of the Head of the Constituent/ Department. Appendix II-1.1.4A and Appendix II-1.1.4B

II-1.1.5 Registration for Examination and distribution of hall tickets

- Examination forms will be released for eligible students who have cleared all their dues and have submitted all required documents.
- The eligible students should register online for regular as well as backlog examinations (if applicable). **Please see Rule No. III-1 for eligibility, Rule No. III-3.1 for examination fees.**
- The Director shall submit the list of students appearing for regular and backlog examinations to the University at least one week prior to commencement of term end examinations.
- University shall incorporate the photographs of the students in the various documents issued to the students.
- University shall provide access to Constituent/ Department to generate and print the Hall Tickets of eligible students. Appendix II-1.1.5

II-1.1.6 Block preparation

- The internal senior supervisor shall be responsible for the seating arrangement of students. Every block shall consist of 30 to 40 students.
- The internal senior supervisor shall obtain the seat numbers and centre-wise summary to make the appropriate seating arrangements.
- The internal senior supervisor shall instruct all junior supervisors/ invigilators to announce to the students to go through the instructions to candidates. (Appendix – II- 1.2.2B)

II-1.2 At the University

II-1.2.1 BoE Sub-Committee Meeting

- University shall release the BoE Sub-Committee format to individual Constituents/ Departments.
- University shall convene a BoE Sub-Committee meeting two months prior to the commencement of the examinations.
- BoE Sub-Committee shall recommend the list of paper setters and examiners for the approval of the Dean, Board of Examination (BoE) & Academic Council.

II-1.2.2 Preparation for Conduct of Examination at the University

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

II-2 CONDUCT OF EXAMINATION

II-2.1 At the Constituent/ Department

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

II-2.2 At the University

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

II-3 POST EXAMINATION

II-3.1 At the Constituent/ Department

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

II-3.1.1 Term-End Assessment Programme (TAP)

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

II-3.1.1.1 Pre-Assessment

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

II-3.1.1.2 Actual Assessment

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

- Examiner shall take due care and correctly transfer the marks given by him/ her on the front page of the answer script against the corresponding question number.
- Examiner shall avoid overwriting the marks. In case of over writing, the examiner shall write the new marks in words and affix initials.
- The coordinator, on receiving the assessed answer scripts, must verify the accuracy of marks entered and also check that the examiner has assessed all the answers.

II-3.1.1.3 Post Assessment

- **At the Constituent/ Department**
- Preparation of mark-lists
 - The coordinator shall check that the 'Absentees' from the Junior Supervisor's/ Invigilator Report, TNG/ CNG, Un-Fair Means/ Disciplinary cases are correctly recorded. The faculty in-charge of the examination is expected to cross check these cases for accuracy.
 - The examiner shall enter the marks in the examination software using his/ her login only.
 - Verification of marks entered in the examination software from the physical answer scripts/ records and verification of the points mentioned above should all be done by a different coordinator.
 - These marks should be scrutinized and locked by the Scrutiny & Moderation Committee after moderation.
 - The print out of mark sheets should be signed by the examiner & the member who has verified the marks, scrutiny & moderation committee member (moderator) / the faculty in-charge of the examination at the Constituent/ Department and should be sent to the University.
 - The Director should sign the summary sheet showing course - wise grade distribution.
- The assessed answer scripts shall then be rearranged by inserting junior supervisor's/ invigilator Report, the copy of question paper in the relevant bundle of answer scripts and submitted to the University.
- TAP claims shall be updated in the examination remuneration portal by the Constituents/ Departments after conclusion of TAP and re-evaluation result thereafter. (Minimum duration for TAP should be 5 days and maximum duration for TAP should be 21 days) (Please refer to Section III-12C)

II-3.2 At the University

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

II-3.2.1 Re-evaluation and Review of Answer Scripts

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

Section III – Governance

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

III-1 ELIGIBILITY

III-1.1 Eligibility for candidate to appear for examination (examinee): The list of candidates eligible to appear for the examination will be provided by the eligibility department.

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

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

III-1.1B Allowed To Keep Terms (ATKT)

ATKT Rules for 3 Year to 5 Year Programmes

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

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

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

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

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

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

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

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student

having CGPA less than 4 at the end of semester 5, but having a CGPA greater than 4 at the end of semester 6 will be eligible to appear for Term End Examinations of Semester - 8 and Semester - 9)

ATKT rule for 2 and 2 ½ Year Programme

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

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

He/ she cannot appear for Term End Examination of **Semester-5** if he/ she has CGPA less than 4.00 up to **Semester-3**.

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

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

III-1.1C Validity of Terms for Programmes

Post Graduate Degree Programmes

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

Under Graduate Degree Programmes

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

Diploma, Post Graduate Diploma and Post Graduate Executive programmes

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

Expiry of Validity

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

III-1.2 Eligibility of Paper Setter and Examiner:

- Faculty teaching the course shall ordinarily be appointed as examiner and paper setter for the same. The faculty shall also evaluate the answer scripts. In case faculty teaching the course is not available for the paper setting/ assessment, Head of the respective Constituent/ Department can appoint another faculty. Such changes shall be forwarded to the University along with the justification for the approval of the Vice Chancellor.
- Persons having the following relations with the candidate appearing for the course in the examination shall be considered ineligible for appointment as examiners/ paper setter: father, mother, wife, husband, son, daughter, grandson, grand-daughter, brother, sister, niece, nephew,

grand-niece, grand-nephew, aunt, uncle, cousin, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-son, step-daughter, step-brother or step-sister.

- No person can claim appointment as paper setter/ examiner/ moderator or any other examination work as a matter of right.
- Faculty members shall not refuse to accept the assignment of any work related to examination.

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

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

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

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

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

III-2 EXAMINATION SCHEDULE AND REGISTRATION

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

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

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

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

III-2.2 Backlog Examinations

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

III-2.3 Time slot for Term End Examinations:

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

III-3 EXAMINATION FEES

III-3.1 Examination Fees: For PG / UG and Diploma Programmes

Particulars	Amount of fees
Examination Fee for regular students, to be collected as a part of tuition fees every year	AY 2020-21: Rs. 4,800/- (Rs. 2,400/- per semester) AY 2021-22 onwards: Rs. 6,000/- (Rs. 3,000/- per semester)
Backlog examination fees of all Degree/ Diploma programmes	Rs. 700/- per course + Rs. 700/- Processing fee per semester
Practical Fee for Regular and Backlog examinations	Rs. 1,000/- per course
Examination fee for MDP programme	AY 2020-21: Rs. 3,000/- for the programme AY 2021-22 onwards: Rs. 4,000/- for the programme
Re-evaluation Fees	Rs.700/- per course
Late Fee	Rs.1,000/- per semester
Super Late Fees	Late Fees + Rs. 500/- per day per semester, subject to an upper limit of Rs. 5,000/- per semester
Review of Answer Script	Rs. 3,000/- per course
Convocation Fee (Applicable in final year of the programme, to be collected as a part of tuition fees)	Rs. 4,000/- for Degree Programmes
	Rs. 2,000/- for Diploma Programmes
	USD 100 (International Students)

* TNG / CNG / ATKT students to pay backlog exam fees for the immediate as well as further subsequent attempts.

** GIP students **need not** pay examination fees only for the immediate subsequent attempt.

III-3.2 Fees for issue of duplicate documents:

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

III-3.3 Other Fees:

Particulars	Amount of Fees
Issue of Transcripts	(1) Rs. 750/- per set + postal charges, as applicable (Indian Students)
	(2) USD 20 per set towards transcript & USD 20 per set in Equivalent Indian Rupees towards Postal charges (International Students)
Academic Document Verification	Rs.1,500/- (per candidate)
Academic Document Attestation	Rs.150/- per certificate per copy
Postal Charges	Rs. 250/- within India
	Rs.1,750/- Outside India (International Speed Post)

III-4 APPOINTMENT OF EXAMINATION STAFF

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

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

- Chief Conductor – 1 per centre
- Senior Supervisor (Internal/ External) [Academic Staff] – 1 per centre
- Assistant Senior Supervisor [Non Academic Staff] – 1 per centre
- Junior Supervisor/ Invigilator - 1 per block of up to 40 candidates.
- One relieving Junior Supervisor/ Invigilator for every ten blocks
- Stationery Coordinator – 1 per centre
- Office Attendants – 2 for every 300 students appearing for the exam (1 additional for every 60 to 150 students thereafter)

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

III-4.2 Norms for appointment of staff for TAP:

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

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

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

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

III-4.3 Norms for appointment of Vigilance Squad:

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

Functions of Vigilance Squad

- To ensure that the term end examinations are conducted as per rules and regulations laid down by the University.
- To observe that, the internal senior supervisors and junior supervisors/ invigilators are following the instructions scrupulously for conduct of the term end examinations.
- To check students resorting to malpractices at the time of term end examinations are reported to the University.
- The vigilance squad is authorized to visit appointed examination centre without prior intimation and enter the office of the Chief Conductor of the Examination Centre to check the records and other material relating to the conduct of examination. They can enter any block of examination for checking candidates' identity card, hall tickets etc., to ascertain the authenticity of candidates. The vigilance squad is authorized to detect use of malpractices and un-fair means in the term end examination. **All the members should go together for the visit.**

- The Chairman of vigilance squad shall submit the report in original to the Controller of Examinations with a copy to the concerned Chief Conductor. The vigilance squad may report their observations on compliance of examination rules and give suggestions to ensure compliance in case of lapses in the proper conduct of examinations, if necessary. (The report format for vigilance squad: Appendix III - 4.3)

III-5 GRADING AND RESULTS

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

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

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

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

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

- CGPA will be calculated up to two decimal points
- **Conversion of CGPA to percentage marks:** Percentage = CGPA / 10 * 100
- There is no provision to appear in examination to improve marks or grade.
- **Standard of passing:** A student has to pass Continuous Assessments, Term End Examinations and/or Practical (as applicable) separately i.e. obtain minimum GP of 4.00. GP less than 4.00 will be treated as grade F (fail).
- **Award of Degree/ Diploma:** A student (UG/ PG) will be awarded the degree only if he/ she has a CGPA of minimum 4.00 on the completion of programme and has cleared Integrated Disaster Management Programme and/ Core Environmental Studies UG only applicable from 2018

onwards. Publishing a Research Paper in recommended journal viz. Scopus/ Web of Science indexed is mandatory for award of degree for Post Graduate students admitted from Batches 2019. Completion of course, Fitness for Life, is mandatory for award of degree for Under Graduate students admitted from batch 2020.

- **Award of Certification Programmes:** The following non-degree academic programmes commenced from the academic year 2018 will be awarded Certificate by SIU. The award of these academic certifications would require successful completion of the number of credits and it will be signed by the authorities as shown in the table below.

Certification Programmes (UG/ PG/ Executive)

Certification	Minimum Credits	Signature on the Certificate
Certificate	10	Controller of Examinations
Diploma	30	Vice Chancellor
Advanced Diploma	45	Vice Chancellor

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

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

III-5.1.2 Courses based on absolute grading:

- The absolute grading system is applicable to Projects/ Dissertations/ Thesis/ Internships Courses under all Faculties from the October 2020 season, as per the requirement of assessment.
- Absolute grading system shall also be applicable for all the courses where the student number is 15 or less.
- Absolute grading system courses (if any) during each semester be informed to the Controller of Examinations during the respective Board of Examination (BoE) Sub-Committee meeting.
- Absolute grading system courses shall be marked with a **symbol (~)** on the grade sheets.

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

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

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

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

- A student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course for appearing University examination.
- A student must have 100% attendance in each of the practical areas before award of degree.
- Minimum pass marks shall be 50% in each of the theory and practical examination separately.
- Time duration for the external examination shall be as per INC Guidelines
- A candidate can take maximum three attempts per course inclusive of first attempt with a condition that he/ she completes the course successfully within the maximum period allowed.
- The maximum period to complete the programme successfully should not exceed 8 years for 4 years programme and 4 years for 2 years programme.
- If a student fails in either theory or practical paper he/ she has to re-appear for both the papers (Theory and practical).
- All practical examinations must be held in the respective clinical areas with one internal and one external examiner.
- Maximum number of students for practical examination should not exceed 20 per day.
- The candidate, in spite of failing in more than two courses he/ she can be promoted to next year except for the final year. To get promoted into the final year the student has to pass in all courses of previous years.
- Minimum pass mark shall be 40% for English only for B.Sc. (Nursing)
- A candidate has to secure minimum of 33% in qualifying subject (English) for passing in P.B. B.Sc. (Nursing).
- Internal and External assessment ratio is 25:75.
- Transcript in the format prescribed by the Nursing Council shall be provided by the Constituent.

Award of Class as per INC Rules & Regulations:

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

III-5.2 Credit Equivalence Policy:

Global Immersion Programme (GIP):

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

way that a student can choose the courses of his/ her choice which are equivalent to the regular courses at SIU.

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

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

The grade conversion table:

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

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

III-6 RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS

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

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

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

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

III-6.2 Rules for Condonation:

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

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

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

III-6.3 Rules for Amendment of Results:

- **Due to errors**

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

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

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

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

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

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

III-7 ISSUANCE OF TRANSCRIPTS AND OTHER CERTIFICATES

The procedures and fees for obtaining transcripts/ duplicate degree or diploma certificate/ attestation/ verification are available at SIU website.

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

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

III-7.2 Issuance of Duplicate Degree/ Diploma Certificate

- With the application candidates should attach:
 - Attested copy of any one of the following documents: a) Consolidated Statement of Marks b) Consolidated Grade Sheet c) Certificate of Passing d) Degree/ Diploma Certificate.
 - Affidavit, duly notarized.
- Duplicate degree or diploma certificate will be sent to the candidate within one month from the receipt of application along with the requisite fees.

III-7.3 Issuance of Transcripts

- The SIU alumni shall visit SIU website for obtaining transcript.
- The transcript procedure will be completed within 30 working days from the date of receipt of application along with the requisite fees.
- Transcript softcopy can only be forwarded to the Indian/ Foreign University by SIU (if required).
- Application form is available on SIU website for the alumnus applying to WES/ LSAC/ IQAS/ CES etc., to make **combined request for Transcript & Attestation** of documents.

III-7.4 Attestation of Certificates

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

III-7.5 Verification of Documents

- Concerned person/ agency shall visit SIU website for availing verification services
- The verification procedure will be completed within 10 working days from the date of receipt of application along with the requisite fees.

III-8 RE-EVALUATION

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

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

- Candidate whose result is withheld due to non-fulfilment of eligibility criteria due to non-submission of non-academic documents such as Transfer/ Migration/ Gap/ Ragging Certificates etc., can apply for re-assessment of Semester-I fresh examination. The Constituent/ Department may communicate the grades to these students and **not the marks**. The ledger details are only for constituent/ department records.
- A candidate may apply for re-evaluation in any number of papers per semester in which he/ she has appeared at the term end written examination. The entire answer script (including MCQs) will be re-evaluated in case of physical answer scripts mode. Re-evaluation is not permitted for online mode of examination in MCQ format.
- The re-evaluation includes the process of verification of total marks. In case of any error in total marks, the verified marks, if more, shall be considered.
- The re-evaluation of answer scripts shall not be permitted in respect of scripts of Practical Examination/ Continuous Assessment/ Dissertation/ Project/ Thesis/ Viva-Voce etc.
- A candidate shall apply online for re-evaluation, by paying the requisite fees within the prescribed date.
- The Director of the Constituent/ Department shall forward the list of students who have applied for re-evaluation of theory paper/ s along with the prescribed fee to the University.
- A candidate applying for re-evaluation should note that the result of the re-evaluation of his/ her answer script of the theory paper/ s shall be binding on him/ her and that he/ she shall accept the revised marks/ grades to his/ her theory paper/ s after re-evaluation.
- There will be no change in result if increase in revaluated marks is below 10% of the maximum marks.
- The revaluated marks will be accepted if increase is between 10% and 20% of the maximum marks.
- If the increase in revaluated marks is between 21% and 50% of the maximum marks, then the average of original marks & re-evaluated marks will be considered for declaration of re-evaluation result.
- If revaluated marks increase by more than 50% of the maximum marks then the answer script is sent for 2nd re-assessment and the average of original marks, 1st re-assessment marks and 2nd re-assessment marks will be considered for declaration of re-evaluation result.
- However, in extreme cases, the Vice Chancellor may use his/ her discretion for getting second opinion for re-evaluation. In such case the answer script shall be re-examined by a separate examiner of the choice of the Vice Chancellor.

- Re-evaluation of answer scripts of the theory paper/ s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination.
- If, as a result of re-evaluation, a student attracts the provision of condonation of deficiency, the same shall be applied to him/ her only for regular attempt.

III-8.2 Procedure for Review of Answer Scripts

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

III-9 PROCEDURE TO DEAL WITH LAPSES

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

III-9.1 Definition:

(a) Competent Authority

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

(b) Management

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

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

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

(e) Investigating Committee:

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

III-9.2 Powers and Functions:

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

- to constitute inquiry
- to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination, from any examination work either permanently or for a specified period

or

to refer his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or may award any one or more of the prescribed punishments.

III-9.3 Procedure for Investigation:

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

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

III-9.4 Punishment:

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

- (e) The Competent Authority may report the case of the concerned person to the appropriate Police Authorities.
- (f) The court matters in respective cases of malpractices/ lapses shall be dealt with by the competent authority.

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

Sr. No.	Nature of Lapse	Recommended Category	Recommended Action/ Quantum of Punishment
1.	Mismatch of manuscript and question paper	Minor	To inform constituents to be more careful and avoid such errors
2.	Wrong instructions given on question paper but correction made before printing of question paper/ communicated during the examination to all students.		
3.	Printing less question papers than the number of students		
4.	Changes in Continuous/ Term End/ Practical Examination marks after declaration of result	Major	The Director / Competent Authority to issue Memo to the concerned member with a copy to the University and the Chief, HR
5.	Changes in marks during verification (re-evaluation process)		
6.	Student marked absent, even when present for examination		
7.	Marks interchanged between seat numbers		
8.	More than 30% of the question paper same compared to paper released in previous season		
9.	Any indicator (* / # / \$ / @ / & / etc.) that could give a hint regarding the correct answer in question paper		
10.	Use of wrong stationery for declaration of results		
11.	Assigning marks to the answers anywhere in the answer script other than the space provided.		
12.	Negligence in duties by the external senior supervisor or vigilance squad members.		Controller of Examinations to report to the Chief, HR
13.	Paper-setter setting questions outside the scope of the syllabus	Severe	Disqualification from examination work temporarily/ permanently.

14.	Paper-setter/ any other person found responsible for leakage of the question paper/ favouring a student while awarding marks/ intentionally not assigning marks to student	Very Severe	Disqualification from examination work temporarily/ permanently. Disciplinary action to be taken by HR, as per policy.
-----	--	-------------	--

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

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

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

III-10.1 Definitions

Unless the context otherwise requires:

a) 'Un-fair Means' means and includes one or more of the following acts or omissions on the part of the students during the examination period: As mentioned in III 10.4

b) "Un-fair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him / her or to any other person or causing wrongful loss to other person/ s.

c) "Un-fair means material" means and includes any material whatsoever, related to the course of the examination-soft copy, printed, typed, hand written or otherwise on the person or on clothes, or body of the student (examinee) or other material in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

d) "Possession of un-fair means material by a student" means having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

e) "Student found in possession" means a student reported in writing as having been found in possession of un-fair means material by Junior Supervisor, Sr. Supervisor, member of the Vigilance Squad or any other person authorized for this purpose in his/ her behalf. This definition shall apply even if the un-fair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf of such an extent that it has become ill-eligible. A report to that effect shall be submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Head of the Constituent/ Department concerned or any officer authorized in his behalf.

f) "Material related to the subject of examinations" means and includes-

- I. The material produced as evidence, any material in written, etched, carved, printed or in electronic form which is certified as related to the course of the examination by a competent person such as the examiner or external examiner or any expert / teacher with at least two years' experience of teaching or consulting in that course.
- II. If the material is not produced as evidence or has become illegible for any reason including attempt to destroy the material, the presumption shall be that the material did relate to the course of the examination.

g) Competent Authority:

- I. The Board of Examinations constituted by the University shall be competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding abetting, instigating or allowing to use un-fair means at the examination conducted by the University.
- II. The Head of the concerned Constituent/ Department shall be the competent authority to make appropriate disciplinary action against the student/ s using, attempting to use, and aiding abetting instigating or allowing to use un-fair means at the examination conducted by the Constituent/ Department on behalf of the University.

III-10.2 Powers, Functions and Procedure

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

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

- I. by exclusion of such student from any University examination, or from any University Programme from Constituent or in the University Department or from any Convocation
- II. for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University scholarship held by him/ her or by cancellation of the award of any University prize or medal to him/ her or by imposition of fine.
- III. in any two or more of the aforesaid ways within a period of one year.

b) Un-fair means by any student at any Constituent/ Department examination:

Where the examinations of the University programs are conducted by the Constituent/ Department on behalf of the University, Head of the concerned Constituent/ Department on receipt of a report regarding use of un-fair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the Constituent/ Department for proper conduct of examination, shall have power at any time to Constituent / Department inquiry and to punish such un-fair means or breach of any of the rules:

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

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

In the case of un-fair means, the Chief Conductor/ s of the Examination Centre shall follow the procedure as under.

- I. The student shall be called upon to surrender to the Chief Conductor the un-fair means material found in his or her possession if any, and his/ her answer script.
- II. Signature of the concerned student shall be obtained on the relevant materials and list thereon. The Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant material and documents.
- III. Statement of the student in the prescribed format and statement of the concerned Junior Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make a statement or to subject to procedures of collection of evidence or surrender the material or to give an undertaking; the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures. (Appendix III-10.2 A, B, C)
- IV. Chief Conductor shall take one or more of the following immediate decisions depending upon seriousness/ gravity of the case.
 - o Obtain statement from the student to the effect that decision of the concerned competent authority in his/ her case shall be final and binding and allow him/ her to continue with his/ her examination.

- Confiscate his/ her answer script, mark it as “suspected un-fair means case” and **issue him/ her fresh answer script duly marked.**
- V. All the materials and list of material mentioned in sub - clause (i) and the Undertaking with the statement of the student and that of the Junior Supervisor as mentioned in sub-clause (ii) and (iii) and the answer scripts shall be forwarded by the Chief Conductor, along with his/ her report to the Controller of Examinations/ Head of the Constituent/ Department as the case may be in a separate confidential sealed envelope marked “Suspected un-fair means”.
- VI. In case of un-fair means of oral type, the Junior Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations/ Head of the Constituent/ Department as the case may be.

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

If the examiner at the time of assessment of answer script suspects that there is a prima-facie evidence that the student/ s whose answer script/ s the examiner is assessing appear/ s to have resorted to un-fair means in the examination, the examiner shall forward his/ her report preferably through the Head of the Constituent/ Department / TAP Director, along with the evidence, to the Controller of Examinations/ Head of the Constituent / Department as the case may be, with his/ her opinion in separate confidential sealed envelope marked as “Suspected un-fair means case”

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

- I. All severe & very severe types of cases of un-fair means having prima-facie evidence shall be reported to the University by the Chief Conductor & must be signed by the Junior Supervisor, Sr. Supervisor and/ or examiners.
- II. Such cases shall be inquired into by the Committee appointed by the Board of Examination/ Head of the Constituent/ Department as the case may be.
- III. In the event cases of un-fair means reported through any other source, the concerned officer at the Examination Section of the University/ Constituent shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge.
- IV. Then the said officer shall submit the said case with his/ her primary report to the concerned competent authority.
- V. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Un-Fair Means Inquiry Committee for further investigation.

f) Results during Inquiry:

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

III-10.3 Appointment of Un-fair Means Committee:

a) At University examinations:

For the purpose of investigating un-fair means resorted to by the students at the term end examinations, the Board of Examination shall appoint a Committee.

b) At the examination held by the Constituent/ Department:

For the purpose of investigating un-fair means resorted to by the students at the examination held by the Constituent/ Department, the un-fair means committee appointed by the Constituent shall consist of three-five teachers (other than the Head) to be nominated by the Head of the Constituent/ Department one of whom shall be designated as Chairperson. The members appointed on the Constituent/

Department examination committee shall not be appointed as members on the un-fair means inquiry committee.

c) Functions:

- I. The un-fair means committee will function as a recommendatory body and submit its recommendations in the form of a report to the concerned competent authority.
- II. The competent authority will issue final orders with a regard to the penal action to be taken against the student/ s after taking into account the reported facts and findings of the case by the committee.
- III. It shall issue such final orders only after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/ her defense, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the categories of punishment laid down in this behalf.

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

- I. The Controller of Examinations of the University/ Head of the constituent / department or the officer authorized by them, as the case may be, shall inform the student concerned, in writing of the act of un-fair means alleged to have been committed by him/ her.
- II. He/ she shall ask him/ her to show cause as to why the charge/ s levied against him/ her should not be held as proved and the punishment stipulated in the show cause notice as imposed.
- III. The student may appear before the committee on a day, time and place fixed for the meeting with written reply/ explanation to the show cause notice served on his/ her therein.
- IV. Only the student himself/ herself shall present his/ her case before the committee.
- V. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/ s against the student should be shown to him/ her by the committee. The evidence if any should be recorded in his/ her presence
- VI. Reasonable opportunity including oral hearing shall be given to the student in his/ her defense before the committee. The reply/ explanation given by the student to the show cause notice shall be considered by the committee before making final recommendation in the case.
- VII. The committee should follow the above procedure in the spirit of the principle of natural justice.
- VIII. After serving a show cause notice, if the said student fails to appear before the committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the committee in his/ her defense only under exceptional circumstances.
- IX. If the concerned student fails to appear before the committee, the committee shall take the decision in his/ her case in absentia on the basis of the available evidence/ documents, which shall be binding on the student concerned.
- X. The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment.

III-10.4 Punishment:

- a) On finding of any breach of ethical standards, or commission of a crime, or adoption of un-fair means by any student, such incidence shall first be reported to, and investigated by, the Director of respective Constituent/ Department.

- b) All minor/ major cases are to be resolved at the respective Constituent/ Department itself and the report along with all relevant documents of each case be sent to the Controller of Examinations for information and placing before the Board of Examination
- c) Only severe and very severe cases are to be forwarded to the Controller of Examinations to place before the un-fair means committee.
- d) On finding of any breach of ethical standards, or commission of a crime, or adoption of un-fair means by any student, his/ her answer script shall be confiscated and marked as "Suspected un-fair means case" and a fresh set of answer scripts duly marked as "Suspected un-fair means case – Not to be evaluated" shall be issued to him/ her at the examination.
- e) Un-fair means committee constituted at SIU may call upon any students, staff, faculty members or any other person for its scrutiny, and shall pass such orders as it deems fit, including but not limited to, granting the student a benefit of doubt, issuing warning, exonerating him/ her from the charges, or shall impose any one or more of the punishments as specified under 'Broad categories & quantum of punishment' on the student/ s found guilty.
- f) Student concerned shall be informed of the punishment imposed on him/ her in writing by the competent authority or by the officer authorized in this behalf, under intimation to the Constituent / Department the student belongs to and a copy of the action taken report to be sent to the Controller of Examinations by the Head of the Constituent / Department.
- g) Students using un-fair means at Practical / Dissertation/ Project Report examination shall be dealt with the same punishment as provided for the theory examination.
- h) A warning letter to be issued by the Head of the Constituent / Department to all punishment awarded students. The students who are awarded the punishment of termination of studentship the termination letter will be issued in such cases.

III-10.4.1 Disciplinary Cases to be handled by the Head of the Constituent / Department:

- a) Possession of material not related to the course
- b) Material lying near the bench
- c) Written on palm not pertaining to the course
- d) Arguing with the Junior Supervisor/ Senior Supervisor or any other staff
- e) Possession of electronic device/ communication device/ storage device.
- f) Student misconducts during the term end examinations
- g) Not covered above and directed by the un-fair means committee to be treated as a disciplinary case

Under all above circumstances the Head of the Constituent / Department will award the punishment as follows:

1. The performance of the concerned course should be nullified at the Constituent/ Department level with a copy of a decision to the Controller of Examinations.
2. Further the Director may have discretion to inform the incidence to the recruiter or while issuing the recommendation letter to the student for higher studies.

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

III-10.4.2 Broad Categories and Quantum of Punishment for Un-Fair Means resorted to by Students at the University/ Constituent Examinations

Sr. No.	Nature of Un-Fair Means	Recommended Category
1.	Possession of copying material of the concerned course in any form (Print/ Electronic/ body parts/ clothes etc.)	Minor (*)
2.	Revealing identity in any form in the answers or in any other part of the answer book by the student at the University Examination.	
3.	Possession of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct as specified by the University from time to time.	
4.	Actual copying from the copying material – Print / Electronic / body parts / clothes etc.	Major (**)
5.	Use of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct as specified by the University from time to time.	
6.	Possession of another student's answer script with or without actual evidence of copying therefrom or any other form of mutual copying.	
7.	Mass copying. (Minimum 50% of the student appeared for the examination in a block resorted to Un-Fair Means)	Severe
8.	I. Smuggling in/ out of blank or written Answer Script–main or supplement as copying material. II. Smuggling of the above and insertion thereof.	
9.	Forging signature of the Junior Supervisor on the answer script - main or supplement.	
10.	Insertion of currency notes in answer script or attempting to bribe any of the person/ s connected with the conduct of examination	
11.	Using obscene language/ violence/ threat at the examination centre by a student at a University Examination to Junior Supervisor/ Chief Conductor/ Examiners/ other students.	
12.	Impersonation at the University Examination.	
13.	A student resorting to Un-Fair Means at multiple times within same examination season.	Very Severe
14.	A student against whom a disciplinary action was taken previously for any Un-Fair means is involved again in any of the above.	

Recommended Quantum of Punishment as per the category mentioned above:

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

Notes:

- i) The term “Annulment of Performance” includes annulment of performance of the student at the theory as well as Annual Practical examination. It does not include performance at term work, project work with its term work, oral or practical and dissertation unless un-fair means used thereat.
- ii) Constituent/ Department should incorporate clauses mentioned as per Letter No. SIU/ EXAM/ 608/ 540 dated 7th February 2012 regarding ‘Reporting cases of Un-Fair Means.
- iii) Constituent/ Department should investigate all un-fair means cases first and forward the major, severe and very severe cases to the University.
- iv) All minor and major cases **should be handled by the** Head of the respective Constituent/ Department and punishment should be levied as per the prescribed quantum.
- v) **Minor and major cases details to be informed to the Controller of Examinations, SIU along with the copy to the warning letter issued to them.**

III-10.5 Grievance redressal:

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

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

III-11.1 Chancellor's Gold Medal

Chancellor's Gold Medals are awarded every year to the 'Best Outgoing Student' completing the Full Time Post Graduate and Under Graduate Degree Programmes of SIU and are eligible for award of Degree at the convocation of that year.

Every year Four (4) Gold Medals are awarded as under:

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

Other Awards:

- Nani A. Palkhivala Memorial Trust Gold Medal to the topper in LL.M. Programme, SLS, Pune
- Late Jayatee Deshmukh Award for the Best Out Going Girl Student from SIU.
- Late Chetan Dattaji Gaikwad Gold Medal to the topper in B.Tech. (Civil Engineering) Programme, SIT, Pune.
- Late Shri Dajikaka Gadgil Gold Medal to the topper in MBA (IB) programme, SIIB, Pune.
- Late Satpal P. Malhotra Gold Medal of Excellence in Business Management by Weikfield Foundation.
- Certificate of Merit is awarded for Best Academic Performance in each of the Post Graduate & Under Graduate degree programmes.

III-11.1A Eligibility:

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

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

The Head of the Constituent/ Department will forward the eligible students' applications (maximum 2 per programme) every year in the month of January after due verification and scrutiny at their end (Appendix III-11.1A). The applications of the students with extraordinary achievements (softcopy) should be forwarded to the University before specified date of submission. Applications received late shall not be considered. NIL report to be submitted by Head of the Constituent/ Department if there is no candidate with extraordinary achievements.

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

III-12 SCALE OF REMUNERATION (Applicable from examination season April 2021)

Claims for exam remuneration will not be entertained beyond six months from the date of declaration of the result of the examination concerned. Such claims, if otherwise admissible will, however, be paid after the period of six months with a deduction of 5% up to one year only. No claim shall be entertained after the period of one year.

The staff related to TAP will not get remuneration if the delay in submission of question papers/ continuous assessment marks/ term end assessment marks is more than a week from the stipulated date of submission.

The remuneration for different examination related activities are listed below:

(A) Paper setting:

Sr. No.	Remuneration	Amount in Rs.
1.	For paper setting (per set) Paper setting Post Graduate and Graduate Degrees and Diplomas	400
2.	Computer operator charges for paper typing / formatting (per set) (Minimum Rs. 10 per page, maximum Rs. 25 irrespective of number of pages)	25
3.	Coordination for Paper setting (Exam Coordinator – Non Teaching Member):	
	<u>No. of Courses:</u>	
	Up to 20	200
	21-40	400
	41-60	600
	61-80	800
	81 & above	1,000
4.	Allowance - Scrutiny of question papers & model answers (per programme to be distributed equally among all)	
	<u>No. of Courses:</u>	
	Up to 20	700
	21-40	1,200
	41-60	1,700
	61-80	2,200
	81 & above	2,500
5.	For preparing model answers & marking scheme (subject to approval of scrutiny committee / Head of the Constituent/ Department, equally distributed amongst all paper setters)	
	Marking Scheme	50
	Model Answer	100

(B) Conduct of Examination:

Sr. No.	Remuneration	Amount in Rs.
1.	Senior Supervisor – Faculty / AO/ OS (Internal and External each per day)	400
2.	Assistant Senior Supervisor – Non Teaching Exam Staff (per day) (for preparation & conclusion - two extra days for entire season)	200
3.	Junior Supervisor (per session)	250
	Junior Supervisor for Lavale, Hinjewadi, Viman Nagar, Bengaluru, Nashik, and new Campuses	300
4.	Vigilance Squad (Per Visit Per Member)	200
5.	Office Attendant (Per Day) 1 for 5 blocks of 30/40 students	100
6.	Stationery Coordinator (Constituent/Department) (Per Season) Responsible for security & record keeping	500
	Stationery Coordinator (University) (Per Season)	1,000
7.	Director	Amount in Rs.
	up to 8 days	1,000
	up to 15 days	1,500
	up to 30 days	2,000
	above 30 days	2,500
8.	Writers Fees: Post Graduate, Graduate & Diploma Programme	150
9.	Photocopy of Question Papers for outstation constituents – (Expenses on actuals to be borne by SIU on procurement of evidence)	On actuals

(C) Term End Assessment Programme:

Sr. No.	Remuneration	Amount in Rs.
1.	For assessment of Term End Examination (per Answer script)	
	Marks - 60 & above	50
	Marks - 40 & less than 60	40
	Marks - less than 40	30
2.	Continuous assessment the amount is to be paid to Visiting & Regular Faculty for assessment of Backlog / Regular Examination (per candidate)	
	Marks - 60 & above	50
	Marks - 40 & less than 60	40
	Marks - less than 40	30
3.	Term-End Assessment Programme (to include fresh semester/s student count) (Duration of TAP is inclusive of all programmes including Executive and Diploma)	No of days
	Less than 100 students	5
	101-200 students	8

	201-500 students	12
	501-1000 students	15
	1001-1500 students	18
	1501 students and above	21
4.	(a) Director:	Amount in Rs.
	Less than 200 students	1,000
	201-500 students	2,000
	501-1000 students	3,000
	1001-1500 students	4,000
	1501 students and above	5,000
	(b) Assistant Director:	Amount in Rs.
	501-1000 students	2,000
	1001-1500 students	2,500
	1501 students and above	3,000
5.	Examination Coordinator (per day, maximum 21 days)	100
6.	Office Attendant (per day, maximum 21 days)	75
7.	Masking / Unmasking Charges per answer script	5
8.	Examiner for conducting Practical examination and/ or viva (per student - equally distributed among all Examiners)	
	Up to and inclusive of 100 marks	50
	above 100 marks	60
	Internal Jury for SID, SSPAD - per student (Maximum 2 members to be distributed equally)	100
9.	Lab staff for Conducting Practical examination and continuous assessment backlog examination (including computer based examination) - per student (equally distributed among all for the entire season). The course having computer based examination with maximum number of students to be considered.	15
	External Examiner for assessment of Practical examination of SSCA per student per examiner.	75
10.	External Examiner for assessment and Viva of project work - per student	
	For project having course less than 6 credits	50
	For project having course of 2 months duration (minimum 6 credits)	150
	For project having course of 1 semester duration (Project is the only course for the entire semester and no other course in that semester)	250
	External Examiner for assessment of M. Tech Thesis	750
	External Examiner for assessment of SID, SSPAD Term End Jury (per student) (to be distributed equally amongst Jury members)	
	(I) 80 to 100 marks	200
	(II) More than 100 marks and up to 240 marks	600
	(III) 250 marks & more	1,000

11.	Verification charges for re-evaluation per answer script (University/ outside campuses)	15
12.	Re-evaluation of Answer Script	
	Examiner (for each answer script)	50
	Minimum Remuneration	100
13.	Honorarium to Faculty Member towards Answer Script Review Process (Note: In case of change in result the faculty will not be paid above honorarium if he/ she was involved in assessment or re-valuation process)	500
14.	Incidental Expenses (i.e. hospitality, stationery etc.)	4,000
15.	Factotum Charges per student (To be distributed amongst all the office staff including the AO if involved in examination work)	10
16.	Local Conveyance for visiting Faculty only	As per rules

Note - Maximum Remuneration for exam season

Maximum Remuneration:

If actual remuneration payable to a paper setter and examiner excluding above charges exceeds Rs.35,000 the Vice Chancellor may decide whether the excess amount above Rs.35,000 be paid to him in full.

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

III-13 PRESERVATION OF DOCUMENTS

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

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

* For outstation Constituent/Department

III-13.2 Time period for the preservation of Symbiosis Test Secretariat documents as under:

Answer OMR sheets	One year from the date of examination. (Example: SNAP Test 2015 sheets will be kept till SNAP 2016)
Attendance record	One year from the date of examination. (Example: SNAP Test 2015 sheets will be kept till SNAP 2016)
Result hard copy and soft copy	Permanent
Correspondence files of representatives/ Observers/ Vigilance Squad	One Year
Bank slips/ DD payment advice forms	As per the instruction by Chief Finance, Symbiosis Society
Un-used OMR sheets	To be sent for shredding immediately

In case of court cases the documents will be kept till the matter is finally decided by the court.



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

PROFILE OF PAPER - SETTERS / EXAMINERS

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

Name of the Constituent : _____

Name of the Faculty : _____

Full Address : _____

Telephone No. : Residence: _____ Office: _____

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

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

Name of the Bank : _____ Branch: _____

Bank Account No. : _____ IFSC Code: _____

Name of the Programme : _____

Name of the Course/s taught : _____

Qualification(s) : _____

Academic Experience (in brief) : _____

Industry Experience (in brief if applicable) : _____

Experience as an Paper Setter/ Examiner : _____

Association with any other Institutes / University : _____

Signature: _____

Date: _____

Guidelines to be given to the faculty for setting Question Papers

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

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

2. Coverage of Syllabus

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

3. Level of Complexity of Questions

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

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

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

- 4.1 A statement / diagram / table followed by multiple choices of answers, having only one correct answer or having all correct answers, where the most appropriate answer is to be chosen.
- 4.2 Images in the question paper, if any, should be clear.
- 4.3 Matching the elements from two columns.
If included these questions must necessarily involve analysis or justification and marks should be awarded based on analysis / explanation and not just for marking the right answers.

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

- 5.1 Providing too many options dilutes the level of complexity and encourages students to omit several topics / chapters from the syllabus. Therefore, this should be avoided.
 - 5.2 Options may be given only for Questions of difficult or very difficult level of complexity and should not exceed 20 – 25 % of the marks allotted to difficult questions.
6. You are requested to submit 2 sets of Question Papers. The process of typing and sealing 2 sets has to be done at the Constituent/Department. The Constituent/Department would provide assistance for typing, if required. Please ensure that the following information is definitely included:
- a) Name of the Course
 - b) Maximum Marks
 - c) Date, Day, Time & Duration (Start & End Time)
 - d) Special Instructions (if any)

7. Marking Scheme

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

Example:

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

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

- 7.2 If further elaboration of the marking scheme is desired, this may also be submitted along with the Question Papers.
- 7.3 Marks should be allotted to each sub question. The total of all sub questions, if any, should tally with the maximum marks allotted to the main question.



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) Awarded Category – I by UGC

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

Institute: (0207) SYMBIOSIS INSTITUTE OF OPERATIONS MANAGEMENT, NASHIK

Programme: (020741) MASTER OF BUSINESS ADMINISTRATION (OPERATIONS MANAGEMENT)

Batch: 2017-19

Semester: II

Course: Advanced Project Management

Course Code: 0207410219

Date: 22/03/2018

Maximum Marks: 40

Day: Thursday

Time: 10:00 am - 11:30 am

SCRUTINY CHECKLIST FOR EXAMINATION PAPER

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

PROGRAMME	
BATCH & SEMESTER	
COURSE	
PAPER SETTER	
CREDIT & TERM END MARKS	
NAME OF THE SCRUTINY MEMBER/S	

INSTRUCTIONS:

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

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

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

Difficulty level of Questions Paper (Mention Approx. %)

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

☐

Model Answers

☐

Marking Scheme

Signature/s: _____

Scrutiny Date: _____

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

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

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

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

Name & Signature: _____

Date: _____

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

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

Name & Signature: _____

Date: _____

3) From the examination coordinator:

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

Name & Signature: _____

Date: _____

[illegible][illegible][illegible]

Number of Absent Students

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

Moderator Name: -

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)
MARK LIST FOR CONTINUOUS ASSESSMENT – OCTOBER 2017

Faculty (02) FACULTY OF MANAGEMENT
Institute (0207) SYMBIOSIS INSTITUTE OF OPERATIONS MANAGEMENT, NASHIK
Programme (020741) MASTER OF BUSINESS ADMINISTRATION (OPERATIONS MANAGEMENT)
Semester 1
Course (0207410101) OPERATIONS MANAGEMENT
Component TERM END (MARKS OUT OF 60)
Batch 2017-19

PRN	Marks	Grade

PRN	Marks	Grade

PRN	Marks	Grade

Total Number of Students

Number of Absent Students

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

Examiner
Name: -Verified by
Name: -Moderator
Name: -



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) Awarded Category - I by UGC

HALL TICKET FOR THE EXAMINATION SEMESTER 4 OF BBA

BATCH : 2017-20
OCTOBER 2020

SEAT NO. :139009 PRN :17020621166
NAME :NALAWADE RAJVARDHAN SANGRAMSINH
INSTITUTE/DEPARTMENT :020621 SYMBIOSIS CENTRE FOR MANAGEMENT STUDIES
CENTRE :PUNE

PHOTO

Candidate is allowed to appear for the following courses :

- 0401 GLOBAL BUSINESS ENVIRONMENT (I)
- 0402 WORKFORCE PLANNING (I)
- 0406 RENEWABLE ENERGY SOURCES (I)
- 0408 SERVICE LEARNING (I)
- 0415 INTRODUCTION TO SOCIO CULTURAL STUDIES (I)
- 0417 BASICS OF PACKAGING GRAPHICS (I)
- 0419 UNDERSTANDING CINEMA (I)
- 0424 CREATIVE WRITING (I)

Seal & Signature
of Institute/Department
Authority

Signature of Candidate

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

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

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

Candidates are requested to note that the name printed on this Hall Ticket will come on University record permanently.

If there is any change, kindly contact the University within 7 days of receipt of this Hall Ticket.

09/01/2021

**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category - I by UGC
Gram : Lavale, Tal. Mulshi, Dist. Pune - 412115

JUNIOR SUPERVISOR'S REPORT FORM

Note : Junior Supervisors are requested to read the instructions given on the overleaf.
(Examiners are requested to return this Report Form alongwith the Answer-books)

Name of the Constituent/Department : _____ Block No.: _____

Programme: _____ From Seat No.: _____ to _____

Course Name : _____ Course Code : _____

Jr. Supervisor should write the Seat No. of candidates in Column No. 1 & Answer Script No. in Column No. 2 & 3 and should write total of Column No. 2 & 3 in Column No. 4. Take signature of candidate in Column No. 5 and should not simply mention the total no. of candidates 'Present' or 'Absent'.

[illegible]

Total Strength of the Block

Total Present Total Absent [illegible]

I hereby certify that I have verified that the number of main Answer Scripts and Supplements submitted by each candidate in the block tallies with the number shown by the candidates in the cover page of the main Answer Scripts.

Total No. of Answer Scripts sent in this bundle : _____

Batch : _____ Sem : _____ Date : _____

Name of the Junior Supervisor (in Capital Letters) : _____
& Signature

I hereby certify that I have verified the bundle of Answer Scripts are as per report and found correct.

Checked by :

Internal Sr. Supervisor's Name : _____ Signature : _____

External Sr. Supervisor's Name : _____ Signature : _____

Date : _____

(P.T.O.)

INSTRUCTIONS TO JUNIOR SUPERVISORS

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



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

INSTRUCTIONS TO CANDIDATES WHILE ENTERING THE EXAMINATION HALL: -

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

EXTERNAL COMPUTER BASED EXAMINATION GUIDELINES

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

PRE-EXAMINATION GUIDELINES

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

CONDUCT OF EXAMINATION

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

OR

Hardcopy question paper to be distributed

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

POST-EXAMINATION GUIDELINES

1. The rough copies / supplement given to students for any kind of support during the exam should be collected and sent to exam department.
2. The softcopies of the answer sheets should be written on a CD immediately and submitted to the exam department within 15 minutes of respective exam closure. The IT department should verify the Seat Numbers of students present during the examination and also indicate the seat number of students who failed to save the soft copy of the answer sheet. No softcopy to be retained at the constituent level and should be sent to SIU after assessment.

OR

The soft copy answer sheets to be printed and used for assessment and further to be sent to SIU

OR

The answer should be written by students on the given answer sheet and to be submitted for assessment

3. In case of an online database based exam, the answer sheets should be made secured and made accessible to the faculty only for assessment.
4. There shall be provision of Re-evaluation of computer based examination and procedure will be as per the SIU re-evaluation rules. The soft copies/hard copies of answer sheets to be shared by SIU to examiner for the same.



डॉ. जी. एस. चौहान
संयुक्त सचिव

Dr. G. S. Chauhan
Joint Secretary

F.No.6-2/2013(SCT)

The Registrar,
All Universities



विश्वविद्यालय अनुदान आयोग
University Grants Commission

मानव संसाधन विकास मंत्रालय, भारत सरकार
Ministry of Human Resource Development, Govt. of India

35, फिरोज़शाह रोड नई दिल्ली-110001
35, Ferozeshah Zafar Marg, New Delhi-110001

Phone : 011-23604695
e-mail : chauhan.ugc@nic.in chauhanugc@gmail.com

February, 2019

21 FEB 2019

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

Sir/Madam,

The undersigned is directed to invite your kind attention to this office letter of even number dated 14.01.2019 on the subject mentioned above and to inform that O.M. No.34-02/2015-DD.III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi prescribing the guidelines for conducting written examination for persons with disabilities is amended as under :-

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

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

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

Yours faithfully,

(Dr.G.S.Chauhan)
Joint Secretary

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

(Dr.G.S.Chauhan)
Joint Secretary

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi - 110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

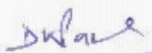
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

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

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

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

Yours faithfully,


(D.K. Panda)

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

To

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

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

APPENDIX- I**Certificate regarding physical limitation in an examinee to write**

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

Signature

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

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

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

APPENDIX- II**Letter of Undertaking for Using Own Scribe**

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

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

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

(Signature of the candidate with Disability)

Place:

Date:



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

Report by the Vigilance Squad

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

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

Signature of the Convener/ Chairman

Signature of the Constituent Director/ Chief Conductor

Date: _____

Place: _____



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

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

Appendix III-8.2

FEEDBACK FOR SHARING ANSWER SCRIPT WITH THE STUDENT

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

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

Remarks:

.....

.....

.....

Yours sincerely,

(Signature of the student)

For Office use only (for examiner)

Name of the Examiner :

Name of the Examiner for Re-evaluation :

Name of the Faculty for Answer script review :

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

Remarks:

.....

.....

.....

Signature of the Faculty:

For Office use only (SIU EXAM)

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

Change in result : - Yes / No

Remark by CoE:

.....

Controller of Examinations



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

Report of the Jr. Supervisor / Sr. Supervisor / Chief conductor

Block No. Examination Semester

Course Date

To,

The Controller of Examinations
Symbiosis International (Deemed University)
Lavale – 412 115

Sir / Madam,

I the undersigned Junior Supervisor
appointed on the above mentioned block at the examination held at
..... Constituent/ Department hereby making report against candidate seat no.
..... Mr. / Ms.
at the examination, as follows:

Time: Date:

Name & address of the Jr. Supervisor
.....

(Signature of Jr. Supervisor)

Contact No. E-Mail id.....

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is prima facie case of Un-fair Means resorted to by the aforesaid Candidate seat No. and therefore the case be forwarded to the University for investigation.

Name:

(Signature of Sr. Supervisor)

Contact No. E-Mail id.....

Forwarded to the Controller of Examinations, SIU, Lavale, Pune – 412 115 for necessary action.

Seal of the Constituent/ Department (centre)

Place :

Date :

(Signature of Chief Conductor)

Encl: All Un-fair Means case related documents



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

To,

The Inspector / Sub-Inspector
Police Station _____

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

Sir,

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

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

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

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

Name of the Police Station

Yours faithfully,

Chief Conductor,

Name of the Centre: _____

Place: _____

Date: _____



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

(To be filled by the Constituent/ Department)

Seat No.: _____		Sem.: _____		P.R.N. _____		Batch: _____		Programme: _____	
Season: April/October _____					Course: _____				
Exam date: __/__/__		Exam Time: __: __		to __: __		Venue: _____		Exam Hall No.: _____	
Jr. Supervisor Name: _____					Sr. Supervisor Name: _____				
Candidates Name: _____					Parent/Guardian's Name: _____				
Permanent Address: _____					(As per the records of the Institute)				
State: _____		PIN: _____		Contact Nos. (with STD Code): (R) _____		(O) _____		(M) _____	
Candidate email ID: _____					Parent/Guardian's email ID: _____				

STATEMENT OF THE CANDIDATE

(To be filled by the Candidate in presence of Senior Supervisor/Chief Exam Coordinator)

Date: / /

To,

The Controller of Examinations
Symbiosis International (Deemed University)
Gram: Lavale, Tal: Mulshi, Dist: Pune,
Pin: 412115

Sir / Madam,

I am submitting herewith my statement regarding unfair means / malpractice in which I am involved. I am aware that the decision of the Authorities is final and binding on me.

Sr. Supervisor: _____

Name & Signature

Date: _____

Place: _____

Candidate: _____

Name & Signature

Date: _____

Place: _____



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

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

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

APPLICATION FOR NOMINATION FOR AWARD OF CHANCELLOR'S GOLD MEDAL CATEGORY - POST GRADUATE / UNDER GRADUATE (PLEASE✓)

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

PART I: TO BE FILLED BY THE STUDENT

- 1) Name of the Student: _____
- 2) Name of the Constituent, Programme & PRN : _____
- 3) Batch, current Semester : _____
- 4) Exam season & CGPA of last result declared with date of result : _____
- 5) Category : Indian / International (Please✓)

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

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

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

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

C) SPORTS REPRESENTATION AT INTERNATIONAL AND NATIONAL MEET

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

D) ANY OTHER ACHIEVEMENTS (IF ANY):

- 1) _____
- 2) _____

Signature of the Student: _____

Date: - - -

PART II: TO BE FILLED BY THE CONSTITUENT / DEPARTMENT SCRUTINY COMMITTEE

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

REMARKS:

Tick (✓) appropriate box

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

Sign:

Sign:

Sign:

Name:
FACULTY INCHARGE

Name:
DY. DIRECTOR

Name:
DIRECTOR

PART III: TO BE FILLED BY SCIE (FOR INTERNATIONAL STUDENT ONLY)

REMARKS:

Tick (✓) appropriate box

- (1) To be kept at the SCIE for record. : ☐
- (2) To be forwarded to the Vice Chancellor for consideration for Chancellor's Gold Medal due to extraordinary achievements during the tenure of current programme. : ☐

Sign:

Sign:

Name:
EXECUTIVE - SCIE

Name:
DY. DIRECTOR - SCIE

PART IV: TO BE FILLED BY THE UNIVERSITY

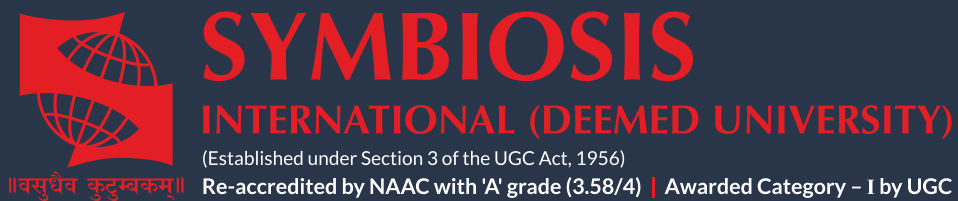
REMARKS:

Tick (✓) appropriate box

- (1) Forward to Faculty wise Selection Committee : ☐
- (2) To place before the Gold Medal & Other Awards Selection Committee : ☐
- (2) To be forwarded to the Vice Chancellor for consideration for Chancellor's Gold Medal due to extraordinary achievements during the tenure of current programme. : ☐

Name:
CONTROLLER OF EXAMINATIONS

Sign:



+91-20-28116200



Fax. No.: +91-20-28116206



www.siu.edu.in

Lavale, Pune 412115, Maharashtra, India

Printed & Published by

The Registrar, Symbiosis International (Deemed University)