



**SIDDHARTHA**  
**ACADEMY OF HIGHER EDUCATION**

An Institution **DEEMED TO BE UNIVERSITY**  
(Under Section 3 of UGC Act, 1956)

**EXAMINATION**  
**&**  
**EVALUATION**



## **Preamble**

Siddhartha Academy of Higher Education comprises several Schools and Departments for diverse disciplines of studies. It takes into due account the needs of the Undergraduate, Postgraduate students, and Research Scholars at all stages, including Teaching, Learning, and Evaluation.

Evaluation is a pivotal and confidential process to assess a student's progression. The collective assessment in the form of University Examinations plays a critical part in the evaluation. The Examination and Evaluation of university deals with rules and regulations about examinations of the university, taking into cognizance of the prevalent rules and regulations of statutory bodies.

## **Objectives**

- This Examination and Evaluation manual is a set of rules, regulations, and guidelines to be followed by all examination-related matters of the university. The Manual aims to stream line and smoothen the examination system of University to maintain promptness and credibility in the conduct of examinations, valuation of answer scripts, and publication of results.
- The Manual's provisions include planning and conducting examinations, evaluation of answer scripts, and publication of results for various examinations as per the rules and academic regulations of Undergraduate, Postgraduate, and Research programmes framed and approved by statutory Bodies.
- The Manual also furnishes details of the roles and responsibilities of different personnel involved in the SAHE Deemed to be University examination process. The objective of the Examination and Evaluation Manual is to ensure a uniform, consistent and unbiased approach to carrying out examinations-related works across all disciplines of the University. It is believed that the Manual shall be a useful guide for the effective, efficient, and lawful conduct of examinations of different programmes at the University.
- The academic regulations and Specific provisions approved by the Academic Council on recommendations of the Board of Studies (BoS) shall prevail and be deemed to be made under the provisions of this Manual.

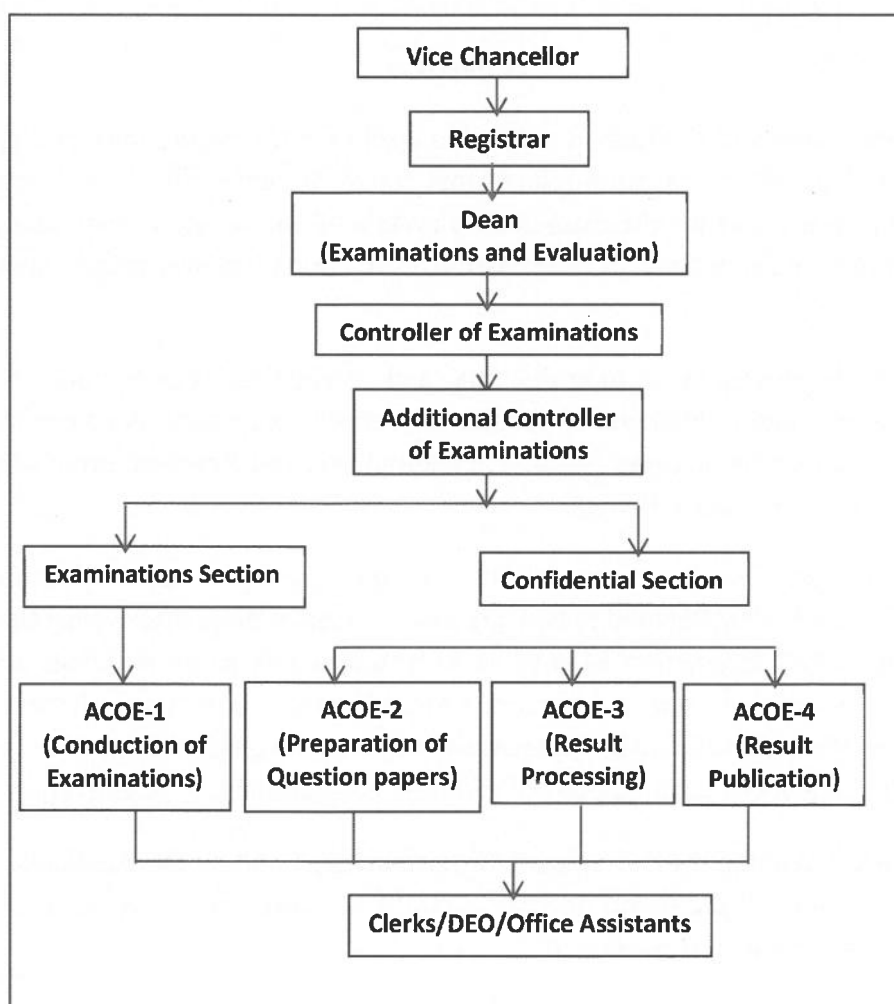
## 6.1. Powers and Functioning of Functionaries

### 6.1.1. Functioning of the Examination Section.

The Examination and Evaluation system of SAHE–Deemed to be University is bifurcated into two sections for the convenient and efficient management of examination processes.

- Confidential section with the responsibility of evaluation, publication and display of results
- Examination section with the responsibility of conduction of Summative Assessments and address the student grievances

### 6.1.2. Organization Chart of the Examination and Evaluation System



Apart from central examination system, every department has departmental examination committee comprising of HOD and Examination Coordinators for Continuous Assessment.

### 6.1.3. Automation

The Examination process is automated by CAMP X Software.

### 6.1.4. Duties and Responsibilities of Dean-Examinations and Evaluation

The Dean of Examinations is the administrative officer responsible for the effective, smooth, and orderly conduct of semester-end examinations, result finalization, and announcements, in accordance with the university policies, directives, regulations, and plans. He or she is tasked with conducting periodic reviews of the examination process to ensure its effectiveness. The responsibilities of the Dean-Examinations and Evaluation include the following:

- Overall Monitoring of Examination related activities.
- Conduction of meetings with Examination and Confidential section personnel.
- Finalization of punishments for suspected malpractices cases through SMP committee.
- Surprise visits during Continuous / Summative Assessments.
- Appointment of observers and squads for Summative Assessments.
- Approval for Scribe & extra time for writing examinations as per norms.
- Anti plagiarism check for UG/ PG/Ph.D project documents/thesis.

#### **6.1.5. Duties and Responsibilities of the Controller of Examinations**

The CoE is responsible for conducting all University Examinations, with duties and responsibilities that include the following

- Over all in charge of all matters relating to the conduct of examinations and shall ensure that the calendar of events is strictly adhered to.
- Be responsible for the adherence to the rules and regulations for all the courses of study and the scheme of examinations relating to the various courses.
- To maintain same registration number till the completion of the program thereafter also.
- Ensure the issue of notifications inviting applications from the candidates for the examinations, sufficiently well in advance of the date of the scheduled commencement of theory examinations as published in the academic calendar.
- Arrange to prepare the detailed timetables of all Summative Assessment and notify the same at least two weeks before the commencement of examinations.
- Confirm whether the chief superintendent, invigilators, observers and examination support system. etc., have been detailed in the schedule.
- Arrange to conduct Ph.D. course work examinations, including their final viva-voce examination as per the regulations of research program.
- Maintain confidentiality in the examination process and also ensure sanctity in the examinations conducted.
- Shall collect student's details from the academic section/department at least 30 days in advance of the commencement of examinations and verify the following:-
  - Scheme and subject(s) of the examination for which the candidate is appearing.

- Checking the registration number on the application and also on the list of the candidates; the amount of fee paid, date of payment, and whether paid in full to cover the course(s) offered, including the carry-over subjects.
- Checking the continuous assessment marks and attendance details received from the HODs/ Deans and eligibility of the candidate for appearing in the examination, detention, etc.
- Preparation of the examination hall tickets and arranges to distribute them online to the eligible candidates well in advance.
- Shall make arrangements for question paper setting and printing as per university guidelines.
- Shall arrange for printing and supply of main answer scripts, additional answer scripts and various other forms to the examination halls at the appropriate time.
- Shall issue orders of appointment to the chief evaluator and other examiners for valuation of theory papers/ thesis/dissertation, from among the approved panel of eligible examiners and reviewers, as approved by the vice-chancellor.
- Shall direct the concerned to ensure the question paper is set as per the prescribed syllabus.
- Shall be responsible for the proper receipt and maintenance of grade cards and valued answer scripts. The valued answer scripts shall be preserved as per the document retention and scheduled policy of the university.
- On completion of university examination in each session, shall convene the meeting of the results declaration. The Results Declaration Committee shall scrutinize the results in each course, programme wise.
- Shall arrange for the declaration of results within two weeks from the last day of the conduct of examinations of the course concerned, on approval of the Vice-Chancellor.
- Shall arrange for issuing the statement of marks to the respective Departments.
- Shall with-hold the results on the orders of the Vice Chancellor, in case of pending disciplinary cases or any other reasons.
- Shall arrange for revaluation of valued answer scripts, as per the eligibility when applied by the student/candidate(s) as per the approved procedure.
- Shall organize the computerized work relating to Convocation as enumerated under:-
  - Preparation of the list of eligible candidates for Convocation, for every School/Department/Programme /year-wise.
  - Scrutiny of applications for conferring Degree (UG/PG/PhD) in-propria persona and in-absentia, separately.
  - Preparation/printing of presentation lists, School/Department/Programme-wise, year-wise, in-propria persona, and in-absentia separately.
  - Preparation of lists of recipients of medals.
  - Shall issue duplicate Grade card/Degree certificate when applied for by a candidate on ascertaining the genuineness of the case.
- Shall propose/recommend periodically enhanced rates of remuneration, TA and DA payable to the external Question paper setters and the examiners, etc., to the Vice-Chancellor for approval.

- Shall be responsible for Entrance Examinations related works to various programmes of the university.
- Shall carry out any other duties assigned by the Vice-Chancellor.

#### **6.1.6. Responsibilities of the Additional Controller of Examinations**

The duties and responsibilities of the Additional Controller of Examinations shall include the following:-

- Shall assist the CoE in the implementation of policies laid down for the smooth functioning of the office of the CoE.
  - Maintain and periodically update the records of academic profile of the panel of examiners
  - Maintain the question banks. Shall receive the questions from the paper setters/examiners, edit and update the question bank, course/ programme-wise.
  - Help in planning the schedule of theory and practical/oral examinations for various programmes.
  - maintain the statistics of the university examination results course-wise /programme-wise after the conclusion of each examination session.
- Shall in the absence of the CoE, function as the CoE in charge.
- Shall also carry out any other duties assigned by the Vice-Chancellor.

#### **6.1.7. Responsibilities of the Assistant Controllers of Examination**

The duties and responsibilities of the other Assistant Controllers include the following

- Shall assist the COE/Additional COE in confidential work and conduction of Summative Assessment Examinations.
- Help COE in Moderate and printing of question papers as per the required number.
- Seal and distribute question papers and handing over to exam section.
- Process and publish the results.
- Verify the curriculum structures and model papers sent by the departments.
- Verify the continuous assessment marks sent by the departments.
- Verify the certificates and marks sent by the departments for self-learning elective Courses.
- Verify the marks memos and grade cards, CMM, provisional and final consolidated reports of the students.

## **6.2. Conduct of Examinations**

### **6.2.1. Academic calendar**

Dean Academics in consultation with other functionaries of the university prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic program and various examinations scheduled to be conducted in the various programs of the university. The academic calendar was approved by the academic council of the University. Based on the approved academic calendar, COE will prepare a time-table for events to be conducted for theory and lab examinations.

### **6.2.2. Types of Examination**

Evaluation of all courses shall be done in two parts, namely Continuous and Summative Assessments CA, and SA

#### **❖ Continuous Assessment (CA)**

- The CA for theory/lab courses shall be conducted in the form of examinations, quizzes, assignments, seminars, term papers, etc as per academic calendar. The assessment pattern should be as per academic regulation. Candidates absent for CA assessment on valid reasons, special tests are conducted as per the University guidelines.

#### **❖ Summative Assessment (SA)**

- The SA as per programme requirements shall be conducted for all programmes offered by the schools of the university. The SA shall be conducted as per the examination schedule prescribed in academic calendar.

### **6.2.3. Registration and preparation of candidates List (GALLIES) for examination**

- A Fee notification regarding the time schedule for payment of examination fee is notified by the COE. The Examination fee details shall be provided in a structured manner for theory/ practical/ viva-voce/ project-work etc. Examination forms can be downloaded from the website.
- Examination registration forms are processed by the examination section. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.
- Eligible candidates list are prepared for summative assessment and communicated to COE. All eligible candidates can download hall tickets from the website.
- Revaluation registration can be done through online from university website/ Campx portal.

### **6.2.4. Examination Planning and Preparation**



The scheduling of all Continuous Assessment for theory /Lab components shall be conducted by the concerned schools as per the academic calendar. The concerned School-Dean sends the list of internal and external examiners for summative assessment of lab component to the examination section in advance of the scheduled commencement of the examinations.

Time table and schedule for summative assessments will be notified by COE. The Time tables shall be posted on the University website 10 days before the commencement of the examinations.

Candidate -specific OMRs are generated for candidates from the database as per the registered candidates. Answer books will be printed, verified and sealed with day wise and session wise and are stored in secured place under the control of ACOE-Examinations. Seating arrangement in the examination halls follows jumbling pattern with combination of different branches.

#### **6.2.5. Empanelment of appointment of invigilators/Observers**

The HOD prepares the faculty list for invigilators, which is approved by the concerned Dean and communicated in advance to the COE, with one invigilator assigned randomly for every 20 candidates. COE appoints senior faculty as squad members or observers on a rotational basis.

#### **6.2.6. Duties and Responsibilities of the Invigilators**

- The invigilators shall report to the ACOE-Examination Office at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the Control room of the examination section. The invigilator should affix his signature in the duty attendance sheet of the session and collect the examination materials consisting of answer books, nominal roll list, absentees statement allocated to the examination hall.
- On allocation of the examination hall at the Control room, the invigilator shall go to the examination hall allotted at least 10 minutes in advance before the commencement of the examination.
- All the invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigilance on the examinees in the hall.
- The invigilators should deposit their **mobile phones** in the exam section, and should not carry mobile phones to the examination hall.
- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.
- Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.

- The invigilators should warn the candidates about the possession of Mobile phones, digital equipments and other electronic gadgets except a simple wrist watch and nonscientific calculator.
- If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the ACOE-Examinations for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.
- No candidate is allowed to enter the examination hall after the first 30 minutes for whatever the reason.
- The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are having hall tickets and University identity cards.
- The invigilator shall distribute the question papers to the candidates seated in the examination hall only at the stipulated starting time of the exam.
- The invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet including proper shading of the OMR region with ink. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- The invigilator should announce the candidates to count the number of pages in answer booklet and should ensure all candidates get answer booklet with stipulated number of pages as per university norm.
- If any booklet having mismatch in number of pages will be replaced with new book let
- The invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
- The invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- The invigilators should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination. Candidates are allowed to leave the examination hall only after 90 minutes of the commencement of examination.
- After half an hour of the commencement of the examination, the spare Answer Booklets shall be returned to the examination section Control Room along with the Consolidated Attendance Statement for the examination Hall.

- The invigilators shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
- The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material. Code books are permitted, however they were endorsed by the concerned head of the department.
- All the invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the invigilator must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one invigilator present in the hall. Such absences must be kept to a minimum.
- The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
- The invigilator should alert the examinees for every half an hour about the time remaining for the examination session.
- The invigilators shall ensure that there is no communication among the candidates in the examination hall. The invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ pan etc. is strictly prohibited in the examination hall while the examination is in progress.
- The invigilator should report to the COE, the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the COE/ACOE-Examination. He should not allow the candidate to leave the examination hall.
- The invigilator should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever.
- Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the COE/ACOE-Exams. The ACOE should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the ACOE in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- The invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and program and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe

possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.

- The invigilator shall not leave the Examination section premises until he / she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
- When any candidate feels extremely sick/ distressed, the invigilator may request the concerned authorities to make arrangements to escort the sick candidate to the nearest Hospital with necessary transport arrangement with the help of the supporting staff of the examination section.
- Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- Any negligence of duty on the part of the invigilator is recorded and the ACOE-Examinations shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately. COE initiates actions against such invigilators and forward the issue to the registrar.

#### **6.2.7 Role of observers /Squad members**

The COE shall appoint and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each summative assessment shall have one or more observers as per the number of candidates appearing for examinations.

- Two categories of observers are appointed to monitor the examination process.
  - Senior faculty of the university
  - Senior faculty of other college-preferably from Reputed Institutions.
- The primary purpose of appointing observers is to monitor the conduct of examinations on the scheduled day and to submit a confidential report to the Controller of Examinations.
- **The internal observers shall receive the question paper bundles from the ACOE-Examinations fifteen minutes prior to the commencement of the examination. They shall arrange the question papers in order, subject-wise/branch-wise, and hand them over to the respective invigilators in sealed covers five minutes before the commencement of the examination.**
- The external observers go around the examination halls along with internal observers for detecting mal practices by physical verification (If necessary)
- One woman observer is appointed for frisking the girl candidates.
- The Internal observers shall be responsible for the proper and smooth conduct of examinations. He/ She shall take all necessary action before, during and after the

examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the confidential section.

- The internal observers shall arrange to prepare a 'Session Report' of the candidates present during the examination consisting of registered number of candidates present, absent and SMP cases if any.

#### **6.2.8. Practical/ Project Examinations**

- COE notify the schedule for conduct of Practical/ viva-voce assessments before/after commencement of theory component assessments.
- Detailed time table of the Practical assessment component shall be announced by the Head of the Department with approval of Dean of Concerned school and same will be communicated to the examination section.
- The Dean of Concerned Schools shall appoint examiners for Practical assessments for different courses/ subjects from the panel of examiners submitted by the respective departments.
- The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce assessment(s) in the respective departments.
- Candidates shall be in possession of Hall Tickets on all the days of Practical assessments. In the event of non-possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the assessment with duplicate hall tickets and after verifying the identity of the candidate.
- Practical answer scripts after the practical component assessment shall be packed in separate covers and sent to the Confidential section office after completion of all the Practical assessments.
- Marks allotted by the examiners for the practical and viva-voce assessment shall be entered in words and figures in prescribed format and enclosed in covers prescribed for the same and sent to Confidential section within a day after completion of the exam.

#### **6.2.9. Documentation of Assessment Reports**

- The following records are consolidated, packed and sent to the Office of the Confidential section after each session/ day of the summative assessment from the control room of the examination section.
  - Attendance Statements and attendance summary statements of Candidates sorted branch-wise/ subject-wise
  - Answer scripts packing list for each bundle.
  - Instances of Malpractice/ Misconduct related materials
  - All the Reports/ Records of the examination held on the session/ day shall be packed safely and stored in the record room of examination section

- The person in-charge of the receipt and safe-keeping of answer scripts after the assessment shall receive those bundles from examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

### **6.3. Maintenance of Examination Discipline –Malpractices**

Any candidate who tries to get undue advantage in the performance, trying to help another or derive the same through unfair means at an examination is punishable.

- **Scale of punishment to defaulters who indulge in malpractice cases at the Continuous Assessment and Summative Assessment shall be uniform and binding on all the students in all the schools.**
- Two Malpractice Enquiry Committees in the university to separately handle malpractice cases in **continuous/summative assessments**.
- The Academic/ Executive Council of the University have approved malpractice guidelines and punishments, which are communicated to students and displayed at key locations within the campus. The guidelines and punishments are also published on the University website.

#### **6.3.1. Malpractice Enquiry Committee for Summative Assessment (University level)**

This committee investigates the malpractice cases/ unfair Means/ indiscipline reported during the summative assessments.

The composition of the MEC shall consist of the following:

- Dean Examinations and Evaluation (Chairperson)
- Dean from Concerned school (Convener)
- Dean Student's Welfare ( Member )
- Controller of Examinations ( Member)
- Professor/Associate Professor(Woman) to be nominated by the VC (Member)
- Subject expert from the concerned Department (Member) nominated by concerned school dean.
- Legal expert from the school of Law (Member) nominated by concerned school dean.

#### **6.3.2. MEC Powers and Functioning**

- The tenure of a person appointed to the MEC, except a subject expert shall be a maximum of three academic years counted from the date of appointment. The quorum of the committee shall be four out of seven members.
- The MEC committee follow the guidelines for the scale of punishments approved in the Academic / Executive Concil.
- In addition to the core components of the MEC, the CoE may invite the HoD of the concerned department or Program coordinator for further assistance.
- All decisions taken by the MEC shall be by a simple majority. The decision of the committee shall be forwarded to Vice-Chancellor for necessary action.
- If any member leaves /resign from the university a new faculty will be nominated by the Chairperson of the committee.

### **6.3.3. Departmental Malpractice Enquiry Committee for Continuous Assessments (Department level)**

The Departmental Malpractice Enquiry Committee (DMEC) is constituted by Dean of the Concerned Schools. The Main functioning of the DMEC is to enquire the malpractice cases /unfair Means/indiscipline reported during the Continuous Assessments at departmental level.

The Committee consists of the following:

- I Year (Engineering), All years of B.Com. , B.Sc.
  - Dean –Concerned school (Chair Person)
  - HOD-Concerned Dept
  - Professor of the Department (Member)
  - Associate Professor of the Department (Member )
  - Subject expert (Member)
- II/III/IV Year (UG Engineering), All years of PG-M.Tech, MCA,MBA
  - HOD (Convener)
  - Program Coordinator (Member)
  - Professor of the Department (Member)
  - Associate Professor of the Department) (Member )
  - Subject expert (Member)

### **6.3.4. DMEC Powers And Functioning**

- The tenure of a person appointed to DMEC, except a subject expert shall be a maximum of three academic years counted from the date of appointment.
- The DMEC committee follows the guidelines for the scale of punishments approved in the Academic/ Executive council.
- In addition to the core components of the DMEC, the HOD may invite any faculty for further assistance .
- All decisions taken by the DMEC shall be by a simple majority. The decision of the committee shall be forwarded to Dean concerned school for necessary action.
- If any member leaves /resign from the university a new faculty will be nominated by the Chairperson of the committee

### **6.3.5. Procedure followed for award of punishment for Malpractice cases in Summative Assessments**

The following procedure is followed in the case of Malpractice cases booked during the Summative Assessments.

- Details of Malpractice case consisting of Answer Book, Invigilator's statement, Student's statement, Proof of Malpractice are submitted to the Controller of Examinations.
- Controller of Examinations refers the Malpractice cases to the Malpractice Enquiry Committee (MEC).

- Based on the University Guidelines, the Malpractice Enquiry Committee recommends the punishment and submits the same to the Vice Chancellor for approval. All decisions taken by the MEC shall be by a simple majority.
- After approval, Controller of Examinations implements and informs the students regarding punishments awarded.

#### **6.3.6. Procedure followed for award of punishment for Malpractice cases in Continuous Assessments**

- The Departmental Coordinator of examinations who have reasons to suspect misconduct on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the HOD immediately, carrying all the material evidence available, together with the answer book and the written explanation of the candidate and statement of the invigilator.
- The scale of punishment shall be decided by conducting an enquiry in DMEC, strictly adhering to the enclosed guidelines and scale of punishments of the University.
- The malpractice cases report should be filed in the department and a copy of the report to be forwarded to the Dean Examinations and Evaluation for information.
- Departmental Coordinator of examinations will inform the student regarding punishments awarded.

#### **Punishments for Malpractice**

- In case of any malpractice during continuous/summative assessments, punishments will be awarded to students as per the guidelines of the university.

### **6.4. Paper Setting and Processing of Question Papers**

**6.4.1. Paper Setting:** Question Papers for all programmes will be set as per the approved guidelines of the university.

**6.4.2. Printing & Packing.** Question papers will be printed and packed as per approved guidelines of the university.

### **6.5. Valuation Procedures**

#### **6.5.1. Evaluation of Answer Scripts**

Answer scripts shall be evaluated in accordance with the approved university guidelines applicable to all programmes.

#### **6.5.2. Scrutiny of Answer Scripts**

Answer scripts shall be scrutinized as per the approved procedures and guidelines prescribed by the university.



### **6.5.3. Grafting and Moderation**

Grafting shall be applicable to both UG and PG courses, in line with the approved guidelines of the university examination system.

### **6.5.4. Procedure for Revaluation**

Revaluation is applicable only to the Undergraduate programmes of the university, in accordance with the approved university guidelines.

## **6.6. Processing and Declaration of Results**

### **6.6.1. Declaration of Results**

- The Marks are converted into grades, and SGPA and CGPA shall be computed as per the approved regulations.
- Grafting and moderation are implemented in relevant cases as per the approved norms of the University.
- A tabulated result statement, along with GPA is generated.
- A meeting of the Results Declaration Committee is held.

The Result Declaration committee (RDC) shall be appointed by the Vice-Chancellor with following members:

- Pro Vice-Chancellor or the Nominee of the Vice-Chancellor in case the Pro Vice chancellor is not available (Chairperson)
- Dean Examination and Evaluation (Convener)
- Controller of Examinations (Member)
- Dean of the concerned School (Member)
- Dean Academics (Member)

### **RDC POWERS AND FUNCTIONING**

- The COE shall arrange the presentation of the results with branch and subject wise comparing with the previous Summative Assessments.
- COE presents the data of Grafting implemented in relevant cases as per Norms
- COE presents tabulated results and result analyses by branch wise /subject wise
- Relevant resolutions are passed by the committee for the declaration of results
- Resolutions of the meeting are to be approved by vice chancellor.
- COE Presents the revaluation dates for the failed candidates  
If any member leaves / resign from the university, a new faculty will be nominated by the Chairperson of the committee.
- Relevant resolutions of RDC are recorded.
- Results are placed in the college website- [www.vrsiddhartha.ac.in](http://www.vrsiddhartha.ac.in) and CAMPX digital app.
- Statement of grades is arranged for students within 15 days from the date of declaration of results.

### **6.6.2. Analysis of Results**

- The declared results copy will be sent to individual departments.

- Course wise Result analysis will be done by concerned Result Analysis Committee.

#### ❖ **Result Analysis Committee ( RAC)**

The Result analysis Committee functions at the Departmental level. Result Analyses Committee (RAC) shall consist of following:

- Dean Concerned School (Chairperson for I year programmes of UG)
- HOD (Convener) For II/III/IV year UG courses / All PG Courses.
- All HODS of First year ( Members) for I year UG courses
- Program Coordinator (Member) for II year UG courses/All PG courses
- Course Coordinators of the respective semester (Member)

#### ❖ **RAC Powers and Functioning**

- Scrutinize the results for each course
- Analyze the results subject wise
- Compare the results with previous semester
- Address the grievances of candidates related to revaluation as per the university examination Norms.
- The committee must list the reasons why there is a decrease /decline in the percentage of pass.
- Relevant resolutions of RAC are recorded. A copy of the Minutes of meeting to be forwarded to COE.
- If any member leaves / resign from the university a new faculty will be nominated by the Chairperson of the committee.

#### **6.6.3. Provision for Revaluation**

- Students are allowed to apply for revaluation as per the procedure prescribed .
- Revaluation procedure is done as per the approved university norms.

#### **6.6.4. Preparation of Result Statistics**

The COE shall prepare and publish the result statistics on the university website as per AQAR/NIRF/AISHE/NAAC/NAD-DigiLocker formats under various heads, overall pass–fail percentage, course-wise, programme-wise, theory–practical–project-wise, Gender-wise etc.,

### **6.7. Certificate and Grade Card**

#### **6.7.1. Provisional Certificate**

- After successful completion of the course and credit requirements as specified in the programme curriculum, a provisional certificate shall be issued to eligible students by the CoE after approval of academic council.

- Application for the provisional certificate has to be submitted in the prescribed form and shall be accompanied by the document proving the remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the CoE.

#### **6.7.2. Migration Certificate**

Candidates who have undergone a programme of study in university and secured admission to courses of study in other Universities, shall be issued a Migration Certificate if they apply for the same in the prescribed format with the prescribed fee.

#### **6.7.3. Issue of Duplicate Certificates**

- If the Grade Cards, CMM, PC, TC, Migration Certificate issued to a candidate has been irrecoverably lost, a duplicate Grade card/ other certificates may be obtained from the University by submitting the application along with the necessary supporting documents like police verification report proof, notary as mentioned in the application form and payment of the prescribed fee.
- However, if the candidate lost only Grade cards less than four (04), the same may be issued without the submission of a police complaint, subject to payment of the prescribed fee.

#### **6.7.4. Corrections in Certificates and Grade Card**

If any typographical error(s) in a grade card/certificate issued to a candidate has occurred due to clerical mistakes while preparing the same, a fresh grade card/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective grade card/certificate.

Any other corrections in the entries in the certificates and grade card are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the university after the issue of the certificate/grade card.

#### **6.7.5. Cancellation of Grade card**

If the grade card issued to a candidate is later found out/reported to be wrong either in the entries of grades or in the details of subjects recorded in the grade card, the defective grade card shall be cancelled and afresh grade cards shall be issued to the candidate.

If the fault is reported by the candidate or by the institute where the candidate had Studied/studying, the records in the section may be checked and if any correction in the records becomes necessary to rectify the mistake, immediate action may be taken to rectify the mistake and issue a fresh grade card to the candidate.

The COE shall issue orders for cancellation of the grade card and it will be recorded.

#### **6.7.6. Attestation of Certificates and Grade Card**

The CoE is the authority to attest to the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents.

In the case of certificates and grade cards, the verification has to be done by the examination section. The document received in the section for attestation shall be thoroughly scrutinized by the concerned section staff to ensure that all the entries in the documents are the same as those in the records maintained in the section.

#### **6.7.7. Verification of Genuineness of Certificates and Grade card**

If the application for verification of genuineness of the certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be paid for issuing the certificate.

If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness.

#### **6.7.8. Procedure for Rank /Medal Certificates**

The grades obtained by a student based on his/her merit in the examination shall be considered for the award of medals, prizes and ranking of students. The student passed with improvement/backlog examination(s) or with grace marks shall not be taken into account for any award of medal/prizes/rank.

#### **6.7.9. Transcript of Grade card and Certificates**

A transcript is a consolidated document carrying a complete academic record of the student of all semesters indicating CGPA and grades of all courses.

Based on the grades earned, a grade card shall be issued to all the registered students after every academic semester. The grade certificate shall display the course details (code, title, number of credits, grades, and letter grade) along with SGPA of that semester and CGPA earned until that semester.

#### **6.7.10. Degree Certificate**

All applications for Degree shall be made in the prescribed form available on the University Website. The filled-in applications shall be sent to the CoE as mentioned in the instructions given in the application form along with the prescribed fee.

The candidates applying for the current annual convocation can receive their degree certificates either in person or in absentia.

#### **6.7.11. Convocation**

- The university shall adopt the following procedures for conducting the annual convocation
- Convocation for the purpose of conferring degrees, and other distinctions of the university, shall be held every year on a date fixed by the vice-chancellor in consultation with the chancellor.
- Notice shall be given to recipients of degrees and certificates by the registrar, not less than three weeks from the date of convocation.
- The guidelines and procedures of the University Convocation are notified by the Registrar.

## **6.8. Remuneration for Examination Works**

1. The remuneration and TA/DA claimed by external examiners such as paper setters/ evaluators will be paid as per the approved norms in the Finance Committee/ Executive Council.
2. The teaching/ Non teaching Staff of the university who were involved in the examination process will be paid remuneration as per the approved norms in the Finance Committee/ Executive Council.

## **6.9. Grievances**

### **6.9.1. Change of Name in the certificates**

- The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.
- Name Change of the Candidate during study - A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the Dean of Concerned School.
- The change of name in the records of the University may be sanctioned on any one of the grounds such as Marriage (women), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.
- A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- Students should send this application through proper channel displayed in the Office.
- Appropriate Documents are required for change in name along with application form
- To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence copy of the SSC or its equivalent (on which candidate's eligibility is finalized).

### **6.9.2. Improvement of Continuous Assessment Marks**

A student who fails in a theory or laboratory course due to not having sufficient marks in the Continuous Assessment (CA) shall be eligible to apply for improvement of CA marks. This provision shall be applicable to all programs, in accordance with the guidelines approved by the University.

### **6.9.3. Guidelines for betterment / improvement of Class / CGPA**

- A Candidate, after becoming eligible for the award of the Degree, may reappear for the External Examination in any of the theory courses as and when conducted, for the purpose of improving the CGPA and the class. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree.
- However, this facility shall not be availed of by a candidate who has taken the Provisional Certificate.
- Separate grade card shall be issued to the candidate after incorporating the betterment marks in each semester. The grade card already issued shall be returned by the candidate.
- A consolidated grade card shall be issued to the candidate indicating the aggregate CGPA along with the Provisional Certificate.

### **6.9.4. Guidelines and Procedure to be followed for Disabled Candidates**

The facility of Scribe may be allowed to any person for who has disability of 40% or more if so desired by the person. As per the UGC and promote and facilitate inclusive education, Section 17 of Department of empowerment of persons with disabilities (RPwD Act, 2016) guidelines are strictly implemented.

- **Eligibility to be a Scribe**

The scribe must be a bonafide Indian citizen with an Aadhar card. They must also have a minimum qualification of SSC/Matriculation and be at least one academic level below the candidate. The scribe should not be a friend or relative of the candidate, and they should not have a physical disability that prevents them from writing.

- **Declaration**

The candidate and scribe must both provide a signed undertaking with the scribe's passport-sized photograph. The candidate must declare that they are using the scribe at their own cost and risk.

- **Compensation**

Candidates with disabilities are eligible for 20 minutes of compensatory time for each hour of the exam, whether or not they use a scribe.

- **Disqualification**

Candidates who use a scribe without meeting the eligibility guidelines will be disqualified from the examination process.

- **Multiple candidates**

A scribe cannot assist more than one candidate at the same exam.

- **Medical certificate**

The candidate must provide an original medical certificate from the government that verifies their disability.

- ❖ The following documents to be submitted to COE at least two days before the scheduling of the examination
  - Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
  - Photo of the student / candidate highlighting the inability to appear for the examination.
  - The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation.
  - A letter from the scribe stating that he / she is willing to act as scribe.
  - A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.

COE approves that he /she personally verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

The students can also send their grievances to COE to his/her email address  
coe\_vrsec@vrsiddhartha.ac.in.

#### **6.9.4. Academic bank of Credits (ABC)**

1. Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey.
2. It is Mandatory for all the students admitted in SAHE-Deemed to be university to have an ABC ID as guided by UGC and the examination department.
3. The APAAR ID acts as a link to DigiLocker, an online repository, where students securely store essential documents like exam results. Linked to the **Academic Bank of Credits (ABC)** via the APAAR ID, it receives academic credits from institutions through the National Academic Depository.
4. Siddhartha Academy of Higher Education-Deemed to be university create ABC identification numbers of all the candidates admitted and upload the grades and credits to the ABC format regularly.

#### **6.10. EXAMINATION AUDIT**

Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the faculty from reputed institutions and ISO internal and external auditing.

- Efforts shall be made to audit the evaluation of Continuous Assessment and Summative Assessment on a regular basis. Marks awarded with high, average and low shall be randomly sampled for such process. The analysis of awarded marks are thoroughly evaluated for academic auditing.

- Efforts shall be made to evaluate the Continuous Assessment and Summative Assessment for CO-PO mapping for the purpose of PO attainment values in outcome based education model.

## 6.11. POWERS TO MODIFY

The University reserves the right for addition, deletion or modification on any of the clauses mentioned in the manual.

- Notwithstanding anything contained in this manual, the Vice chancellor can take an appropriate decision in emergency situations.

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Date : 30-04-2025



**Registrar**  
**Siddhartha Academy of Higher Education**  
**(Deemed to be University)**  
**Vijayawada - 520 007**