



## Contents

<b>1. Board of Examination</b> .....	3
<b>2. Examination Discipline Committee/UFM Committee</b> .....	4
<b>3. Use of Unfair Means</b> .....	5
<b>4. Notification of Examination Schedule</b> .....	7
<b>5. General Evaluation Procedure:</b> .....	25
<b>6 Rules of A.T.K.T.</b> .....	28
<b>7. Continuous Assessment for Theory and Practical:</b> .....	29
<b>8. End Semester University Exam for Theory and Practical:</b> .....	30
<b>9. Skill Assessment:</b> .....	30
<b>10. Evaluation of Grades</b> .....	30
<b>11. Backlog Examination</b> .....	32
<b>12. Examination Fees</b> .....	34
<b>Appendix I</b> .....	35
<b>Guidelines for Granting of Writer or Amanuensis or Scribe</b> .....	35
<b>Appendix II</b> .....	37
<b>Authorization Process</b> .....	37
<b>Appendix III</b> .....	38
<b>Process to View/To get certified copy of End Term Exam Answer Books</b> .....	38



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

---



## Examination Policy

*Symbiosis University of Applied Sciences is committed to conduct fair and transparent examination. The Examination policy will provide uniform code of conduct for each of the officials concerned with the University examination.*

Examinations of the University shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance (75%) and credit requirements as laid down by the University. Minimum 75% attendance in theory and 100% attendance in practical, is mandatory for all the students of the University to be eligible to appear for the external examination of all courses of the term. If the aggregate attendance is below 75% then the student will not be granted permission to appear for the examination of the concerned course/s. All those students who are granted CNG (Course Not Granted)/TNG (Term Not Granted) shall appear in the examinations in next session (not semester) as backlog. In extraordinary circumstances, the Vice-Chancellor shall have the discretion to condone the shortage of attendance for students by 10%.

### **1. Board of Examination**

**1.1.** The Board of Examination shall be the principal authority of the University. Board of Examination shall be responsible for conducting the examination and making policy decisions in regard to organizing and holding examinations, scheme or policy for skill based assessments and weightage, improving the system of examinations, appointing the paper-setters, examiners, moderators, skill assessors from industry, and also prepare the schedule of dates of holding examination and approval of result summary. Provided, however that all end semester examinations for different program in a School shall normally be conducted in a commonly agreed time frame within the semester.

**1.2.** Board of Examination has following members:

- i. The Vice Chancellor — Chairperson;
- ii. Dean Academics- Member



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- iii. Dean of Faculty — Member
- iii. Deans/Directors of respective School – Member
- iv. One Assistant Professor other than Dean — Member;
- v. BOM Nominee, co-opted by the Board of Examination — Member;
- vi. The Controller of Examination — Member-Secretary;

**1.3.** The end-semester examinations shall be conducted, under the general supervision of the Controller of Examination and Deans of Schools, by the faculty member concerned as per the Examination Rules & Regulations prescribed by the University from time to time.

## **2. Examination Discipline Committee/UFM Committee**

**2.1.** Controller of Examinations with prior approval of Vice Chancellor shall constitute a UFM committee, consisting of 2-3 or more senior faculty members, for the purpose to conduct enquiry, within the prescribed time framework.

**2.2.** UFM committee may summon the offender student, invigilators and others [if feel necessary], who are witness to the incident and wish to record their statement.

**2.3.** While deciding on gravity of malpractice and quantum of penalty the UFM committee shall examine whether the student has used the material to copy in his/her answers. If so, then upto what extent she/he has done the same.

**2.4.** Gravity and nature of Malpractice shall be decided by the UFM committee and then it may recommend the penalty.

**2.5.** If found guilty of charges by the UFM committee, penalty shall be approved by the Vice Chancellor. In general penalty may include

3.5.1. Penalty recommended by the committee.

3.5.2. Cancellation of all the papers in the examinations.

3.5.3. Cancellation of all the papers in the examinations with fine.

3.5.4. Debar from appearing in examination for 1-2 years.

3.5.5. Any other punishment, as deemed fit.



### 3. Use of Unfair Means

**3.1.** A candidate shall not use unfair means in connection with any examination.

**3.2.** Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.

**3.2.1. Group A -** Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall on repetition of the offence and the matter to be reported to the Center Superintendent.

**3.2.2. Group B-** Creation of nuisance or serious disturbance at the examination center and display of serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Center Superintendent. Controller of Examinations shall be informed of offence and action taken in writing.

**3.2.3. Group C-** Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing, of papers, and damaging the answer book. The case must be brought to the notice of Controller of Examinations for further enquiry and actions.

**3.2.4. Group D-** Indulging in malpractice and unfair means like copying or possessing mobile phone, electronic gadget, weapons etc. in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller of Examinations for further enquiry and action.

**3.2.5. Group E-** Indulging in tearing pages of Answer book/Question paper or any other documents related to examinations. Such candidates may be booked



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

for malpractice and the matter may be reported to the Controller of Examinations for further enquiry and action.

**3.3.** If the Vice-Chancellor notices or finds that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he/she may cancel the examination of all the candidates concerned and order re-examination.

**3.4.** Where the invigilator in charge finds or observes that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying. However the final decision shall be taken by the Vice-Chancellor of the University.

**3.5.** The Chief Superintendent of the examination center shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned is to be recorded, if any, on the forms supplied by the Controller of Examinations for the purpose.

**3.6.** All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Chief Superintendent/Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

### **3.7. Procedure to book UFM cases**

3.7.1. If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.

3.7.2. If the answer sheet of any other person is found in possession of offender, both the students shall be booked for malpractice.

3.7.3. The offender shall be made to stop writing further, and to place all the material on the desk. The Center Superintendent should be informed by the invigilator, about the case.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 3.7.4. The Invigilator shall instruct the student to give written statement on his/her action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same.
- 3.7.5. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer book in which the use of unfair means is suspected shall be seized by the Chief Superintendent/Centre Superintendent, who shall send both the answer-books separately to the Controller of Examinations with her/his report. This will not affect the chance of the candidate to appear in the rest of the examinations.
- 3.7.6. The answer books, material found in possession, and the written statement shall be sealed in separate envelop with seal and signature of Vigilance Flying Squad, Center Superintendent, Invigilator and handed over to the Center Superintendent for onward transmission to the Controller of Examinations.

## **4. Notification of Examination Schedule**

- 4.1. Controller of Examinations shall notify the Examination schedule and also Examination form filling notifications with the prescribed fee. The notification shall contain last date without and with late fee and also other late fee as applicable. The HOS shall collect duly filled examination forms along with fee before the due date. Consolidated amount collected shall be paid to the University account on or before the due date. The HOS shall prepare a consolidated list of all the students registered, in alphabetical order with the details of paper codes and enrollment number in following separate categories as per eligibility and forward these to the Controller of Examinations on or before the due date.
- 4.1.1. List A - The list shall contain all the eligible candidates with attendance of 75%, and above 75% in theory whereas 80%, and above 80% in practical.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.1.2. List B - The list shall contain the candidate's with attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condonation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and condonable. The candidate whose shortage is condoned, shall be permitted to appear in the examinations.
- 4.1.3. List C - The list shall contain the candidates with attendance of less than 65%. Such candidates shall not be permitted to appear in the examinations.

- 4.2. Controller of examinations shall be responsible for the scrutiny of forms as per criteria of eligibility before issuing Admit cards.
- 4.3. Admit cards of the eligible candidates with the signature of Controller of examinations shall be sent to the respective School for distribution well in advance before the commencement of examination.

## **4.2 Theory Question Papers**

- 4.2.1. There will be Strong room for the safe custody of question paper i.e. for pre-moderated as well as post-moderated papers.
- 4.2.2. The process of procuring Question papers for theory examinations shall be initiated well in advance. The panel of paper setters will be supplied by the Chairperson of board of studies or the Head of school. The panel should preferably contain three or more names of subject experts.
- 4.2.3. Controller of Examinations shall get one question paper set from each of the experts mentioned in the panel. [one set include Main as well as ATKT both] The unused question papers can be utilized for ATKT exams.





# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.2.4. Controller of Examinations shall supply syllabus of theory, scheme of examination, blue print of Question paper, marks and duration of paper to the paper setters. Controller of Examinations shall also supply acceptance and declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality.
- 4.2.5. He / She also certify none of her/his relatives (Blood) are appearing for the examination.
- 4.2.6. Controller of Examinations shall make arrangement to procure adequate number of sets of question papers in advance of Commencement of each examinations to maintain availability of adequate number of sets of question papers as reserve.

## **4.3 Moderation of Theory Question papers**

- 4.3.1. Moderation of question paper will be of two types; (i) same day moderation (this will be done on the day of examination and its process will be started 4 hours before the scheduled time of examination/ and (ii) prior moderation [this will be done well in advance related to day of examination and its process will be started if the stock of the set of Question paper is 3 or more than 3].
- 4.3.2. Controller of Examinations shall get the papers moderated by any of the Internal Expert from the Panel of paper setters and get it approved by the chairperson BoE.
- 4.3.3. Controller of Examinations shall get the question papers scrutinized and moderated by the respective Moderator in confidential room either in the presence of himself /herself or his/ her authorized nominee i.e. Assistant CoE.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.3.4. The responsibility of Moderator will be to scrutinize and moderate entire question paper of his / her subject.
- 4.3.5. Moderators shall not carry personal bags/ briefcase, mobile or any electronic gadgets and any writing materials while entering the moderation room.
- 4.3.6. Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus, and ensure proper distribution of marks and questions in sections.
- 4.3.7. Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace the question with a new question. Questions which are outside the syllabus also shall be replaced with another questions.
- 4.3.8. For Same Day Moderation-After completing the scrutiny a fresh copy shall be typed and prepared then and there itself (with signature of moderator) and shall be sealed in secure envelope and stored in the locker of strong room in the custody of Controller of Examinations, and simultaneously, required copies of Question paper packed in separate envelope, shall be handed over either through Vigilance Flying Squad for handing over to Centre Superintendent or to the Center Superintendent directly, 20 minutes before the commencement of examination.
- 4.3.9. For Prior Moderation-After completing the scrutiny a fresh copy shall be typed and prepared then and there itself and the final typed one (with signature of moderator) shall be sealed in secure envelope and stored in the locker of strong room in the custody of Controller of Examinations.
- 4.3.10. Controller of Examinations shall be in custody of at least two sets of such moderated question papers at a given time, unless there is any unforeseen situation. The sets shall be stored securely in safe custody.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

4.3.11. Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register.

4.3.12. One category, preferably from older lot, shall be used for each exam.

4.3.13. These are replaced with new sets of Question papers from time to time.

## **4.4. Printing of required number of Question papers at the time of Theory**

### **Examination**

4.4.1. Printing of question papers in all the subjects of each Examination shall be done 1 to 2 days before the commencement of respective Examination in case of Prior Moderation.

4.4.2. Printing of question papers in all the subjects of each Examination shall be done on the day of respective Examination, in case of Same Day Moderation.

4.4.3. One set of question paper in the subject, preferably from old lot, shall be taken out from the safe custody by the Controller of Examinations for printing point of view after the due approval of Vice Chancellor. In case of non-availability of the Vice-Chancellor, the Controller of Examinations may select a set of question paper for printing. If Controller of Examinations is not available then Deputy CoE/Assistant CoE, should look after the activity.

4.4.4. The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

## **4.5 Answer Books, Supplementary sheets and Additional sheet.**

4.5.1. Controller of Examinations shall be responsible for getting printed and stock all the Stationary, like answer books both for theory and practical examinations, required in the process of University examinations.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

4.5.2. Controller of Examinations shall arrange to get designed Main Answer books and additional booklets as required to conduct the examination.

4.5.3. Such stationary items shall be kept in stock at Go-down Section for accounting and distribution to various School to conduct Examinations.

4.5.4. Other stationary items like, examination forms, Admit cards, Strength chart, Roll list, DABA, attendance sheets, Absentee report (Room wise as well as Paper wise), daily reports of examinations, UFM reports, reports of VFS etc. shall be made readily available in stock in advance by the Conduct Section and should be provided to Centre Superintendent during day of meeting with CS/DS/AS.

4.5.5. Controller of Examinations shall be responsible for distribution and proper accounting of stationary at various examination Centers of the University.

## **4.6. Collection of Answer Books from Examination Centre**

4.6.1. Centre Superintendent of the concerned examination center shall be responsible for submitting the answer books both for theory and practical, in the desired format and other relevant packed material to the Evaluation Section on the same day of the concerned examination.

4.6.2. Centre Superintendent of the concerned examination center shall submit the used answer books or shall depute Deputy Superintendent or Assistant Superintendent for the submission of answer book to the Evaluation Section.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

4.6.3. Centre Superintendent of the concerned examination center shall bear fully responsibility for the cross checking of each and every entry related to the answer book.

## 4.7 Regulation for Conduct of Examinations

### 4.7.1. Control Room

4.7.1.1. Every Examination center, chosen by the university, shall have a control room which shall oversee the entire process of the conduct of the Examination.

4.7.1.2. The control room shall work under the charge of Center Superintendent.

4.7.1.3. One Center Superintendent, One Deputy Superintendent and Assistant Superintendent (if necessary, one on every 200 students) shall regulate the exam activities from the control room of the Examination Center.

4.7.1.4. Reliever or additional invigilator if any, shall relieve an invigilator when needed. He will assist the Center Superintendent in the performance of his duties vis-a-vis the Examination and the activities of the Control Room.

### 4.7.2 Duties and Responsibilities of Center Superintendent.

4.7.2.1. She/he should start the preparation of the **Examination Center at-least two (2)** days before the commencement of the examination.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

**4.7.2.2.** To ensure that examination halls/ rooms have sufficient air circulation, daylight and are isolated from common persons (persons not involved in exam activities). Sufficient numbers of fans and electric lighting should be provided in halls / rooms for comfortable writing. Two examinees attempting same paper should not occupy the same desk / table. No two examinees should preferably be made to sit, side by side, in a row for writing the same paper normally. Therefore, examinees from difficult classes should be seated in row and column in such a manner that an examinee does not have another examinee of same class sitting around him / her. Enrollment number should be either written or pasted on the table for easy location of the designated seat.

**4.7.2.3.** Drinking water should be put inside or outside the examination hall /room and examinees asking for water should be allowed to go and take water himself / herself.

**4.7.2.3.** Center Superintendent shall be the executive Head of the center to conduct the examinations in proper, peaceful and fair manner as per the rules stipulated by the University, under the guidance of senior center superintendent/chief center superintendent.

**4.7.2.4.** He/ She shall be custodian of the Seal of the School.

**4.7.2.5.** He / She shall be custodian of all the exam related confidential documents including question papers, answer books, blank formats etc.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.7.2.6. Center Superintendent should collect the question paper/s daily 20 minutes before the commencement of the examination from either the Vigilance & Flying Squad or the office of CoE. Before taking into possession sealed packets of the question paper, the C.S. should ensure that the same belong to the Center as per the statement provided.
- 4.7.2.7. While taking into possession sealed packets, should ensure that the same are neatly sealed from all the sides and furnish certificate in this regard in prescribed format.
- 4.7.2.8. To confirm Paper Code, Subject / Paper, Paper Number, Date, Time and Total Number of Papers Printed on sealed envelope with the statement.
- 4.7.2.9. Two invigilators, a member of VFS/flying squad team and Center Superintendent, **should append their** signatures on the sealed packets of question paper as a mark of having inspected the packets and seal found by them is intact.
- 4.7.2.10. In case a mistake occurs in distribution of wrong question paper (which is not as per fixed schedule), then the responsibility lies with the Centre Superintendent. The CoE must be informed immediately about such incident by the Centre Superintendent, to get further directions.
- 4.7.2.11. It is necessary to seal cupboard containing question papers and answer books meticulously so as to maintain confidentiality of Examination. The cupboard must be sealed every time after



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

Obtaining signatures of Center Superintendent, Member of Vigilance (flying) Squad.

**4.7.2.12.** In case, if paper gets cancelled due to any reason then the Center Superintendent must collect all the question papers, answer books and other related documents and seal it in an envelope with label of “discarded materials format”. The cancelled answer books will be shown in damaged stock.

**4.7.2.13.** He / She is authorized to appoint the personnel as mentioned below;

- One invigilator for every 30 students.
- Supporting Staff.
- Examination clerk to prepare the data, stationary, and attendance sheets,
- Packing materials etc.
- Center Clerk to help in sorting, packing and sealing of answer books.
- Water boy / Attendant etc.

**4.7.2.14.** He /She shall oversee the proper seating arrangement for the examinees.

**4.7.2.15.** He / She shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.

**4.7.2.16.** He / She shall be responsible for arrangement and ensure the attendance of personnel assigned the duties on the particular day.





# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.7.2.17.** He / she shall ensure proper and timely distribution of Answer books and question papers to the examinees in each hall/room.
- 4.7.2.18.** He / She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 4.7.2.19.** He / She shall be responsible for return of these bundles to Controller of Examinations at the earliest, preferably on the same day.
- 4.7.2.19.** Visit the Examination Hall / Room as frequently as possible.
- 4.7.2.20.** No supplementary answer books should be given to the examinees where 40 pages answer books being circulated, whereas maximum 2[two] eight pages supplementary answer book will be provided to examinee where 32/28 pages answer book are being used.
- 4.7.2.21.** He / She shall ensure that no person other than persons on duty shall enter the hall / room.
- 4.7.2.22.** Unless otherwise directed, only faculty members/teachers of all the Schools shall be appointed as Invigilators by the Center Superintendent.
- 4.7.2.23.** The Center Superintendent (CS) shall, wherever necessary, send a confidential Report to the Controller of Examinations, mentioning therein, the performance of the Invigilators and the general behavior of the examinees.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.7.2.24.** He / She shall send a daily report on the number of examinees attending each of the examinations, number of absentees and any other information related to the examination, as considered necessary, along with any other matter which he/she finds fit to be brought to the notice of the CoE.
- 4.7.2.25.** He/ She shall also be responsible for maintenance and submission of the account of money, (if received), and expenditure incurred in connection with the conduct of the examination, to the CoE.
- 4.10.26.** It shall be the duty of the Invigilator to ensure that an examinee is the same person, who had filled the exam form, by way of checking the photograph pasted on the form. The CS should brief the invigilators about their duties.
- 4.7.2.27.** He/She will issue the duplicate admit card by charging INR 50, to the examinee, if examinee forgets to bring admit card by charging Rs.50/= per paper code. The amount must be collected by the Accounts Department of the university.
- 4.7.2.28.** CS will submit the used answer books with all relevant entries to the office of CoE. The answer books are to be arranged in a subjectwise, paperwise, branch wise/date wise manner. Other formats such as Absentee report, sitting plan and remaining question papers should also be submitted in a sealed envelop to the CoE, SUAS.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

**4.7.2.29.** At the end of examination he/she will send the consolidated list of the UFM cases, completion report, center closing report and other relevant documents to the Controller of Examinations.

**4.7.2.30.** If female examinees are appearing at a center, at least one lady invigilator may be appointed, as far as possible. He / She shall follow any other guidelines issued by the Center Superintendent from time to time.

## **4.8. Duties and Responsibilities of Deputy Superintendent.**

4.8.1. A Deputy Superintendent will be permissible for each shift of examination. He / She will assist the Center Superintendent.

4.8.2. He / She shall carry out the tasks as assigned by the Center Superintendent.

4.8.3. He / She shall co-ordinate and compliment in the discharge of duty of the examinations in fair manner as per prescribed stipulations and free from any malpractice.

## **4.9. Duties and Responsibilities of Assistant Superintendent.**

4.9.1. An Assistant Superintendent may be appointed for each shift for every 200 registered examinees. He / She will assist the Center Superintendent and Deputy Superintendent.

4.9.2. He / She shall carry out the tasks as assigned by the Center Superintendent and Deputy Superintendent.

4.9.3. He / She shall co-ordinate and compliment in the discharge of duties of the examinations in fair manner as per prescribed stipulations and free from any malpractice.

## **4.10. Duties and Responsibilities of Invigilator**

4.10.1. He / She shall hold overall responsibility for discipline and for fair conduct of examinations in his/her examination hall / room. He / She shall ensure that examinees occupy their allotted seats only.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.10.2. He / she must check the admit card and I-card of the candidates before allowing them to enter the examination hall / room.
- 4.10.3 He / She shall make announcement drawing attention of examinees to check their pockets, clothing and desks for presence of any printed/written exam related material. Such material, if any, shall be collected before commencement of the examination.
- 4.10.4. He / She ensure that no examinee carries with him/her any prohibited material like Mobile phones, iPod, lap tops, palm discs, any other electronic gadgets etc. Calculators shall not be permitted unless specifically mentioned in the instructions on the question paper. He / She shall ensure smooth and quick distribution of Answer books and question papers according to the guidelines.
- 4.10.5. He / She shall ensure that the examinees do not talk either with other examinees or with invigilator He / She shall ensure that no examinee enters the hall or room after 30 minutes from the scheduled time of exam.
- 4.10.6. He / She shall permit the examinee to leave the hall only after 90 minutes, even if the examinees do not wish to continue writing. However their answer book and question paper shall be retained.
- 4.10.7. He / She shall permit the examinee to leave the hall before last 30 minutes only, if the examinees do not wish to continue writing or completed their respective paper. However their answer book and question paper shall be retained, by the invigilator.
- 4.10.8. He / She may permit the examinee for attending nature calls once, for not more than 5 minutes and that too in a one by one manner. Two examinees from the same room, should not be relieved at the same time.
- 4.10.9. He / She shall keep on taking rounds in the examination hall/ room and ensure that the students are not using any unfair means during exam.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.10.10. He / She shall ensure that there are date seal, seal of Controller of examination and seal of the Center Superintendent on the first page of Answer book.
- 4.10.11. He / She shall ensure that the examinees make all the entries of answer books, properly and read the instructions carefully. He / She shall ensure that the examinees should write his/her enrollment number on the question paper.
- 4.10.12. He / She shall ensure that the examinees put sign in the attendance sheets. Unused answer books of absentee examinees shall be handed over to the Center Superintendent.
- 4.10.13. He / She shall should check that candidate has written “End” on the last page of attempted answer and then only the invigilator should put his/her signature just below “End” and put cross on the remaining blank pages.
- 4.10.14. He / She shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Center Superintendent.
- 4.10.15. In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of malpractice has been taken.

## **4.10. Regulations for Post-Examination Work**

### **4.10.1. Coding and Decoding**

- 4.10.1.1. Controller of Examinations shall appoint Coders from among the teaching staff/non-teaching staff of the University, on temporary basis as and when required to code the theory papers.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 4.10.1.2. Controller of Examinations shall arrange to code the answer books received from the Superintendents of various centers to maintain the secrecy of identity of the examinees.
- 4.10.1.3. The coder shall make bundles containing 40 answer books, one question paper and coded award list in each sealed bundle for valuation.
- 4.10.1.4. The coder shall arrange answer books in bundles as required in the subject/course.
- 4.10.1.5. Assistant COE of the Evaluation Section shall get the answer books evaluated by the examiners in a Central Valuation Room with full sanctity of Valuation.
- 4.10.1.6. Decoder then shall decode the coded answer book as well as coded award list for compiling and computing the results.

## **4.10.2 Evaluation Work**

- 4.10.2.1. There will be concept of Central valuation process which will be done in the Central Valuation Room at Office of COE.
- 4.10.2.2. Controller of Examinations shall make all the necessary arrangement for the valuation process of the coded answer books by the concerned examiners (Internal as well as External)
- 4.10.2.3. Controller of Examinations shall provide all the relevant materials such as Coded Award list (foil and counter foil), declaration form, Solution of question paper (if any), Red pen, Blue pen and other relevant documents.
- 4.10.2.4. The evaluated answer books and award list will be decoded in a program wise manner and will be sent to Result Section for Result processing.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

4.10.2.5. The evaluated answer books will be placed in the used stock of Go-down Section and will be again taken out for the retotaling and Revaluation process.

## **4.10.3. Marks Feeding Work**

4.10.3.1. Examination Management Software should preferably be used for Result processing.

4.10.3.2. Computer operator of the Result Section shall feed all the Marks and after that IT programmer will generate the Tabulation Register program wise for the tabulation and checking work.

## **4.10.4. Tabulation and Checking**

4.10.4.1. Controller of Examinations shall furnish the detailed program-wise scheme of examination to IT cell including maximum and minimum pass marks, and grace marks for preparation of Tabulation Register.

4.10.4.2. Result Section shall prepare the results based on all the parameters furnished by Controller of Examinations.

4.10.4.3. After the generation of Tabulation Register, tabulation and checking work will be initiated.

4.10.4.4. Controller of Examinations shall nominate 2 faculty members of the school to check the result as per the stipulated parameters, regulations and ordinance of Program.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

4.10.4.5. Tabulator and Checker shall prepare and sign the result summary and Tabulation register sheet and submit the same to Controller of Examinations along with the declaration form.

## 4.10.5. Result Declaration

4.10.5.1. Controller of Examinations shall constitute the program-wise Result Committee for declaration of result.

4.10.5.2. Result Committee will scrutinize the result and approve the same for declaration if no discrepancy found in the result of the concerned program.

4.10.5.3. After the approval of Result Committee, the result will be notified and the copy of result notification will be sent to the concerned school.

4.10.5.4. The office of CoE shall declare the result, preferably, within 35 days (five weeks) from the last day of exam (theory/practical/skill/viva etc.) conducted for the semester.

## 4.10.6 Printing of Grade Sheet

4.10.6.1. Controller of Examinations will arrange all the marks lists in a program wise manner.

4.10.6.2. Controller of Examinations shall also arrange for printing of grade-sheets of all the students after the declaration of Result at the Certificate Section and send the same to the respective School for the distribution among the students.





# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

## 4.10.7 Other Certificate

4.10.7.1. Controller of Examinations shall arrange the printing of other certificates, such as Provisional Grade sheet, Degree certificate and Academic Transcript in the Certificate Section.

4.10.7.2 Controller of Examinations shall also generate the Rank list, Merit list for the convocation day, well in advance.

4.10.7.3 All the certificates will be provided to the students only after obtaining required amount of fee.

## 5. General Evaluation Procedure:

5.1 Weightage of 70% shall be given to Skills component and 30% to theory component. Performance in each course/subject of study shall be evaluated based on;

**Theory Assessment:** 50% weightage for Continuous Assessment and 50% for End semester University examination.

**Practical Assessment:** 40% weightage for Continuous Assessment, 40% for End semester University practical examination.

**Skill Assessment (Industry Assessment):** 20% for Skill Assessment conducted by a panel comprising industry experts.

For Example: For each course of study having theory & practical component, the distribution of marks shall be as under:-

**Theory** - 100 marks (50 marks for Continuous assessment theory & 50 marks for Term End Examination)

### **Theory External (End Semester)-50 marks**

- End Semester Examination will be conducted by the CoE, twice a year.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

**Practical** - 80 marks (40 marks for Continuous assessment practical & 40 marks for Term End Practical)

**Skill Assessment** - 20 marks (10 marks for journal + 10 marks for End Sem Skill assessment)

**Note:** In this example, the credit value for theory is 1 credit & for Practical + Skill Assessment is of 3 credits.

## Eligibility for Granting the Term-

➤ Minimum 75% attendance in theory and 100% attendance in skills and practical is mandatory individually, in all the courses of the semester for all the students of the University to be eligible to appear in the End Semester Examination.

➤ If the average attendance is below 75% then the student will not be granted term (TNG).

➤ In extraordinary circumstances, the Vice-Chancellor shall have the discretion to condone the shortage of attendance up to 10%.

➤ The student should also complete successfully, the Term Work in all the courses, due for the Semester.

**5.2** Student needs to score minimum 40% in each head of passing (CAP, Term End Theory, Term End Practical, Skill Assessment) except CAT. The detailed passing criterion for CAT is mentioned in **clause 7** of the exam policy.

**5.3** The examinee shall be given the benefit of grace marks only for passing in any one head of passing in End semester examination or continuous assessment (either in theory or practical or skill) as follows:

**5.3.1.** Provided that the benefit of such grace marks be given in only one head of passing and shall not exceed 5 marks, and that too in the very first attempt of examination.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

5.3.2. Provided further that the benefit of grace marks under this rule shall be applicable only if the candidate passes the remaining all subjects of respective semester/year.

5.3.3. Provided further that the grace marks shall be shown in the Statement of Marks / Grade Sheet in the form of special symbol.

5.3.4 Benefit of grace marks shall not be applicable on revaluation/retotaling/reviewing cases.

**5.4** Continuous assessment (theory and practical), semester end examination (theory and practical) & skill assessment will be separate heads of passing. To pass in a semester, a student must earn minimum (40%) marks in each head.

**5.5** To earn credits of a course the student must pass the course with minimum passing marks/grade.

**5.6** Students can apply for the revaluation of End-Semester Theory Exam only.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

## 6 Rules of A.T.K.T.

<p><b>6.1 ATKT Rules for 5 year programs</b></p> <p>A student will attend classes of all years with her/his batch.</p> <p>However he/she</p> <ol style="list-style-type: none"> <li>Cannot appear for end Semester V exams if she/he has not cleared Semester <b>I &amp; II.</b></li> <li>Cannot appear for end Semester VII exams if she/he has not cleared Semester III and IV.</li> <li>Cannot appear for end semester IX exams if she/he has not cleared semester V and VI.</li> </ol>	<p><b>Mandatory Condition</b></p> <p>A student must acquire 50% credits for the current year to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>6.2 ATKT Rules for 4 year programs</b></p> <p>A student will attend classes of all years with her/his batch.</p> <p>However he/she</p> <ol style="list-style-type: none"> <li>Cannot appear for end Semester V exams if she/he has not cleared Semester I &amp; II.</li> <li>Cannot appear for end Semester VII exams if she/he has not cleared Semester III and IV.</li> </ol>	<p><b>Mandatory Condition</b></p> <p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>6.3 ATKT Rules for 3 year programs</b></p> <p>A student will attend classes of all years with her/his batch. However he/she :-</p> <ol style="list-style-type: none"> <li>Cannot appear for end Semester V exams if she/he has not cleared Semester <b>I &amp; II.</b></li> </ol>	<p><b>Mandatory Condition</b></p> <p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>6.4 ATKT Rules for 2 year programs</b></p> <p>A student will attend classes of all years with her/his batch.</p>	<p><b>Mandatory Condition</b></p> <p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>



## 7. Continuous Assessment for Theory and Practical:

Based on the learning objectives / outcomes, each course would be subdivided into number of units and on the completion of each learning objective, an assessment is planned. By this way students would be assessed regularly. There are different parameters — Mid Semester Test, Presentations, Case Studies, Quizzes, Assignments, Viva, Industrial Visits, Journal Work, Tutorial, lab practical etc. for every course under every program for continuous assessment of theory and practical. The parameters for assessment may vary from program to program based on the learning outcomes.

### **Theory Continuous Assessment /Continuous Assessment Theory (CAT)- 50 marks**

- Theory Internal Assessment/Continuous Assessment Theory will be of 50 marks.
- Three Unit Tests/Mid Semester Tests for each subject shall be conducted by the University.
- Student will have to compulsorily attend and pass individually, all three Unit Tests/ Mid Semester Tests, i.e. minimum 40 % marks to be obtained in all three MSTs separately.
- Each Unit Test/Mid Semester Test will be of 25 marks (maximum). Marks from two better performances of the student out of these three, will be taken into account for preparation of result.
- In exceptional cases, where the student has missed a test or get fail in one of the MST, the Board of Examination (BOE) may allow to conduct one additional make-up MST.
- However the Vice-Chancellor of the university may give exemption of one MST/UT to a student, who either failed or could not appear in one of the three MSTs/UTs, if she/he finds the case, suitable, for such consideration/exemption.

The University may amend/add/remove any criteria of assessment as and when situation warrants so.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

## **Practical Internal (Continuous Assessment)- 40 marks**

- Minimum four practicals to be conducted as prescribed in the syllabus.
- Each practical will be of 10 marks.
- The completion of practical journal is mandatory in all the courses which have practical component in scheme of examination.
- Highest 4 (four) practical scores obtained by the student shall be taken into account while preparing result.

**Skill-** The students have to complete the skill training and also will have to complete the Skill Journals.

The skill component will be evaluated jointly by the Panel of Internal and External Experts, at the End of Semester.

## **8. End Semester University Exam for Theory and Practical:**

The student would appear in an end semester examination conducted by the university, based on the complete syllabus for the course. The end semester theory exam & end semester practical exam will be conducted under general supervision of the Office of Controller of Examination.

## **9. Skill Assessment:**

Skill assessment will be carried out by a panel comprising of industry experts. This will be followed by a viva voce / skill test.

## **10. Evaluation of Grades**

**10.1.** Grade and their **numeric equivalent** are as below

\*Based on absolute marking system rounded to nearest integer.

## **10.2 Calculation of SGPA**

The Semester Grade Point Average (SGPA) is calculated as under:



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

$$SGPA = \frac{\sum_j^m P_j \cdot C_j}{\sum_j^m C_j}$$
 Where  $C_j$  is the number of credits offered in the subject of a Semester for which SGPA is to be calculated,  $P_j$  is the corresponding grade earned in the  $j^{\text{th}}$  subject and  $m$  is number of subjects in the semester.

### 10.3. The Cumulative Grade Point Average (CGPA) is calculated as under:

$$CGPA = \frac{\sum_j^m SG_j \cdot NC_j}{\sum_j^m NC_j}$$

Where  $SG_j$  is the semester and  $NC_j$  is the Credits allotted to the  $j^{\text{th}}$  semester and  $m$  is the number of semester till which **CGPA** is calculated.

**10.4. The CGPA of lateral entry students and migration cases-** To calculate the overall CGPA of a lateral entry or migrated student, the performance at Symbiosis University of Applied Sciences, Indore (SUAS), will only be taken into account i.e. the final CGPA of student in a program, will be based on the results declared by SUAS, Indore and will not include the results of student declared at other universities/institutions.

% Marks	Grade Point	Grade	Description of Performance
91-100	10	0	Outstanding
81-90.99	9	A+	Excellent
71-80.99	8	A	Very Good
61-70.99	7	13+	Good
51-60.99	6	B	Above Average
40.01-50.99	5	C	Average
40	4	P	Pass
<40	0	F	Fail
ABSENT	0	Ab	Absent



**10.4. The conversion from CGPA to equivalent percentage is calculated as under:**

$$\text{Equivalent Percentage} = \text{CGPA} \times 10.$$

## **11. Backlog Examination**

11.1. Backlog examination shall be conducted along with regular semester term end examination.

11.2. In case of students appearing for Backlog Examination, the marks secured in the subsequent attempt will be fitted back into the earlier distribution.

11.3. Backlog Examination shall be conducted under the general supervision of Controller of Examinations and Deans of Schools by the faculty member concerned as per the Examination Rules & Regulations prescribed by the University from time to time.

11.4. Backlog examination fees are applicable to each head of passing, which shall be prescribed by the University from time to time.

11.5. The failing student can repeat the End-Semester exam to pass the head in any semester and continuous assessment marks will be retained as it is, provided the student has obtained the minimum required passing marks in continuous assessment.

## **11.6 Regulation for Retotaling and Revaluation of Written Papers**

11.6.1. Provision of retotaling and revaluation is available only for theory papers in UG/PG courses and further it will be applicable only to main examination, provided that, no candidate shall be allowed to have more than two theory papers revaluated, whereas can apply in all theory papers for retotaling.

11.6.2. The provision of Retotaling and revaluation is not available in field work, sessional work test, thesis submitted in lieu of a paper at the examination, Practical, Skill and VIVA examination.

11.6.3. Students who wish to apply for Retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results.

11.6.4. Students who have failed can apply for retotaling and/or revaluation.





## Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- 11.6.5. Students who have passed the examination can also apply for re totaling and/or revaluation for any revision and improvement in their marks / class. However, their original marks and result become VOID and will be replaced by new marks and result, after revaluation
- 11.6.6. All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 11.6.7. Office of the Controller of Examinations shall complete the process of Retotaling and Revaluation within one month from the last date of receipt of applications.
- 11.6.9. Retotaling should be done by faculty member preferably with Green color pen and he/she should post the corrected marks in the answer book as well as fill the separate award list for the concerned paper code.
- 11.6.10. Old and new marks shall be entered on the summary sheet prepared for observation of Result Committee. Results shall be modified, if the total is found different- in retotaling.
- 11.6.11. Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 11.6.12. Revaluation of papers shall be done by two other valuers other than original valuator.
- 11.6.13. Revaluation shall be done in the Central Valuation Room in the separate award sheet.
- 11.6.14. First valuator should do the valuation preferably with Pink color pen.
- 11.6.15. Second valuator should do the valuation preferably with Turquoise color pen.
- 11.6.16. If the average of marks obtained in revaluation by two examiners, is less than or equal to 10% of marks secured by the candidate earlier, then there will be no change in the results. If the average of marks obtained in revaluation by two examiners if is more than 10% and less than or equal to 20% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 11.6.17. If the average of marks obtained in revaluation by two examiners is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third valuator



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

11.6.18. Third valuator should do the valuation preferably with Violet/Orange color pen.

11.6.19. The marks which is nearer among all the three valutors in comparison to the marks secured by the candidate earlier i.e. original valuator, then that marks will be taken for recasting the results.

11.6.20. Fresh results of all the students who have applied, shall be recomputed and notified by the Controller of Examinations after due approval by the Vice Chancellor.

11.6.21. A student who fails in any of the component of a course, will need to appear in that very component in reappear exam.

## **12. Examination Fees**

12.1. Student will be required to pay examination, backlog, re-examination, re-totaling, re-evaluation, late fee, practical fees and any other applicable fee as prescribed by the University from time to time.

12.2. The University may make, alter or modify rules and procedures for the conduct of examinations, assessments and evaluations on recommendations of Board of Examination.

12.3. The term of office, nature of appointment and the duties of examining bodies, examiners and moderators shall be as prescribed by the rules and regulation framed by the University from time to time.

12.4. Director / Dean School, Head of Department/ Institute/Controller of Examination shall ensure that the conduct of University assessments & examinations happens fairly and should be free from any malpractice. The University shall ensure that all results are declared within prescribed time schedule.

12.5. All arrangements for the conduct of examinations, CAP, evaluation shall be made by the University or concerned Head in accordance with the rules and regulations framed by the University from time to time.



## Appendix I

### Guidelines for Granting of Writer or Amanuensis or Scribe

- I. A candidate may be allowed for writer/ Amanuensis/Scribe if:
  - a) Candidate is blind;  
OR
  - b) Candidate is permanently disabled from writing.  
OR
  - c) Candidate is temporary disabled from writing, such as fracture of the right or left arm, forearm or dislocation of the shoulder, elbow, wrist, etc.
- II. On the written request from the blind candidate(s) through the Head of the Department / Director / Principal of the respective Faculty of Study or Superintendent in Chief, the **Controller of the Examinations** is authorized to appoint writer in accordance with the prescribed qualification of the writer.
- III. In case of other handicapped candidate(s), writer shall be appointed with the approval of the Vice Chancellor on the recommendation of the Controller of Examination.
- IV. In certain special circumstances, if candidate is incapable to answer the paper in prescribed time, an extra time up to 20 minutes per hour for a paper may be allowed. For blind candidates, however, the extra time of one hour will be allowed for an exam of 3 hours.
- V. The writer / amanuensis shall preferably be two grades lower in education than the candidate and preferably should not be of the same program.
- VI. In case of blind candidate, writer shall be of one grade lower in education.
- VII. The relaxation about the writer's educational qualification may be given only by the Vice-Chancellor in case of receiving such request from the applicant due to unavailability of the same.
- VIII. Writer should be the same person for all the papers of an examination and in case there is a need to change the writer for the reasons beyond the control of the concerned examinee or the writer and a request on this behalf is made, change may be allowed. Such a change in writer will be permissible once during the course of an examination.
- IX. A certificate in proof of the educational qualification of the writer and declaration should be produced to the Office of the Controller of Examination
- X. The center Superintendent shall make special arrangement for candidate and may appoint one additional Invigilator for the same.
- XI. The candidate other than blind person shall pay the prescribed fee per paper in advance. The expenses towards remuneration to the writer will have to be borne by the candidate concerned.



## Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

- XII. Application Form and prescribed fee slip shall be submitted to the Office of the Controller of the Examinations at-least 7 days before the commencement of the Examinations. However in case of any sudden requirement of writer due to any mishap with the student, the Vice-Chancellor may consider the case on the recommendation of the Controller of Examinations.
- XIII. Application form received after due date shall be rejected summarily by the Office of the Controller of Examinations and if fee paid, will not be refunded in such cases.
- XIV. Candidate shall produce the following documents for grant of the Writer / Extra Time
- a. Application in candidate's own hand writing. In respect of candidates, who cannot write, their representatives may write on behalf of the candidate (stating the relationship with him/her) and forward the application.
  - b. Certificate from Professor of the specialty concerned of a Medical College / Institution or the Civil Surgeon of the District concerned that the candidate is unable to write due to temporary disablement. Certificate should have specifying clearly the nature and extent of temporary or permanent disability.
  - c. Educational qualification related documents of the writer.
  - d. Valid government issued photo Id card along-with two color passport size photos (4.5x3.5 cm) taken within last 3 months, for Admit card of Writer/ Amanuensis card.
  - e. Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.

On receipt of the above documents the office of the Controller of the Examination will approve the appointment of Amanuensis for a due course of the Examinations only.



## **Appendix II**

### **Authorization Process**

The documents such as Transcripts, Mark-sheets and Degree etc. are issued only to the student, whom these belong to, however in case of extreme exigencies, the same can be issued to a person authorized for it. The procedure for making such a request is described as follows:

1. The student should preferably collect the documents in person, from the Department of Examinations and should sign the receiving for the same.
2. In case of extreme exigencies the student will be required to send the Letter of Authorization (LOA) to the Department of Examination by addressing Controller of Examinations.
3. The student must clearly mention the reason and need for such an authorization.
4. The Letter of Authorization must contain the complete details of the person who is being authorized, such as Name, Father's name, Mother's name, Address, Aadhar number (in case aadhar is not available then PAN or Driver's license details may be provided), relation with the applicant, phone number and email id.
5. LOA should also accompany the copy of the above mentioned valid photo Id duly attested by the applicant whose documents are to be collected.
6. The student must sign such a request and should also declare that she/he will be solely responsible for the documents and consequences of such an authorization.
7. Students, who are unable to send the signed application on paper may use the option of E-mail, however such mail must be sent by the personal email account of the applicant with the signed LOA as attachment. Mail may be sent to the COE on [coe@suas.ac.in](mailto:coe@suas.ac.in)
8. All authorization requests will further be sent by the Department of examinations to the respective Dean/Director, therefore the students are advised to keep their school/faculty of study informed about such a request.
9. It should be very clear that the Department of Examinations is no way responsible for any kind of issues arising out of such an authorization such as theft/mishandling of documents by the authorized person/impersonation / tampering etc.



### **Appendix III**

#### **Process to View/To get certified copy of End Term Exam Answer Books**

To maintain transparency of the evaluation system and in light of the orders of Hon'ble Supreme Court, the students have been provided with an option to view/inspect their End Term Exam Answer Books. Apart from this the students can also demand for certified copy of their answer books. Following is the procedure for the same.

#### **(A) Process to View Answer Book/s:**

1. A student will have to make a formal request to the Controller of Examinations of SUAS through her/his Director of school to view the answer books in the prescribed pro forma.
2. The request is to be made within 30 days after the declaration of Semester/End Term exam results, after which no such request/s will be entertained.
3. The student will be required to clearly mention her/his roll number, Name, Mother's Name, Exam session, subject name/ Subject code and semester of the exam on the application.
4. The facility is given only for the student and no one else can apply or view the answer books of the applicant. No one else will be allowed to put an application in this regard except the student enrolled with the university.
5. The students will have to make a declaration that she/he will not use the facility of viewing answer books for any legal process and will also not make any comment in person or in public or on any social media platform in this matter.
6. The process of re-evaluation/rechecking is different from the said procedure and the students need to follow the defined procedures for getting the answer books re-evaluated or re-checked.
7. The controller of Examinations is completely empowered to make the final decision about such an application. In case of acceptance of the same, the office of Controller of Examinations will inform the respective Director of the school about time and date to view the requested answer books.
8. The student will have to be present physically on the fixed date and time as decided by the office of Controller of Examinations and will not be allowed to carry any kind of electronic gadget/pen/pencil/weapon with her/him, while visiting the fixed venue. In case the student does not turn up on the scheduled date and time then she/he will have to pay a fee of INR 100/- to reapply for the same. In case of absence for the second time, no further chance will be given to the student.
9. The staff members of the university will accompany the student for the whole duration of such process of viewing. A maximum of 20 minutes per answer books will be given to the student to view/inspect the same.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

## **(B) Process to get certified photocopy:**

1. The student will have to apply in the pro forma to the Controller of Examinations to get a certified copy of her/his answer book/s.
2. The student will have to apply within one month after the date of declaration of results along with a fee of INR 1000/- per answer book.
3. The applicant must be the student enrolled with the university.
4. The student can ask for her/his own answer books. The answer books of other students will not be given to anybody else.
5. The certified copy of the answer books will have to be collected by the student from the office of COE on the specified date and time, failing which a second time and date will be intimated to her/him through the Director of the school. If still the student does not report to the office of COE then she/he will lose the opportunity.
6. The fee once deposited will not be refunded or adjusted.
7. The facility of providing answer book/s is a step to enhance transparency of the system, therefore the students are advised, not to use this to harm or defame the university.

The university reserves all the rights to amend/change/withdraw or add any part or the whole procedure defined above at any point of time, as and when the situation warrants so.



# Symbiosis University of Applied Sciences, Indore

(Established by Govt. of M.P. vide Act no. 23 of 2016 & Recognized by UGC u/s 21 of 1956 Act)

## **Request to View Answer Book of End Term Theory Exam**

- 1) Name .....
- 2) Father's Name .....
- 3) Mother's Name .....
- 4) Roll Number .....
- 4) Program .....
- 5) Year ..... 6) Semester .....
- 7) Paper Title (of which Answer Book is to be viewed) .....
- 8) Paper Code .....
- 9) Reason of request .....

### **Declaration**

**I hereby declare that I am not carrying any type of weapons or electronic gadgets with me during the process of viewing the answer books. I also declare that I will not use this facility to defame the university or to make any legal claim in anyway.**

Student's Sign:

Date of declaration:

Sign of the Concerned HoD

Forwarded by the Director of the School

**Note: Please fill different forms for different papers/subjects/courses.**