

**SHREE GURU GOBIND SINGH TRICENTENARY
UNIVERSITY,
GURUGRAM
CONDUCT OF EXAMINATIONS**



**Gurgaon-Badli Road
Chandhu, Bhudhera,
Gurugram, Haryana-122505
E-mail: info@sgtuniversity.org
Website : www.sgtuniversity.org**

CONDUCT OF EXAMINATIONS

Admission to examinations draft

- 1.1** Applications for admissions to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the examination branch by the date fixed for the purpose.
- 1.2** Application for admission to the examination shall be accomplished by the following certificates signed by the authority specified in the admission form:
 - (a)** of good character
 - (b)** that the candidate is eligible to appear in the examinations under the Ordinance prescribed for the examination concerned.
 - (c)** Any other certificate(s) required under the Ordinances.
- 1.3** In the case of an ex student the application for admission to an examination shall be accompanied by a certificate signed by the Director/Principal/Head of the constituent College/Institution/Department, last attended that the candidate the prescribed course of lectures etc. within the period specified by the Ordinance for the examination.
- 1.4** All candidates are required to submit three copies of recent passport size coloured photographs out of which two copies will be fixed on the Admission-cum-Roll Number Card and one copy will be fixed on the Admission form at the space provided for this purpose. On the front portion of each photograph the candidate will write his/her name, which will be attested by the same authority which attests the admission form.
- 1.5** The Academic Council shall have the power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded. If it is satisfied that such a candidate is not fit and proper person to be admitted to the examination.
- 1.6** If a candidate after admission to an examination:
 - (a)** Commits an act of moral turpitude.
 - (b)** Is discover to have committed an immoral act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him/her from the examination the Academic Council after an enquiry may:
 - (i)** Cancel his/her candidature; and/or
 - (ii)** Disqualify him/her permanently or for a specified period
- 1.7** If a candidate before issue of roll number or before appearance in an examination, is found to be ineligible to take the examination his/her candidature shall be cancelled by the Deputy Registrar/Assistant Registrar (Examinations).
- 1.8** If a candidate, subsequent to the issue of Roll number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the controller of examinations.
- 1.9** **(a)** Where a candidate for an examination in which the number of chances available are limited, has missed

one or more chances on account of illness, only one additional chance may be allowed by the Vice Chancellor if the candidates, have submitted his/her admission form and fee, informs the Chancellor of examination before the commencement of the University examination of his/her inability to appear in the examination and also furnishes a Medical Certificate from Civil Surgeon or the Medical Officer authorized by the University. This additional chance shall be availed of immediately next to the last admissible chance.

(b) Where chances of the candidate to clear an examination are limited, the Academic Council shall have authority to grant an extra chance, for valid reason other than illness, in lieu of one or more chances missed by a candidate for no fault of his/her provided that the extra chances shall be availed of immediately next to the last admissible chance.

Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chances under Sub-clauses (a) & (b) above.

1.10 A candidate who misses one or more chances of appearing in an examination due to late receipt of result of his/her use of unfair means case in which he/she is exonerated of the charges or due to late receipt of result of re-evaluation/re-checking of answer books wherever applicable may be allowed one additional chance by the Vice-Chancellor.

1.11 Unless otherwise provided a person who

(a) Has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination.

(b) A candidate for an examination in full subjects of this University cannot simultaneously read/admit for or appear at another examination of this University or of another University/Board in full subjects in the same academic year.

The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject; provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.

1.12 Notwithstanding anything contained in any Ordinance, the Academic Council shall for reason to be recorded, have power to admit a person provisionally to the next higher class pending his/her qualifying in the papers, which he/she may have missed for no fault of his/her own. The Academic Council shall record reasons for granting such permission in each case.

1.13 A prisoner serving a term of imprisonment may be allowed to appear in an examination if:

(a) A certificate of good conduct is given by the Superintendent concerned and also under the Ordinance for ex-students.

(b) He/she is eligible under the Ordinance for examination concerned and also under the Ordinance for ex-students.

Provided that such examination is arranged in the Jail, the expenditure involved shall be paid to the University by the Jail authorities.

1.14 Submission of Examination Forms and Fee

1.14.2 Extension of last date(s)

(a) The Vice Chancellor may, when he/she considers it appropriate in any exceptional case:

- (i) Extend the date for submission of examination Admission forms and fees by the constituent College/Institution/University Department keeping in view the circumstances and
 - (ii) Accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
- (b) If the result of any particular candidate(s) is declared late or is revised due to rechecking/re-evaluation of answer books(s) before the last date fixed for the submission of admission forms without late fee, the candidate may submit the examination admission form along with fee by the following dates:
- (i) Without late fee: Within 15 days of the declaration of the result.
 - (ii) With prescribed late fee: Within 30 days of the declaration of the result.
 - (iii) With usual late fee as prescribed for the relevant period, before the commencement of examination and after the expiry of date as mentioned in (i & ii) above.
- (c) The Vice Chancellor may condone the late fee in case a Department or a constituent College/Institution has failed to deposit the Examination fee in full, within the prescribed period/last date, through a clerical mistake, viz totaling of the amount payable, rate of examination fees payable etc.

1.14.2 For the purpose of calculating late fee, the date of remittance of money by the candidate from the Bank shall be taken as the date of receipt thereof by the University.

1.14.3 A candidate who'

- (i) Fails to present himself/herself for an examination; or
- (ii) Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examination or an Officer authorized by him/her according to the Ordinances shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination.

1.14.4 A candidate shall not be entitled to refund of examination fee paid by him/her:

- (i) If permission accorded to him/her to take an examination is subsequently cancelled as a result of misrepresentation of facts or suppression of important fact or want of relevant information in his/her examination admission form;
- (ii) If he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.

1.14.5 Refund of examination fee shall not be allowed

- (a) When a candidate's name is withdrawn for non-payment of College/Department dues:
- (b) When a candidate's name is withdrawn on account of his/her rustication of expulsion from the Department/Constituent/College or withdrawal of character certificate for misconduct.

1.15 Detention/Cancellation of candidature for appearing in the Examination

- 1.15.1 (a)** The Candidature of a candidate for appearing in the examination in a particular subject(s) in which he/she fails short of attendance and the same has not been made up nor condoned in accordance with the Ordinance may be detained in that particular subject(s) / paper(s) wherever prescribed in the relevant Ordinance.
- (b)** The Candidature of a candidate for appearing in the examination shall stand detained/cancelled, if his/her name is struck off the rolls of the University, teaching department/constituent college provided such action is taken before the commencement of the examination.

- (c) The Candidature of a candidate shall stand detained/cancelled if he/she is rusticated or expelled from the University Department/Constituent College or his/her character certificate is withdrawn for misconduct before the commencement of examination.
- (d) When the candidature of a candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Assistant Registrar/Deputy Registrar (Exam.) concerned is authorized to pass the order.
- (e) The Controller of examination shall have the authority to cancel the candidature of any university examination on grounds of his/her ineligibility after he/she had actually appeared in it and to file/cancel his/her result.

1.16 Declaration and Publication of Result

- 1.16.1** The controller of examination will publish the result of various examinations as may be prescribed in the Haryana Private University Act, 2006 and/or as directed by academic counseling of University.
- 1.16.2** However, if on scrutiny of the pass percentage it appears that there has been a distinct change of standards in the examination as a whole or in a particular subject the matter shall be submitted to Vice Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he/she may consider necessary.
- 1.16.3** Simultaneously with their publication, the result of the regular students shall be communicated to the Head of the Department/Director/Principal of the constituent Colleges concerned.
- 1.16.4** After the publication of the result, the result cards of the regular students, showing the subject wise marks obtained will be sent to the Head of Department/Director/Principal of the constituent Colleges concerned.

1.17 Rectification of Results

- 1.17.1** The Vice Chancellor shall have power to quash the result of a candidate after it has been declared if:
 - (a) She/he is disqualified for using unfair means in the examination; or
 - (b) A mistake is found in his/her result or
 - (c) He/she is found ineligible to appear in the examination
 - (d) If so directed by a court of law of competent jurisdiction

1.18 Re-checking/re-evaluation of answer books

- 1.18.1** A candidate shall be entitled to have his/her answer books re-checked/re-evaluate wherever applicable on payment of fee as prescribed by the University per answer book as follows:
 - (a) Application for re-checking/re-evaluation, as the case may be is received by the University within 10 days of the date on which result is declared by the University.
 - (b) Re-checking will be done only to see if the marks awarded to various answer have been correctly added and that all the answers have been assessed by the Examiner.
 - (c) In case of request for re-evaluation decision shall be taken as per respective council rules. Whenever re-evaluation is applicable the answer

books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulation of the University.

1.18.2 If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books the Controller of Examination will have power to rectify/revise the result.

1.18.3 The candidate intended to apply for re-checking/re-evaluation of answer-books should ascertain before applying for the same that re-checking/re-evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re-evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.

1.18.4 There shall be no re-evaluation in respect of the following:

- (a) MBBS and M.Sc. (Medical) /Diploma examinations.
- (b) BDS and MDS examinations.
- (c) BPT, MPT, B.Sc, Nursing, Post Basic Nursing, GNM and any other Medical/Dental streams unless, provided by the regulation of the respective regulating bodies.
- (d) Laboratory/Practical examination, viva-voice/sessional, thesis/dissertation evaluation and project report evaluation etc.

1.19 Re-Examinations

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power, in the case of all examination held by the University, to hold a re-examination in the same year for special reasons to be recorded.

1.20 Place of Suing

All legal disputes relating to examination/admission of students will be subject to Courts having Jurisdiction in Gurgaon.

1.21 General Provision regarding conduct of examinations

1.21.1 Conduct of Examination: Subject to the Ordinance and directions issued by the Academic Council, the Controller of the examination shall be responsible for all arrangements in connection with the conduct of examination and all matters connected therewith.

1.21.2 All Faculties/Department to assist Conduct of Examinations

- (a) Every Faculty/University teaching department shall. For supervision of the University examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examination shall be kept in consideration.
- (b) For observing the proper and smooth functioning of the centre, the flying squads headed by a convener shall be appointed by the Controller of Examinations. The convener of the flying squads shall not ordinarily be below the rank of Associate Professor/Principal of the constituent college or a Lecturer/Assistant Professor with at least 10 years experience. The Convener may be paid fixed honorarium if required.
- (c) The Controller of Examination may appoint one or more members of the flying squads/observers who should not be below the rank of an Assistant Professor/Lecturer of the University teaching department or constituent college having at least two years teaching experience.

- (d) Where no requirement of appointment of flying squads is deemed necessary, the Controller of Examination may appoint one or two observers in lieu thereof.

1.21.4 Missing/Misplaced/Lost Answer Books

- (a) The candidate whose answer-books(s) is/are lost after having been received by the Centre Superintendent of Examinations and who, but for this answer books would have either passed the examinations or is likely to be placed in compartment/re-appear shall, unless he/she opts for examination on a date to be fixed by the Registrar/Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for the examination if he/she opts for re-examination.
- (b) In case of a dispute as to whether the candidate answer-books was duly received or not, the finding of the Controller of Examination subject to confirmation of Vice Chancellor shall be final.

1.22 Type of Examinations

1.22.1 Where not otherwise provided in any Ordinance of the course, there will be two types of examinations, at University:

- (a) **Summative Assessment:** Summative assessment shall be held at the end of each semester/academic year, as the case may be and will cover the entire course of the syllabus in that semester/academic year.
- (b) **Formative Assessment:** There may be two formative assessments in each semester/academic year, as the case may be. Each formative assessment will be from the portion of the syllabus covered up to that period.
- (c) **Test and other Assessments:** The above formative and summative assessments are in addition to the class tests, tutorial assessment, projects and Industrial visits evaluation as conducted at the Faculty of Department level.

1.22.2 Practical Examinations

Practical Examinations shall be held as provided in the respective curriculum/ordinance for the courses.

1.23 Academic Year

The academic year runs for a period of approximately twelve months and comprises of two semesters as per the Ordinance of various courses, programmes.

1.24 Date of Examination

The dates of all the examinations shall be as per the University Academic Calendar.

1.25 Printing of question papers

The Controller of examination of University will maintain complete secrecy in printing copying and distribution of question papers.

1.26 Evaluation of answer books

The answer books shall ordinarily be evaluated centrally in the University premises by the internal/external examiners as the case may be :

- (a) Summative Assessment: (Annual/Semesters/Supplementary wherever applicable). The answer books shall ordinarily be evaluated centrally in the University premises by the internal and / or external examiners, as the case may be.
- (b) Formative Assessment: The answer books shall be evaluated by the concerned faculty under the control of the concerned Head of Department (HOD) Faculty.
- (c) Test and other Assessments: The evaluation of the class tests, tutorial assessments, project and Industrial visits evaluation etc. will be conducted at the Faculty or Department levels as decided by Board of Studies.

1.27 Submission & Display of Grades (Whenever applicable/prescribed):

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidate to the Examination. Any moderation of grades as per procedure mentioned in "Course Credit Regulations & Grading System" and compilation of results including due check of all the aspects will be done at the level of controller of examinations. HODs will forward the marks/grades of minor Internal tests to the Controller of Examinations, who will carry out date check marks & grade equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result.

1.28 Instructions to the candidates for examination

- 1.28.1** The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate who is late by more than half an hour shall be admitted to the examination hall.
- 1.28.2** When a candidate leaves the examination hall, he/she shall before doing so, and over his/her answer book to the Assistant Superintendent/Invigilator concerned. After having left the hall as such he/she will not be readmitted and no extra shall be allowed to a candidate who arrives later in the examination hall.
- 1.28.3** No candidate shall be permitted to leave the hall till half of the time is over after the distribution of the question paper. A candidate leaving the examination hall after the half time is over will not be allowed to take the question papers with him/her. He/she will only be allowed to take the question paper with him/her after full time is over. Each candidate shall occupy the seat allotted to him/her by making his/her roll number on the same.
- 1.28.4** Each candidate shall write on the front page of his/her answer-book his/her roll number before he/she starts answering the question paper. He/she shall also write down his/her roll number on the question paper delivered to him/her.
- 1.28.5** All candidates are required to bring their own pens and no one is allowed to tear of a leaf from his/her answer-books.
- 1.28.6** No candidate shall write answers or rough work on the question paper and his/her name/roll number on any page of the answer book except the title page on which only roll number is allowed to be written in the relevant column.
- 1.28.7** Every candidate shall show his/her valid identity card/admit card on demand and put his/her signature against his/her name in the attendance sheet when directed to do so by the Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted be required to leave the examination centre forthwith.

1.29 Duties of Centre Superintendent and Assistant Superintendent of examinations

- 1.29.1** The Centre Superintendent shall ensure that the examination hall is opened 15 minutes before the time of start of examination.
- 1.29.2** The Controller of Examination shall supply to the Centre Superintendent before the commencement of examination a confidential list containing the particulars of the examinee/s along with the subjects/optional paper taken up by them.
- 1.29.3** The Centre Superintendent shall not admit any candidate to the examination whose name is not shown in the confidential list or to allow any candidate to take examination in any paper/optional paper other than that shown against his/her name in the confidential list provided that in doubtful cases, the Centre Superintendent may allow a candidates to take the paper provisionally at his/her and responsibility and immediately refer the matter to the Controller of Examinations for confirmation/clarification. The answer books of such a candidate will be sent to the Controller of Examination as a stray case in a separate cover.
- 1.29.4** The question paper, set for the examination, shall be delivered to the Centre Superintendent by the Controller of Examination in a sealed cover/bag which shall be opened by the Centre Superintendent in the presence of two members other Supervisory staff. The Superintendent and the Assistant Superintendent shall sign the question paper opening certificate certifying that the sealed cover/bag was in proper condition and that it was opened in the examination hall at the proper time. This certificate shall be forwarded to the Controller of Examinations on the same date. Provided that if there is only one Assistant Superintendent on any particular day, the question paper shall be opened in the presence of Assistant Superintendent and the HOD/Principal of the constituent college concerned or his/her nominee.
- 1.29.5** Before the commencement of the examination the Centre Superintendent shall ensure that the seating arrangement in the examination hall is proper and has been made in such a way so as to avoid mutual copying among the examinees.
- 1.29.6** The adequate blank answer sheets shall be supplied by the University.
- 1.29.7** The Centre Superintendent shall remain in the examination hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examination to any misprint, mistranslation or any other discrepancy in the question papers which comes to his/her notice.
- 1.29.8** Immediately after the time allotted is over, the Centre Superintendent shall collect the answer-sheets from the invigilators, have them arranged roll number wise, pack them securely and send the same to the University immediately thereafter.
- 1.29.9** The Centre Superintendent is expected to observe economy with regard to expenditure to be incurred in all matters.
- 1.29.10** Any attempt to use unfair means to pass the examination or any violation of the rules, by the candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.
- 1.29.11** If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the examination hall during the Examination for a brief period, he/she shall be accompanied by the Supervisor put on the outside duty. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.
- 1.29.12** Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent may appoint an additional Assistant Superintendent with the approval of Controller of Examination.

- 1.29.13** Assistant Superintendents shall remain in the examination hall during the time allotted for each paper and shall not leave the hall without the permission of the Centre Superintendent.
- 1.29.14** In case, an Assistant Superintendent is unable to discharge his duty on account of unavoidable circumstances, he/she shall inform the Assistant Registrar/Deputy Registrar of the Conduct Branch immediately so as to make alternative arrangement in his/her place.
- 1.29.15** Assistant Superintendent are required to help the Centre Superintendent in the distribution of question papers and answer sheets etc. among the examinees and in collecting back the answer sheets from the candidates at the termination of examination and perform such other duties as may be assigned to them by the Centre Superintendent.
- 1.29.16** If, any candidate is found resorting to use of unfair means in the examination of involving in creating disturbance or acting in any manner so as to cause inconvenience to other candidates, the Assistant Superintendent shall at once report the matter to the Superintendent.

1.30 Appointment of Centre Superintendents and Assistant Centre Superintendents

The Centre Superintendents/Deputy Superintendent/Assistant Superintendent/Invigilators shall be appointed by the Controller of Examination as per the need of the examination as laid in Rules and Regulations.

1.31 Creation of Examination Centers

- 1.31.1** The examinations shall ordinarily be held at such centers as may be created in the premises of the university/Faculties/Departments/
- 1.31.2** For all India entrance tests the centers at place other than the premises of University/Faculties/Departments may be created by the University as per provisions governing regulations.

1.32 Special arrangements for Amanuensis (Writer for Answers)

- 1.32.1** A candidate may be allowed help of an amanuensis (writer) if:

(a) He/she is blind

OR

(b) He/she is permanently disabled from writing with his/her own hand;

OR

(c) He/she is temporary disabled from writing such as fracture of the right or left arm fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

- 1.32.2** On the written request from the blind candidate(s) through the Head of the teaching Department/Director/Principal of the constituent college/Institution, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Superintendent-in-chief in

the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of Vice Chancellor.

- 1.32.3** In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed for blind persons, however, the extra time of one hour will be allowed.
- 1.32.4** The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 60% marks in the examination.
- 1.32.5** The Superintendent shall arrange for a suitable room for the Disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.
- 1.32.6** The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.

1.33 Punishment for use of Unfair Means

- 1.33.1** Without prejudice to the general meaning of the term "Unfair Means" it will include the following:
 - (a)** Having in his/her possession or accessible to him/her during the examination hours in the examination centre:
 - (i)** any books, paper or notes printed or written on any kind of material body, clothing etc, and relating to the subject of the examination in progress.
 - (ii)** a mobile phone or any other instrument which may facilitate leakage of the question paper and/or contain any material related to the subject of the examination in progress.
 - (iii)** a programming calculator/palm computer or any other device which may be used in attempting any question(s):
 - (b)** Writing during the examination hours on any paper other than the answer-book, any portion of the question paper or answer or notes relating to any question;
 - (c)** Talking to another candidate or to any other person other than the member of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
 - (d)** Consulting notes/books outside the Examination Hall during the Examination hours;
 - (e)** Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the examination of that day during the examination hours;
 - (f)** Disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose of making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer book;
 - (g)** Presenting to the Examiner a Practical notebook which does not belong to him/her if he is a candidate for an Examination where practical notebook is essential.

- (h) Communicating or attempting to communicate directly or through a relative, guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolations thereto;
- (i) Swallowing/destroying any note, paper etc, found with him/her.
- (j) Making deliberate prior arrangements to cheat in the examination, including:
 - (i) Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
 - (ii) Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
 - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
 - (iv) Impersonation.
 - (v) Obtaining admission to the Examination on a false representation.
 - (vi) Forgoing another person's signature.
 - (vii) Failing to deliver his/her answer-book to the persons in charge before leaving the Examination Hall.
- (k) Refusing to obey the Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.

1.33.2 If a candidate is found to be or suspected to be guilty of Using Unfair/Means in the Examination, the Superintendent of the Examination shall take away his/her answer-book and permit him/her. If he/she so desires to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his/her case for Use of Unfair Means. The Superintendent shall also obtain an explanation of the candidate in writing then and there.

1.33.3 The Superintendent of the Examination shall report to the Controller of Examinations without delay, and on day of occurrence if possible each case where Use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the Candidate and records his/her statement. He/she may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statement this fact will be recorded by the Superintendent.

In case the candidate refuses to part with his/he answer-book, no new answer book should be given to him/her and he/she should be asked to leave the Examination Hall. If he/she accepts a new answer book, he/she will be allowed extra time to cover the time spent in the inquiry.

1.33.4 The Standing Committee on unfair means shall deal all cases of use of unfair means in the examinations and shall consist of the following:

- (a) Head of the Concerned Department Chairman

- (b) Two teachers (Nominated by the Vice Chancellor)
- (c) Controller of Examination

Members
Member Secretary

Note-The Controller of Examination shall only present the cases and shall not involve in the decision making process.

- 1.33.5** The Committee shall consider the report, of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.
- 1.33.6** If any person of the staff of the University or a constituent College/Institution maintained by it. Who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or when called by the Unfair Means Cases Committee, fails to appear before the committee in his/her case will be reported to the Vice Chancellor for such action as considered necessary.
- 1.33.7** If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
- 1.33.8** A candidate found guilty of use of Unfair Means may be awarded punishment as under:

Offence
(As mentioned in Para 5.43.1)

Punishment
Disqualification form

1.33.1 (a) If the paper, note, etc.

(i) passing in the concerned paper/subject and from appearing in has been made use of this examination before the next Annual examination;

And/or

1.33.1 (b), (c), (d), (f), (g)

(ii) appearing at any other examination till after the next annual examination.

1.33.1 (a) If the paper note etc.

Disqualified from passing in the concerned paper/ Subject and has been made use of from appearing in the Concerned examination in full and from appearing in the next one or more examinations.

1.33.1 (e) (h) (i) (j), (iii), (iv), (vii)
1.33.1 (i), (l), (ii), (iv), (v), (k)

Disqualified from passing in the concerned examination in full and from appearing in next two or more Examinations.

The disqualification/cancellation of exam under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study or allowed to appear at any examination of this University, during the period of such disqualification.

If a candidate is found guilty of Use of Unfair Means after his/her result has been declared the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/her had the fact of Use of Unfair Means come to notice before the declaration of his/her result.

1.33.9 When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice Chancellor whose decision shall be final.

1.33.10 The Vice Chancellor on an application by the candidate or suo moto may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for the circumstances of the case.

Any candidate having dissatisfied with the decision of the Unfair Means Cases Committee can submit an appeal for reconsideration of the case by the Vice Chancellor within 30 days of the dispatch of the decision of the Unfair Means Cases Committee together with the prescribed fee.

1.33.11 If the Vice Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated at an Examination Centre as a consequence of wholesale Unfair Means/mass copying the Vice Chancellor may order re-examination besides taking action under regulations relating to unfair means.

1.33.12 Notwithstanding anything contained in this Ordinance the Vice Chancellor will have the authority to take up himself/herself any Unfair Means Case and decide the same. For this purpose the Vice Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with by him/her.

1.34 PAPER-SETTING AND EVALUATION

General Provisions

1.34.1 Each Board of Studies shall recommended, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations.

Provided that the Vice Chancellor may extend the date so notified, in special circumstances.

1.34.2 In these provisions:

(a) An External Examiner shall be one who is not teaching in any department of this

University or in a constituent College/Institution. He/she shall be a teacher with a requisite qualification and experience in the subjects as laid by the concerned council of the course or as per the University regulation working/worked in other than this University/College/Institution.

(b) An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the concerned regulating body or this University as applicable.

1.34.3 The Board of studies for a subject shall recommend for each examination alternate names for appointment as Paper-Setters as per the guidelines of the concerned regulatory bodies or as may be decided by the university.

1.34.4 Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any faculty for any examination, if his/her work is found unsatisfactory as to standard of making or who was found to have committed irregularities or caused inordinate delay in the submission of Award/Question paper etc, or there is some doubt with regard to his/her integrity or was otherwise unable to perform the work or to conform to directions of the University.

1.34.5 Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 50/46.4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or in an emergency, to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute as deemed suitable.

1.34.6 External Paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/her appointment was only for the Annual or the Supplementary Examination.

1.34.7 No person shall be appointed as Paper-Setter

- (a) If he/she has written or revised a help-book or Guide relating to that paper for use for candidates for the examination concerned;
- (b) If he/she does possess teaching experience in the subject for:
 - (i) 10 years or
 - (ii) 05 years, in the case of a University Professor/Associate Professor, provided that this condition may be relaxed by the Vice Chancellor on the recommendation of the Board of Studies in the case of a subject in which qualified teachers are not easily available.
- (c) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean-"wife, husband, son, daughter, sister, wife's brother, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson, grand-daughter, daughter-in-law and son-in-law".

1.38 Award of Grace Marks

1.38.1 Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations to the extent and in the manner given below:

- (a) A candidate who fails one or more paper(s)/subject(s) Written, Practical, Sessionals/Internal Assessment or Viva-voce and or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks excluding the marks for internal Assessment/Sessional(s) of the Paper(s)/Subject(s) of the examination, if by the addition of these marks he/she can pass the examination or be placed in compartment or earn exemption. However, if such a candidate after ascertaining from the D.M.C/University that he/she the same has been given Grace Marks, represents, against the Grace Marks awarded to him/her the same shall be withdrawn and his/her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations within one month of the dispatch of the Detailed Marks Cards/Certificates by the University after which no request will be entertained.
- (b) However, in respect of MBBS and BDS, the student shall be entitled to grace marks up to 1% of the aggregate marks of the concerned examination provided that no one shall be given grace marks beyond 5 in a subject/paper. The un-availed grace marks will be carried forward for the subsequent of the class concerned.

1.39 Issuance of Migration Certificates

1.39.1 A candidate who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of Rs. 1000/-. The Migration Certificates shall be issued by the University as per the guidelines issued from time to time.

1.40 Interpretation of rules

1.40.1 Where there is an ambiguity in the rules and the interpretation of the same is required the decision/interpretation of the Vice Chancellor shall be final.

The fee may be revised as necessary for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.



**Gurgaon-Badli Road
Chandhu, Bhudhera,
Gurugram, Haryana-122505
E-mail: info@sgtuniversity.org
Website : www.sgtuniversity.org**