



SRI VENKATESWARA UNIVERSITY
Accredited By 'NAAC' With 'A+' Grade



2.5.4: Status of automation of Examination division along with approved Examination Manual:

100% automation of entire division & implementation of Examination Management System (EMS)



SRI VENKATESWARA UNIVERSITY
TIRUPATI

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EXAMINATION
MANUAL

Office of the Controller of Examinations

PREAMBLE

Sri Venkateswara University Tirupati established in 1954, is striving to maintain high academic standards and quality in Higher Education. The University is committed to providing quality education through an efficient, reliable, valid and continuous evaluation system. The examination section of the University is endowed with well-defined responsibilities and adequate authorities to conduct fair and timely examinations (as per the academic calendar of the colleges and university examination calendar) for the /UG/PG/ PhD programmes. Examinations are an important academic activity to bring out the student's performance and support effective teaching and learning process. In this context, the examination section plays a vital role at every stage in the evaluation process, including Continuous Evaluation in the form of Internal Assessment (IA) and End Semester / Annual External Assessment (EA). The examination section concentrates on the need for radical reforms in traditional examination and assessment systems and is working towards evolving a credible, valid, and reliable evaluation system. A written Manual of Examinations can be considered as one of the preconditions of any successful Examination System.

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CHAPTER I PRELIMINARY

Definitions

- 1) **The Academic Council:** The Academic Council shall be the principal academic body of the S.V. University and shall, subject to the provision of the rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, Coordination of research activities, examinations and tests conducted by the University.
- 2) **Regulations:** Means the Academic Regulations and Programme Regulations of all the programmes of constituent colleges under the University
- 3) **The Vice-Chancellor:** The term “Vice-Chancellor” shall have the same meaning and scope as provided in the bye-law of University, here in after referred to as VC.
- 4) **The Registrar:** The term “Registrar” shall have the same meaning and scope as provided in the bye-law of University.
- 5) **The Controller of Examinations:** The term “Controller of Examinations” used shall have the same meaning and scope as provided in the bye-law of University, here in after referred to as CE.
- 6) **Programme** means a curriculum of several courses that are intended or understood to lead to a degree, diploma, or certificate. It may include all or some of the courses required for completion of a degree program.
- 7) **Course** a unit of teaching that typically lasts one academic term, is led by one or more instructors (Teachers or Professors), and has a fixed roster of students. A course usually covers an individual subject.
- 8) **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses can be evaluated following the grading system, which is considered better than the conventional marks system.
- 9) **Outcome-based education (OBE),** also known as standards-based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student have to achieve the goal.
- 10) **Program outcomes** represent broad statements that incorporate many areas of inter-related knowledge and skills developed throughout the **program** through a wide range of courses and experiences. They represent the big picture, describe broad aspects of behaviour, and encompass multiple learning experiences.

- 11) **Course outcomes** are measurable statements that concretely state what students are expected to learn in a course. While goals or objectives can be written more broadly, course outcomes describe specifically how learners will achieve the goals.
- 12) **Semester** is a half-year term in the University.
- 13) **Semester Grade Point Average (SGPA)** is the weighted average of grade points obtained in all the courses registered by the student during the semester.
- 14) **Cumulative Grade Point Average (CGPA)** is the weighted average of grade points obtained in all the passed courses registered by the student in all semesters.
- 15) **External assessment** is the assessment of an examination conducted by the university.
- 16) **Internal assessment** is the continuous assessment of the performance of a student during the study of a course done by the concerned internal faculty member.
- 17) **Examination Centre** means the constituent colleges of the University, recognized or approved by the University as a centre for conducting theory/practical examinations of the University.
- 18) **Custodian** means the officer who is in charge of the answer books, score sheets, issue registers and all other documents in the centralized theory valuation camps.
- 19) **Chief Superintendent: (CS)** means the faculty member of the constituent college of the University appointed by the Controller of Examinations for the conduct of the theory examinations at the same constituent colleges approved as theory examination centers by the University.
- 20) **Deputy Chief Superintendent** is the member of the faculty appointed by the Controller of Examinations to assist the Chief Superintendent in conducting the theory examinations.
- 21) **Question Paper Setters** means those eligible/qualified teachers of the Institutions affiliated to other Universities included in the panel approved by the Board of Studies for question paper setting who are assigned to prepare question papers for the conduct of examinations.
- 22) **Subject Expert** is the senior teacher/ HOD of the concerned subject to deal with the complaints regarding the content of question papers of a particular subject, within the time stipulated while conducting the theory examinations, and to recommend corrections/modifications/replacement of questions, if any, to the Controller of Examinations for further action.
- 23) **Question Bank** means a set of questions collected from internal/external faculty for some of the programmes. It will usually contain not less than five times that of the required number of questions under each category. The question bank shall be fed to the system and by using the pre-

developed software, the question paper shall be generated at random on the day of the examination. It shall be transmitted online to the examination centres.

24) Question Paper Bank means the availability/collection of a set of scrutinized question papers for each subject of an examination to transmit one question paper which is selected randomly by the system to be sent to the respective examination centres.

25) QP Code means the unique code assigned to the question paper.

26) Moderator/Scrutinizer is the member of faculty who is eligible to be an examiner of the University and belonging to an institution/college of this University or other University appointed by the University to scrutinize the question papers already prepared by the question paper setters in accordance with the syllabi, scheme of examination and the instructions given by the University before being added to the question paper bank.

27) Examiner means those members of the faculty who are appointed by the CE for the conduct of practical/viva-voce examinations and valuation of theory answer books as per the programme regulations concerned.

28) Hall Ticket means the permitting document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they have registered.

29) External Examiner is the member of faculty who is eligible/qualified to be an examiner of an institution/college affiliated to other universities, who is included in the panel approved by BOS and appointed by the Controller of Examinations as external examiner for conducting theory or practical Examination at University.

30) Internal Examiner is the member of faculty who is eligible and qualified to be an examiner of the institution/college of this University, included in the panel approved by the Academic Council and appointed by the Controller of Examinations as internal examiner for conducting the practical examination at that particular institution/college.

31) Malpractice means all the irregular/improper activities committed by students or on their behalf and the lapses committed by the Chief Superintendent, invigilators and all other staff of the examination centres who are involved in the conduct of examinations.

- 32) **Malpractice Enquiry Committee (MEC):** Enquires about the malpractices and other lapses if any occurred in/during the conduct examinations.
- 33) **Practical Centre Chief Superintendent** is the Head of the Institution /Sr. Professor for each examination appointed by the Controller of Examinations for the smooth and efficient conduct of the entire practical examination at each centre with the co-ordination of the examiners.
- 34) **Observer of the theory examinations** is the member of faculty from other Institutions appointed by the University to observe and report on the proper conduct of the theory examinations at a particular examination centre.
- 35) **Squad of the theory examinations** is the member of faculty from other institutions/universities appointed by the University to observe and report on the proper conduct of the theory examinations at all the examination centres of that day.

CHAPTER II

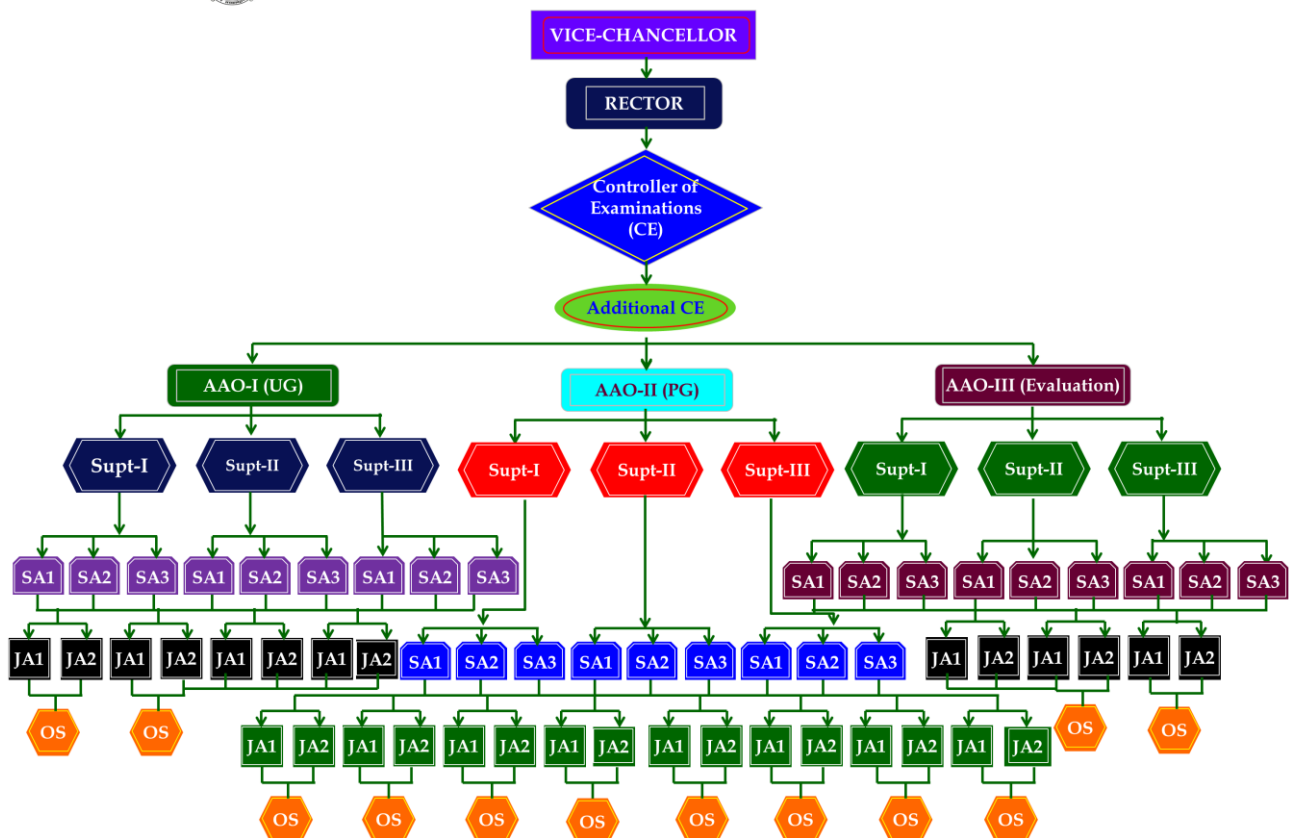
The organisation structure of the office of CE

1. Controller of Examination (CE)
2. Additional CE
3. Superintendent
4. Senior Assistants
5. FDA
6. SDA
7. Attender/peon
8. Security/watchman

Structure chart:



SRI VENKATESWARA UNIVERSITY:: TIRUPATI



AAO- Assistant Administrative Officer; Supt- Superintendent; SA- Senior Assistant; JA- Junior Assistant; OS- Office Subordinate

CHAPTER III

CONDUCT OF EXAMINATIONS

Appointment of Question Paper Setters

1. Appointment of question paper setters relating to all examinations conducted by the University shall be made by the Vice-Chancellor or by the Controller of Examinations (by virtue of powers delegated to her/him by the Vice-Chancellor) from the respective panels prepared based on recommendations of the Board of Studies as per the qualification and approved by the Academic Council from time to time. Every panel submitted to the Controller of Examinations shall consist of a sufficient number of names of question paper setters as required. However, she/he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice-Chancellor.
2. The Controller of Examinations (CE) can cancel the appointment offered to any person as a question paper setter for valid reasons.
3. Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. The respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice-Chancellor, on recommendations of the Controller of Examinations, may disqualify such persons from being question paper setter.
4. Question paper setters can also be appointed as examiners in the subject for which they have set question paper.
5. Remuneration, TA and DA (as applicable) will be paid to all question paper setters as per the rates fixed by the University from time to time .
6. The Vice-Chancellor shall approve appointments as QP setters/examiners, waiving the above requirements in exceptional cases

Appointment of Examiners and Evaluators:

The Controller of Examinations, as delegated by the Vice-Chancellor, shall appoint eligible examiners and evaluators as per the prevailing programme regulations from the panel approved.

1. For the smooth conduct of practical examinations in each of the examination centres, internal examiners of that particular examination shall be appointed by the Controller of Examinations on the recommendation of the concerned Head of the Institution.
2. External examiners shall be appointed by the CE from the panel. The list may be suggested by the BOS for consideration, and the list may be approved by the BOS Chairperson.

3. The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of the Vice-Chancellor. Controller of Examinations will also have discretionary power to cancel the appointment of the examiner(s)/evaluator(s) for valid reasons.
4. Situations, if any, where an examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations immediately.
5. Remuneration and TA/DA shall be paid to all examiners/ evaluators and all such other officials appointed, at the rates fixed by the University from time to time.

Instructions to Question Paper Setters:

The paper setter shall abide by the acts and statutes of the University.

1. The question paper should be set as per the University curriculum.
2. Shall maintain integrity, honesty, and confidentiality in the process of question paper setting.
3. Shall follow the checklist provided by the University (Notification) while setting the question paper
4. Shall ensure that the set papers carry the correct name of the Subject, Title and Question paper code, Schemes (Old, New etc.), the title and division/ section of the paper. Shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. Shall indicate clearly the instructions, if any, to the candidates regarding the answering in a different section in different answer books or regarding the number of questions from different sections to be answered.
5. Shall not use abbreviations in the question paper.
6. Shall write the questions legibly in Ink or type personally; shall avoid additions, alterations and erasures. Special care shall be taken in the delineation of mathematical signs of index figures. Shall workout the numerical problems before including them in question papers.
7. Questions shall be free from spelling and grammatical mistakes. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question paper setters making repeated mistakes will be removed from the panel.
8. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
9. A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculators, logarithm tables, charts, graph paper etc., from the examination invigilator/ chief superintendent if permitted.
10. The question paper setter has to ensure that the prescribed standards are maintained and that the question paper covers the broad areas of the entire syllabus for the concerned course. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows:
 - Questions that can be answered by an average student: 50% to 60%
 - Intermediate level of difficult questions: 20% to 30%
 - Advance level questions: 10% to 20%

11. In case of other languages (such as Telugu/ Hindi/Tamil/Sanskrit/Linguistics paper), he/she should use the same script (Telugu / Hindi /Tamil/Sanskrit/Linguistics) for the words using Unicode font. The corresponding English words have to be typed in brackets immediately after the words (Telugu / Hindi Tamil/Sanskrit/Linguistics).
12. Shall send personally these question papers to the Controller of Examinations through confidential email/Post.
13. Question paper setting is a time-bound task and paper setters shall not make any delay in reaching the prepared question paper to the University.
14. In any event of disclosure of such question paper the Paper Setter is subject to legal proceedings as deemed fit by the University.

Instructions to Moderators (Scrutinizers):

The functions of the Scrutinizers shall include the following:

1. To ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.
2. To ensure that the prescribed standards have been maintained and that the questions cover the broad areas of the entire syllabus adequately.
3. To replace question(s), if any found in the question paper, from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places (long answer, short essays and short answer), as well as repetition of the same question in Part A/B or in the paper I / paper II / paper III etc., in the same question paper, should be avoided.
4. To check and make sure that the question paper code, the name of examination, subject/paper, scheme etc., are correct.
5. To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equals the maximum marks for the paper.
6. To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
7. To remove ambiguity/confusion in the language of the questions, if any, and make clear.
8. To ensure proper distribution and an indication of marks for each question or part or parts thereof and correct errors, if any, in this regard.
9. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
10. To ensure that the questions are serially numbered.
11. To ensure that representation and weightage has been given to all the chapters as far as possible.
12. To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.
13. To correct/modify/replace the questions in case of necessity.

NOTE:

- a. The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper.
- b. Their work is highly confidential, and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.

Conduct of University Theory Examinations:

The Head of the department should send proposals pertaining to each examination on request from the Controller of Examinations within three months after the commencement of the classes to the Controller of Examinations. He also should submit immediately after the start of the academic year, the details of the programme and its regulations for which examinations are to be conducted.

The proposal should be sent one month before examinations, with the details of the expected number of candidates for each examination/speciality, number of answer books required and budget.

The criteria/minimum requirements for the University theory examination centre are given under:

1. Availability of hall(s) of the required size to accommodate all the regular and supplementary candidates attending the examination at a time. The hall(s) shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc.
2. Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition.
3. Surveillance camera system of the required specifications in working condition.
4. Communication signal jammer of the required specification in working condition.
5. The University examinations shall be conducted as per the examination notification issued, preferably 45 days before the commencement of the examinations. The candidates propose to appear for the concerned examinations shall register themselves in the University before the publication of the examination notification. This registration applies to the candidates taking their University examination for the first time.
6. Time table for both the theory and practical examinations shall be published well in advance before the commencement of examinations.
7. Examination registration will not be granted to candidates who have not complied with the requirements specified in the examination notification and respective course regulations. Applications received after the last date will not be considered under any circumstances. However, the Vice-Chancellor shall have the power to grant permission for late registrations on sufficient grounds.
8. All the institutions shall forward to the Controller of Examinations internal assessment marks along with the certificate of attendance percentage, signed by the Head of the Department, concerned faculty & Head of Institutions after getting the certificate duly acknowledged by the candidate by affixing his/her signature on or before the date stipulated in the examination notification.

9. The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently well in advance in the college notice board for information and for getting anomalies, if any, rectified. Complaints, if any on the part of the candidates regarding internal assessment marks and attendance, shall be raised before the University with utmost diligence. Once these documents are submitted by the Head of the Institution to the examination section, no further changes will be entertained under normal circumstances.
10. To complete the exam registration process, the principal shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per the regulations; while forwarding the internal assessment marks, HOI is empowered to condone the shortage of attendance up to the maximum percentage specified in the course regulations for subject/subjects for theory/practical or both for a particular examination. But such condonation is allowed only once in the entire programme period and only with the recommendations of the HOD/Dept. in charge, and on genuine grounds. Such condonation of shortage of attendance is permissible subject to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by the Head of Department and by the Head of the Institutions. The Head of the Institution shall give an undertaking that the particular candidate has not availed of the provision for condonation facility previously in the entire programme period. The college shall maintain a condonation register which is subject to verification by the University authorities.
11. The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain the eligibility of the candidates before the issue of hall tickets. Hall Tickets are issued online, preferably two days before the commencement of the theory examinations. The Controller of Examinations shall have the power to suspend issued Hall tickets to the candidates if found ineligible for various reasons. The Controller of Examinations shall also have the right to keep pending the issue of hall tickets already issued for valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing in the examination, subject to eligibility on further verification.
12. The Head of Institution/ Principal shall download the hall tickets, sign them and distribute the same to the candidates with institute seal after getting their signature on the hall tickets, preferably one day before the examination. Invigilators shall put their initials in the hall tickets on each day of the examinations.
13. The Controller of Examinations shall appoint Chief Superintendent for the theory examination centre for each examination. Usually, the Principal shall be appointed as the Chief Superintendent. However, in exceptional cases, they can nominate a senior faculty member as the Chief Superintendent. The University reserves the right to appoint the Chief Superintendent who is not nominated by the Head of Institution.
14. On receipt of the question papers from the setters, the concerned section of the examination branch of the University shall prepare question paper banks by assigning question paper codes, scrutinize for further accuracy and arrange them according to day wise time table and compose them into a standard template.

15. The Chief Superintendent is responsible for receiving the answer books and all examination materials from the Head of the Institution/ Principal and keeping them under safe custody. He/ she is also responsible for downloading, printing and distributing the question papers in time. He /she should make all arrangements for the smooth conduct of the examination.
16. No change of examination centre shall normally be permitted after a candidate has once registered for an examination in a particular centre.
17. Examinations once scheduled shall not be changed unless there is a situation/reason which necessarily warrants such a rescheduling with the approval of the Vice-Chancellor.
18. Ordinarily, there shall be two examinations in a year (regular & supplementary for yearly pattern), preferably with a gap of 6 months in between unless otherwise specified by the respective programme regulations
19. In extraordinary situations, the Controller of Examinations shall be competent to effect the change of date of any examination in the examination time table already published.
20. The Controller of Examinations shall make arrangements for the conduct of examinations at various approved centres in accordance with the rules framed by the University from time to time.
21. Regarding their duties and responsibilities, the Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time
22. It shall be the duty of the Chief Superintendent at each centre of examination to appoint Deputy Chief Superintendents, Room Superintendents and Invigilators who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as per the regulations. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the examination duty.
23. The Controller of Examinations may if found necessary, appoint an observer/squad to supervise the University examination process carried out in the University examination centres. Observer so appointed shall be a member of faculty of a different stream and from another Institute with at least three years experience as invigilator. Observer appointed shall in no case be a member of faculty of the same Institution.
24. All candidates shall bring their hall tickets and ID cards issued by the University on each day of examination. The hall tickets /ID card shall on demand be produced for inspection by the Chief Superintendent, Additional Chief Superintendent, Observer, member of the squad or any other officer authorized by the University, No candidate shall be permitted to write an examination without a valid Hall Ticket and ID card issued by the University. However, the Chief Superintendent shall grant provisional admission to a candidate for an examination with the permission of the Controller of Examinations provided his / her name is included in the nominal roll issued by the University. The fact that a candidate has been given provisional admission does not entitle him/her to further benefits of taking the examination. The Hall Tickets issued are provisional.

25. Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all her/his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other official appointed by the University or behaves insolently towards the officials, such candidate shall not be allowed by the Chief Superintendent to write the examination, and the matter shall be reported to the Controller of Examinations for further action.
26. The Controller of Examinations can cancel the Hall Tickets issued to any candidate if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he/she was ineligible to write the examination.

The University reserves the right to cancel any examination centre at any time for valid reasons.

Transmitting the question papers to the examination centres:

- The question papers can be opened only in the presence of Chief Superintendent and Invigilators
- The required number of questions papers is sent to the examination halls in the presence of the Chief Superintendent, Observer (nominated by CE) and one senior most invigilator of that day in a confidential room.
- All candidates shall enter the examination hall at least 30 minutes prior to the time prescribed for the commencement of the examination.
- Normally question papers can be distributed to the candidates 5 minutes prior to the commencement of the examination, but candidates can be permitted to start writing examination only at the stipulated time.
- The Chief Superintendent shall recommend the correction measures (if any) on the recommendation of the concerned HOD/concerned faculty and intimate the same to the University for finalizing and approval. The University will compile the approved recommendations and prepare a text file of corrections and host it within 30 minutes (preferably) of the commencement of the examination so that the examination centres can download, print, and distribute it among the students. The Controller of Examinations may, on the recommendation of the Chief Superintendent and, if found necessary, permit extra time for answering the replaced questions.

Answer Books

Answer Books supplied by the University from time to time are used for the theory examinations. The serial number of each answer book shall be printed chronologically. No additional sheets will be provided for theory examinations. Instructions to candidates to fill the registration part of the answer book have been printed on the front page of the theory Answer book. Each candidate shall write her/ his hall ticket number on the front cover page and sign on the answer book.

DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT OF THE
CENTRES OF EXAMINATION

1. The Chief Superintendent shall be responsible for the proper conduct of examinations at his centre. He/she shall take all necessary action before, during, and after the examination for the smooth and fair conduct of examinations and dispatch of answer scripts. He/she shall be present at the examination centre for the entire duration of the examination.
2. Take stock of things that he/she has to attend regarding the number of answer scripts, additional books required for his centre and arrange to procure the same from the office of the Controller of Examinations well in advance.
3. Arrange for satisfactory seating of candidates at least a day earlier to the examination and shall arrange to notify the sketch of seating arrangement and Register numbers on a big blackboard placed in a prominent place of the college premises. The examination Halls shall be suitable and accommodate not less than 60 candidates with separate tables and chairs for each.
4. Appoint one Room Superintendent (Professor/Assoc.Professor) for every 20 candidates or part of it, one invigilator (Asst. Prof) for every 40 candidates or part of it.
5. Keep open the examination rooms/halls 60 minutes before the scheduled time of commencement of examination on each day/session of the examination. He shall declare the examination area out of bounds to all persons other than those involved in the Examination on that day.
6. Chief Superintendent shall allow the candidates to enter and occupy their seats in the examination hall 30 minutes before the commencement of the Examination, upon showing their Admission Ticket and Student Identity card and shall ensure that No candidate shall be allowed in the examination hall after the second bell until the distribution of the Question paper.
7. Once the question paper is distributed, the Chief Superintendent shall admit the candidate to the examination hall/room in the first 30 minutes after the commencement of the examination
8. The Chief Superintendent shall ensure that no person, including the candidate, is allowed to leave the examination rooms/ hall within 30 minutes of the commencement of the examination.
9. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
10. Prepare in advance the statement of allotment of seating for candidates and appoint the teachers of his/her institution for supervision work depending upon the need. If the staff of the institution is not adequate, he shall take the staff of neighbouring colleges with the prior permission of the Controller of Examinations
11. Convene a meeting of all the Supervisory staff at least two days before the commencement of

examination and explain to them their duties and responsibilities. Chief Superintendent shall particularly impress upon them the need to prevent malpractice by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.

Malpractice: (a) Candidates are prohibited from writing their names and registration numbers in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice, the candidate shall be booked for malpractice and sent out of the examination hall immediately/seize the paper and permit to write the exam in a separate Answer booklet. The seized shall be marked as “Malpractice case” and signed by the Chief Superintendent and packed and sent separately to the University.

(b). The Chief Superintendents, Dy chief Superintendents, Room Superintendents, Invigilators appointed shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered as malpractice. The Chief Superintendent shall avoid the posting of the staff members as Room Superintendent, Invigilators etc. to a room where the relatives of the concerned are taking the examination.

12. Report to the Controller of Examinations either by phone followed by a letter or through a messenger in writing if a serious misprint, wrong time, mistranslation, omissions or ambiguity etc. noticed in the question papers. The Chief Superintendent shall not on his account or at the instance of any other person give any clarification unless it is a clear case of misprint apparent on the face of it. In any case, a report of clarification given shall be sent to the Controller of Examinations by name immediately.

13. The Chief Superintendent shall see that only candidates with genuine admission tickets issued by the University for the Particular Examination and the student Identity card are allowed to take the examination. In any case, a report of clarification given shall be sent to the Controller of Examinations by name immediately.
14. Chief Superintendent shall obtain any help required to maintain law and order during the period of examinations at his centre under intimation to the Controller of Examinations.
15. Appoint one staff exclusively to monitor the Examination through C. C. Camera in the Examination Hall.
16. The Chief Superintendent shall ensure that the Warning Note/ Instructions to candidates taking the examinations are read out five minutes earlier to the commencement of the examination.
17. He shall ensure that the bags containing the written Answer booklet are sealed and superscribed with details of the centre, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff. He shall designate any senior official who is on examination duty with adequate security to handover the written answer booklets and other relevant documents and materials to the office of the Controller of Examinations on the same day and receipt obtained.

Schedule of Bell Timings for the Examination

First Bell	08.30 a.m. -	* Invigilator shall be present before the allotted room for Verification/checking of candidates. The candidates will be allowed to enter and occupy their Seats in the examination hall, upon showing their Admission Ticket and student Identity card.
Second Bell	08.45 a.m. -	*No candidate shall be allowed in the examination hall after the second bell until the distribution of the Question paper
Third Bell	9.00 a.m. -	*Distribution of Question Papers to the candidates present by the Invigilators and commencement of the examination.
Fourth Bell	10.30 a.m. -	* Candidates will be allowed to leave the examination hall Candidates will not be allowed to carry the Question paper till the last bell
Fifth Bell	11.55 a.m. -	* This is a caution bell; the invigilator will inform the candidates “Only 5 minutes are remaining for the examination to end.”
Sixth Bell	12.00 Noon -	* End of Examination The Invigilator will collect the answer scripts from the candidates The Invigilator will hand over the answer scripts and other forms to the Chief Superintendent

DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

1. The Chief Superintendent shall appoint the Room Superintendent (Professor, Associate Professor) from among the teaching staff of the college one week in advance of the commencement of the examination. In exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may appoint Room Superintendent from the teaching staff of other institutions.
2. The Room Superintendent shall be in charge of a room containing not less than 200 students.
3. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 30 minutes before the time specified for the distribution of question papers. He shall immediately read out the instructions to the candidates.
4. The Room Superintendent shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying.
5. The Room Superintendent shall not admit any candidate to the examination hall/room during the distribution of the Question papers and shall not allow any student to leave the examination hall/room 30 minutes after the commencement of the examination.
6. The Room Superintendent shall ensure that every candidate has taken his proper seat and enters his correct registration number and other particulars required on the facing sheet of the answer script. The room superintendent himself shall not under any circumstances enter the registered number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the Controller of Examinations with a report.
7. The Room Superintendent shall not allow candidates to converse among themselves when once they enter the examination hall/room. The Room Superintendent shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, he shall return the same to the Chief Superintendent immediately.
8. The Room Superintendent shall not allow into the room any candidate suffering from a severe infection, disease and shall not permit the delivery of any letters, telegrams, etc., addressed to students when the student is answering the paper.

9. The Room Superintendent shall supervise in their room and shall not read a book/newspaper while on supervision. The Room Superintendent shall not ordinarily sit at a place during the examination time.
10. The Room Superintendent shall not allow any candidate to carry either books/paper/others or have in his possession or his desk any book or papers not issued in the examination hall/room. They shall further ensure that no candidate detaches or tears off any sheet or part of the sheet from the answer book and that every candidate hands over his answer book before he is permitted to leave the examination hall/room.
11. The Room Superintendent shall at once report to the Chief Superintendent in any case of malpractice and prevent the candidate from writing any further answer or removing displacing or destroying the material from which the candidate was copying. Unless it is inevitable, he shall not take possession of such materials until the Chief Superintendent takes charge of the case.
12. The Room Superintendent shall immediately, after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Deputy Chief Superintendent. The Room Superintendent shall not give any question paper to any outsider and shall not take question papers from any candidate for reading it.
13. The Room Superintendent shall report to the Chief Superintendent on the days of his /her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until the hand over of the answer books to the Chief Superintendent.
14. The Room Superintendent shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answers to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, Bluetooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered as malpractice.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS

1. Invigilators shall be assigned for each day of examination as per University guidelines by the Chief Superintendent. The Chief Superintendent shall appoint Assistant Professor, Academic consultant Tutor as the Invigilator from among the teaching staff of his college one week in advance of the commencement of the examination. In exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may appoint Invigilators from the teaching staff of other institutions.
2. They shall report to the Chief Superintendent at the exam hall before the first bell and ascertain their assigned room/candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check and initial the admit card of each candidate on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, Register number, course, subject, paper, date of exam, etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate at the scheduled time (second bell).
7. They shall ensure that no candidate leaves the hall till one hour after commencement of the examination (fourth bell). Candidates shall not be permitted to go to the toilet without the permission of the Chief Superintendent.
8. They shall ensure that any candidate, who leaves the hall before the final bell, doesn't carry the question paper with him/her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, Xerox copies or any other material that could be used for copying.
10. They shall submit the absentee statement and unused answer books, extra question papers to the Chief Superintendent 30 minutes after the commencement of the exam (third bell).
11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answers to the candidates, as the same tantamount to malpractice. They shall not be in possession of cell phones, blue tooth equipment or any other equipment which may be used for any kind of malpractice.

12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazines/ newspapers.
13. They shall report to the Chief Superintendent, use of unfair means being adopted by any candidate.
14. They shall ensure that the candidates tick the question that they have answered.
15. After the examination, they shall collect the answer scripts and arrange their roll number wise, along with other reports and documents etc. and hand them over to the Chief Superintendent, through the Room Superintendent.
16. Separate diary shall be maintained for each faculty/subject/scheme/ QP Code.
17. They shall be held personally responsible for any acts of omission or commission other than those specified in the guidelines.
18. They shall leave the examination hall only after the performance of all their duties and after obtaining the permission of the Chief Superintendent.
19. Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty, they shall obtain the permission of the Chief Superintendent before leaving the centre.
20. No portion or part of the answer books shall be detached at the examination hall by the invigilators
21. The Invigilators shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answers to the candidates, as the same tantamount to malpractice. They shall not have cell phones, Bluetooth equipment or any other equipment which may be used for any kind of malpractice. Showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s) or any other similar act(s) of commission and/or omission(s) are considered as malpractice.

DUTIES AND RESPONSIBILITIES OF OBSERVER

1. He/She shall report to the Chief Superintendent of the Examination centre 30 minutes before the actual commencement of the examination (i.e., 8.30 a.m. & 01.30 p.m. respectively).
2. He/She shall personally supervise, along with the Chief Superintendent, the opening of the sealed question paper packet.
3. He/She shall ensure proper distribution of correct Question Paper to students with correct Q.P. code.
4. He/She shall ensure no candidate is permitted to enter the examination hall after the commencement of the examination.
5. He/She shall verify whether the seating arrangement is as per norms.
6. He/She shall certify any damage/variation in the Answer Books.
7. He/She shall ensure “No candidates or No person of any order leaves the examination hall in the first half an hour after the opening of the question paper packets.
8. He/She shall verify and certify the number of invigilators, room superintendents, clerks, typists, peons, etc., as per the specification of the Examination Manual and ensure their cooperation for smooth conduct of the examinations.
9. He/She shall supervise the packing and sealing of used Answer Books.
10. He/She shall submit a daily report to the Chief Superintendent.

DUTIES AND RESPONSIBILITIES OF FLYING SQUAD

1. The Squad shall be appointed by the University.
2. They shall visit each of the centres every day of the examination.
3. They shall act as the University empowered enforcement officer.
4. They are empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
5. They are empowered to check the assigned staff in case of suspicion of unfair practices.
6. They shall ascertain that the security measures are adequate.
7. They shall intimate cases of malpractice to the Controller of Examinations by name in writing.
8. In case of malpractice, the Squad Chief (and the members) is empowered to seize the hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ subject. The candidate should be provided with a separate answer book to write the examination afterwards and sent to the COE along with the previous answer script in a separate cover marking as MALPRACTICE CASE.
9. They shall submit a daily report as per format to the Controller of Examinations.

CHAPTER 24

VERIFICATION OF WRITTEN ANSWER BOOKS

On receipt of packets of answer books from the theory examination centres, the sorting sections shall, first of all, inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of answer books and the total number of absentees do not tally with the total number of candidates registered, the Chief Superintendent of the centre shall be contacted immediately to identify the cause of the disparity. All the answer books are verified to see that candidates have used the prescribed answer books issued by the University, and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The following details of all answer book bundles received in the section shall be noted;

- a) Name of the examination with / subject and paper / QP code/ Register numbers/ date of examination verified.
- b) Name of the centre of examination
- c) Register number of absentees
- d) Total number of answer books received /verified with Invigilator
- e) Number and serial no. of answer books cancelled/damaged and returned from the centre of examination.
- f) Dated initials of the concerned.
- g) If there is any disparity, the concerned officer in charge shall contact the Chief Superintendent immediately for clarification, and the matter shall be reported to the Controller of Examinations.

CHAPTER

EVALUATION OF THEORY ANSWER BOOKS

Valuation of Answer Books:-

Evaluators shall be appointed by the Controller of Examinations from the panel approved by the respective BOS. The process of appointment of examiners applies mutatis mutandis to the appointment of evaluators also.

a) There shall be double valuation for examinations for various courses conducted by the University. If the difference between the valuations awarded in the two valuations is 20% or less, the average of the two valuations will be considered as the final mark. If the difference between the marks awarded in the two valuations is more than 20%, a third valuation will be arranged. The average of the best two out of the three evaluations shall be the final marks of the course.

b) There can be two/three/four evaluations for all postgraduate examinations as per the course regulations. For postgraduate courses where there are three/four evaluations, the average of marks in all the evaluations taken together shall be considered as the final mark.

CHAPTER VI

CONDUCT OF PRACTICAL EXAMINATIONS

1. **Notification of Centre:** The University shall notify the examination centre for the conduct of Practical examinations and viva-voce examinations at least forty five days before the Practical examinations.
2. **Appointment of Examiners:** The University shall appoint Internal and External examiners for Practical and Viva Voce examinations for different Centres from the panel of examiners submitted by the respective Boards of studies. The authority to change the examiners for any reason whatsoever shall rest solely with the University.
3. The HOD of the concerned department / the senior-most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG examination.
4. **Appointment of Support Staff:** The Chief Superintendent shall appoint the following support staff as applicable for the conduct of practical examinations and Viva Voce examination:
 - Expert Assistant for all other faculties, per subject, per day
 - Lab / Technical Assistant – one per subject, per day
 - Clerk / Typist - one per subject, per day
 - Store keeper - one per subject, per day
 - Attender - one per subject, per day
 - Watchman / Security - one per day
 - Peon (Chief Superintendent only) - one per day

4. Time table: The University shall notify the dates of practical examinations. Detailed timetable of the Practical examinations, batch-wise etc., shall be announced by the College/ Chairman Board of studies. A maximum of 25 candidates (UG) and 08 candidates (PG) may be examined on each day of the practical examination or as specified in the regulations of National Regulatory Bodies/ university

5. **Timings:** The timings of the Practical examinations and Viva Voce examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means before the dates of the examination. Candidates and appointed examiners and staff shall strictly abide by the timings announced.
- 6 **The demand for Stationery:** The required number of answer booklets, viva sheet and other material shall be demanded and obtained as per departmental requirement from the University by the Chief Superintendent well in time. Candidates shall fill up the required information on the cover page.
7. **Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers, and all such covers shall be enclosed in a cloth bag(s) subject wise/department wise/ branch wise, superscribed appropriately and sent to the University after completion of the Practical examinations, through the college.
8. **Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in prescribed format online, take a printout of the marks sheet and send to the university duly signed by both Internal and external examiners
9. **Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical examinations. In the event of non-possession or loss of Admission card, the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card in exceptional circumstances and after verifying the identity of the candidate.
10. **Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice, the candidate shall be booked for malpractice and sent out of the examination hall immediately/seize the paper and permit to write the exam in a separate Answer booklet. The seized Answer booklet shall be marked as “Malpractice case” and signed by the Chief Superintendent and packed and sent separately to the University.

12. Remuneration: Remuneration for the Internal and external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the College/University, along with TA/DA, remuneration for valuation, as applicable. The relevant forms shall be completed and verified at the Centre, countersigned by the Chairman/ chief superintendent and forwarded to the University for Payment. Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University on the prescribed form as per approved rates. Miscellaneous expenditure for the conduct of the practical examination shall be paid out of college funds, and subsequently, a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

CHAPTER 28

RE-VALUATION & RE - TOTALLING

Rules for Re-evaluation / Re-totaling of Answer Books: The objectives of re-evaluation / re - totalling are to ensure that the student receives a fair evaluation in the theory paper of university examination and to minimize human error.

Revaluation:

There shall be provision for revaluation on payment of a fee for papers evaluated by a single valuation system. The application shall be submitted to the office of the Controller of Examinations within ten days of the publication of the results. An external examiner shall value the paper. If the difference is more than 20% of previous marks, the answer script shall be sent for-third evaluation. In such an event, the average of the best two out of the three scores will be taken as the final score. Revaluation is not applicable for the papers where there is a double valuation system, and they are eligible to apply for re totalling only.

Re-totaling:

There shall be provision for re totaling on payment of the fee for papers evaluated by double valuation system. The request has to be made within 10 days of publication of results to the Controller of Examinations on payment of the requisite fees. The marks obtained on re - totaling will be the marks obtained by the candidate for the specific paper.

Access to University Examination Answer Scripts:

The University Examination theory Answer scripts are issued to the concerned student on written request and payment of nominal fees subject to imposing certain conditions that only re-totaling is permitted and revaluation will not be accepted.

However wherever single valuation system is followed students can request for revaluation with a payment of prescribed fees. The candidate should apply for theory answer scripts within 10 days from the date of result of the Examination using the prescribed format.

Guidelines for applying Re-totaling / Revaluation / Access to Theory answer Scripts:

- 1) There is no revaluation facility for project / practical/viva-voce/dissertation.
- 2) Applications for revaluation / re totaling should reach the university before the prescribed date.
- 3) Application should be sent to the university only through the college/school. Applications submitted directly to the university by the student shall be rejected.
- 4) The fee once paid will not be refunded at any cost. Any application sent in this regard should be sent after scrutiny regarding the eligibility of the candidate.
- 5) A photocopy of the mark statement or examinations result in copy should be enclosed along with the application.
- 6) The applications should be sent only in the prescribed format (ANNEXURE- 03)
- 7) For Accessing Theory Answer Scripts, candidates should apply before the prescribed date using the prescribed format.

CHAPTER VIII

RESPONSIBILITIES OF THE EXAMINATION SECTION

Each staff of the examination section is allotted with the work of one or more examinations of one or more colleges /courses as the case maybe.

Duties and Responsibilities of each personnel

Controller of Examination (COE):

The COE shall abide by the acts and statutes of the University

1. Shall be in overall charge on behalf of all matters relating to the conduct of examination, announcement of results and conferment of Degrees at the Convocation.
2. Shall be responsible for the maintenance of all the Regulations for the prescribed courses of study and scheme of examinations relating to various courses of the University.
3. Shall arrange to supply the copies of approved Syllabus, scheme of examinations and the list of books prescribed by the Boards of Studies and approved by the Academic Council to the Boards of Examiners and paper Setters.
4. Shall issue notifications inviting applications from the candidates for Examinations, fixing the date of commencement of examination 90 days in advance.
5. Shall prepare the detailed timetables of all examinations and arrange to notify them in the respective colleges 30 days in advance of the commencement of the examination.
6. Shall intimate the declaration of centres of examinations in theory and practical at least 15 days in advance to the commencement of the date of examination.

A. Important duty: COE shall ensure the following:

1. Shall maintain confidentiality in the examination section and sanctity of the examination
2. The calendar of events should be strictly followed
3. Scrutiny of examination application forms of candidates and the statements sent from the colleges at least 15 days in advance to the commencement of the date of examination, on the following items:
 - (a) Name of candidates, including correct spelling and initials (as per admission section).
 - (b) Scheme and subjects offered at the examination by the candidate
 - (c) The fee paid in respect of the number of subjects appeared by a candidate should be verified.
 - (d) In the case of repeaters, subjects, month and year and exemptions, if any, of the previous examination have to be verified.
 - (e) In the case of carry-over system checking cross-reference in respect of candidates appearing simultaneously for a particular examination along with other subjects of the previous.
4. To prepare the list of candidates and make it available to the examination centre.
5. Formation of question bank/ question paper bank and ensure confidentiality
6. Confidentiality of results to be ensured

7. Preparation of the list of professional lapses and irregularities committed by the evaluators/ examiners and others
8. Arrange for re-totalling/ photocopying on request by the candidates
9. An adequate supply of answer books and various other forms to the examination centre.
10. Dealing with malpractice cases detected before, during and after the examination.
11. Dealing with matters pertaining to the fixing of remuneration for the staff of the section for the various items of extra work connected with the examination
12. Work-related to convocation as under:
 - a) Preparation of eligibility lists for convocation faculty wise and year-wise.
 - b) Receipt and scrutiny of applications for conferring degree in person and in-absentia
 - c) Preparation of lists of rank holders, medal lists and prize winners.
 - d) To get the list of qualified candidates verified by the Dean of the faculty assisted by Chairperson BOS UG and PG.
 - e) Ceremonial events, conferring of the degree
 - f) Distribution of degree certificates in person and inabsentia.
 - g) Verification of the issued degree certificates to the various Institutes/ Agencies/ HRD/Embassy/etc
13. Shall appoint the chief superintendents, observers/squad to the centres of examination.
14. Ensure the appointment of examiners and completion of examination within the stipulated time.
15. Shall be responsible for the receipt and maintenance of marks data of the students.
16. The proposal of revision of the remuneration related to examination activities to the BOE for approval and implement such approved remuneration.
17. Shall arrange for the computation and announcement of provisional results expeditiously and arrange for the distribution of marks cards to the colleges simultaneously.
18. Shall issue duplicate marks cards, consolidated marks cards, rank certificate and correction of mistakes in marks cards subjected to the fulfilment of required documents.
19. Shall take appropriate action subject to regulations in cases of shortage of attendance. Shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.
20. Issue of the permission letter to otherwise abled students for scribe

B. Maintenance of records:

1. One set of candidates list pertaining to each examination duly bound and labelled.
2. One set of result sheets (ledger)/ e-filing and folder maintenance pertaining to each examination duly bound and labelled.
3. Registers relating to statistics of passes and failures examination wise and subject wise catalogue of the above records.
4. Printing of marks cards, candidate's lists, degree certificates, etc.

Deputy COE / Assistant COE

The Deputy COE/Assistant COE shall abide by the acts and statutes of the University.

General duties

1. Shall discharge all the duties and responsibilities entrusted to him by the COE with their knowledge.
2. Shall exercise general control over the section, including supervision and coordination of work, the discipline of staff and punctuality of attendance.

Pre-examination

1. Shall prepare the schedule of theory and practical examination with assistance from the Superintendent/Section Officer.
2. Shall prepare the panel of examiners, co-ordinate with the Section Officer/ Superintendent for appointment of practical examiners and selection of practical examination centres
3. Shall update the details of the panel of examiners in respect of all the details like designation, address, age etc.
4. Submission of the appointment order of examiners and get it approved and signed by the COE and Hon'ble Vice-Chancellor
5. In case of decline of examinership by any of the examiners, a list of alternative examiners shall be prepared and submit it to COE for consideration
6. Shall prepare a list of Observers/Squads drawn from the panel of eligible Faculty in consultation with COE.
7. Shall prepare the list of panel of dissertation evaluators from the panel of examiners and submit it for approval from the competent authority.
8. Shall ensure that each dissertation evaluator will get not more than four dissertations.
9. Shall follow up on the progress of dissertation valuation and ensure that the process is completed three months before the commencement of theory examination, including those dissertations submitted late.
10. Shall communicate the result of the evaluation of the dissertation to the Candidate and the Guide within a fortnight of the receiving of the result of the evaluation.
11. Shall prepare a final list of accepted/ non-accepted list of dissertations with assistance from Superintendent
12. Shall prepare the timeline for the valuation of theory answer scripts in consultation with COE.
13. Shall supervise the functions of verification section/practical section

Post-examination

1. Shall supervise & verify the results processed.
2. Shall supervise the timely printing and dispatch of Marks cards, Provisional degree certificate, Degree certificate, Rank certificate, Duplicate marks card, Duplicate degree certificate, Duplicate provisional degree certificate, Verified documents, Transcripts, Certificate of good standing, Medium of instruction, Genuineness of certificates, Attested copies of the syllabus/ certificates
3. Shall supervise valuation centre and follow up the process of evaluation and the completion of the same within the stipulated time.

4. Shall submit all the relevant documents and objective material evidence related to Malpractice cases to COE within one day of the completion of the theory examination.
5. Shall scrutinize the CCTV recording of the centres where MPC has been reported
6. Shall ensure that answered scripts given for valuation should be received back on the same day.
7. Shall guide and supervise the Section Officer in orderly stacking of answered booklets for easy retrieval.
8. Shall ensure that disposal of any documents/Files as per the notification should be done under the discretion of COE
9. Shall ensure that disposal of answered booklets as per the notification should be done with prior approval from the administrative authority.
10. Shall attend to any audit objections raised with the assistance from Superintendent.

Superintendent

Superintendent shall abide by the acts and statutes of the University.

1. Shall have complete knowledge of the section
2. Shall exercise general control over the section, including supervision and coordination of works, the discipline of the staff and punctuality of attendance under the guidance of Assistant/Deputy COE.
3. Shall ensure that all communications received in the section are accounted for and are brought to the notice of Assistant/Deputy COE/ Appropriate officers promptly.
4. Shall not keep any correspondence pending without appropriate action for more than three days.
5. Shall scrutinize the cases put up by the assistants, with particular attention to the accuracy of acts and statutes noted. The submission files should include proper references to the page and paragraphs of the correspondence. There should be an independent office note in each case of submission.
6. Shall personally attend to confidential and important cases and be in charge of the custody of concerned files.
7. Shall scrutinize and supervise, in particular, the following registers maintained by each caseworker.
 - a. Personal Dairy
 - b. Receipt and Dispatch Register
 - c. Candidates list
 - d. Result sheet
 - e. Progress chart
 - f. Work Chart
 - g. Other files and Register
8. Shall work particularly on pending cases, issue timely reminders and obtained an order for further disposal.
9. Shall submit the list of students who have submitted the dissertation and who have not submitted the dissertation to the ACOE/DCOE at least three months before the start of the theory examination.

DUTIES AND RESPONSIBILITIES OF OFFICE STAFF

The Assistants/ Junior Assistants shall abide by the acts and statutes of the University.

Senior Assistants

1. Shall submit the proper file with relevant papers and references within three working days of receipt of cases. Urgent cases shall be attended to on a priority basis.
2. Shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
3. Shall maintain a personal register and up-to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc. Shall also maintain the records neatly compiled in proper files.
4. Shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.
5. Shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of exemption with register number, scheme etc.
6. Shall arrange to print the candidates lists under orders of superior officers and dispatch them to the centre of examinations as per the dates fixed in accordance with the ordinances. Shall also ensure the proof reading of printed lists.
7. Shall be in charge of particular examination, shall prepare and arrange to publish the eligibility list of a candidate passing the examination within 60 days from the date of announcement of results.
8. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

Jr.Assistant

Shall abide by the acts and statutes of the University. Shall attend to all the typing work of routine nature. Shall also ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.

1. Shall attend to taking down drafts given by officers and the typing work. Shall also assist other typists of the Section.
2. Shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.
3. Shall attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.
4. Shall maintain the personal diary of work done; day-to-day noting to file number, the case, and the number of pages typed each day and submit personal diaries to superintendents for a weekly checkup.

5. Shall be personally responsible for maintenance of accuracy of cases attended by them.
6. Shall preserve and maintain confidential records and other papers which are given to his/her personal custody by his/her officer and maintain dairy of files received and sent, besides maintaining the records of interviews and other correspondence.
7. Shall be responsible for the proper maintenance of the Computers and other machinery under their custody.
8. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times; the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

Attenders/ Peons

The Attender/ Peon shall abide by the acts and statutes of the University.

1. Shall carry files and papers within the University office and outside as directed by the Section Officers.
2. Shall attend to the pasting and sealing of covers and bags etc., to assist in the dispatch of outgoing mails.
3. Shall attend to the Xeroxing and shall ensure safe custody of stationery etc.,
4. Shall attend to the stitching of files and assist the assistants in the arrangement of records.
5. Shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.
6. Shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
7. Shall carryout any other instructions/directions given by the officials of the Section.
8. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

Watchmen/Security

The Watchman/Security shall abide by the acts and statutes of the University.

1. Shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the Examination Departments.
2. Shall prevent theft, damages, loss etc., of any property on the premises.
3. In case of trespass, damage and loss etc., shall report the matter immediately to the concerned officers.
4. Shall work in any shift allotted to them.
5. Shall carry out any instructions given to them by the officials.

6. In case of any disobedience to the Officers/ Superiors, any delay in disposing of the cases within the stipulated time shall be treated as a lapse of duties on his/her part and repetition of such lapses for three times, the same shall be treated as misconduct and dereliction of duty, negligence and/or incompetence and he/she shall be liable for being enquired as per service rules.

The following shall be the procedural sequence in the conduct of examination

1) Examination Calendar

Before the commencement of each academic year, the examinations section shall prepare a draft tentative examination calendar in consultation with the Registrar concerned Deans of Faculty / HOI. The draft examination calendar shall be published on the University website seeking suggestions/complaints regarding the date of commencement of examination from the students/teaching community, giving them a maximum of five days for furnishing the suggestions/complaint. The suggestions/complaint, if any, received shall be scrutinized and considered according to their merits, in consultation with the respective Deans of Faculty / HOI. The final tentative examination calendar shall be uploaded on the University website. After obtaining approval from the Academic Council.

2) Examination Notification

Based on the examination calendar, the examination section shall issue notification containing the prescribed details (date of the commencement of the examination, fees to be remitted, date of examination registration, date of issue of hall ticket, date of receipt of print out of the examination registration details, instructions to candidates etc.), preferably 45 days before the commencement of regular examination and 30 days before the commencement of the supplementary examinations. The notification shall be published on the University website.

3) Preparation of time table for the examination

Time table for each examination shall be prepared and published as per the examination notification. It shall be published on the University website preferably one month before the commencement of the examination. In the case of supplementary examinations, the time table shall be published preferably two weeks before the commencement of the examinations.

4) Various steps in Examination Registration

- a) Uploading of attendance of candidates by the HOI:

The candidates should have required minimum attendance in all subjects, separately, to make them eligible for appearing for the examinations. Partial appearances for theory papers are permitted if regulation permits; provided, the candidate satisfies the required attendance separately in all subjects of the respective examinations, including the subject in which the candidate is not appearing.

- b) Uploading of internal assessment marks of candidates wherever applicable, by the concerned faculty:
- c) A candidate who has not secured a minimum mark in IA shall not be permitted to appear for the particular course of the examination.
- d) Examination registration by the candidates.

- e) Remittance of examination fee by the candidate by online mode
- f) The college shall provide the details of those who are eligible to act as invigilators.
- g) The college shall submit the following documents to the University on or before the date prescribed in the notification:
 - h) Hard copy of the Internal mark statement authorized by the concerned faculty, HOD and HOI.
 - i) Attendance statement of the candidates
 - j) Eligible / ineligible students list due to various concerns.
- k) Registrations not accompanied by the prescribed documents as per notifications shall not be entertained.

5) Verification of Examination Registration

The following procedure shall be done for verification of documents. The examination section has to ensure that all the required reports mentioned are properly received in time.

- a) Internal Assessment (IA) marks including project marks (if any): To verify the internal assessment marks of each candidate to see that he/she obtained the required minimum IA marks in each subject as per the concerned course regulations to qualify to appear for the examinations
- b) Attendance: To verify the attendance details of each candidate to see that he/she has minimum attendance in the subject required as per the concerned course regulations to enable him/her to appear for the examinations.
- c) Declaration from the HOI that the programme has been offered as per the approved regulations.

6) Preparation and Distribution of Hall Tickets

- a) The register number already allotted at the time of admission itself shall be the registration number for the hall ticket for the examination. The hall ticket shall be issued to eligible candidates based on the valid registrations done by the candidates by allowing the registration number.
- b) The hall tickets will be issued online to the concerned institution at least two days before the commencement of the examinations. The Head of Institutions shall download the hall tickets and distribute the same to the candidates with proper acknowledgement. The signature of the candidate on the hall tickets shall be authenticated by the Head of the Institution and shall bear the seal of the college.

7) Preparation of time table of Practical examinations

- a) The schedule of each practical examination is fixed by the COE in consultation with the concerned HOI.
- b) The number of candidates to be included in each batch shall be fixed as per the concerned programme regulations.
- c) The timetable of the practical examinations approved by the COE shall be published on the University website before the date of the last theory examination.
- d) The COE, in the exercise of his / her delegated powers, shall appoint the examiners. The internal examiners shall be appointed from the list of eligible internal faculty provided by the HOI.
- e) The marks, once uploaded, shall not be edited under normal circumstances. However, while uploading the practical marks, editing of uploaded marks may be permitted with the written consent of the COE and under her / his directions.
- f) In case the examiners feel that editing of mark/s is necessary after sending the marks, it may be permitted subject to the condition that the internal and
- g) External examiners shall be present in the University with necessary proof of an error having been committed in the entry of marks.
- h) The Chairperson shall ensure that if a candidate is absent in the examination, the relevant column shall be marked as “absent” without fail.
- i) If a candidate fails to attend the examination on the day allotted by the University on reasonable grounds, the COE may permit the candidate upon request duly recommended by the HOI to appear on any other date available in the schedule fixed for that particular examination centre.
- j) The printout of the practical mark statement signed by the internal and external examiners with the date and seal of the college/department affixed shall be sent to the University preferably on the same day as specified in the covers supplied for this purpose.
- k) The answer books of the practical examinations shall be kept in the centre of examination in the custody of HOI for a period of one year from the date of publishing of the result of the particular examination. However, in cases where the answer book is the subject matter of litigation, it shall continue to be kept until the litigation has reached finality.

8) Preparation of Tabulation Registers

- a) The tabulation registers are prepared electronically. However, the hard copy of the electronic sheets containing all the details of marks of all the students for each examination, including the result of withheld cases, will be prepared course-wise and kept bound with proper authentication. Tabulation sheets are prepared according to the regulations of each course.
- b) Access to the tabulation register, both the soft copy and the hard copy, shall be restricted to the persons authorized to maintain the same and their controlling officers and shall be deemed to be a confidential record.

- c) Changes, if any, in the marks awarded to a candidate, ordered after the publishing of results as provided in this examination regulations shall be made in the tabulation register with proper authentication.
- d) Absolute grading system is followed for all the programmes wherever there is a credit system.

Grading Systems

Grade Points - Choice Based Credit System (CBCS): The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses are evaluated following the grading system, which is considered to be better than the conventional marks system. In order to bring uniformity in the evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations is followed as per the UGC formulated guidelines. The CBCS syllabus is framed with not more than 20 % deviation at the maximum.

The papers are marked in a conventional way for 100 marks. The marks obtained are converted to a 10-point scale (if it is 50 marks paper 5point scale).

Grade Point = Actual Marks scored out of 100/10.

Grade Point Weightage (GPW): Grade points of each paper multiplied by credits assigned to the subject.

GPW= Grade point X Credits

The Semester Grade Point Average (SGPA) - is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester.

$SGPA = \frac{\sum \text{Credits} \times \text{Grade Points}}{\text{Total Credits}}$

If a student has not passed in a subject or is absent, then the SGPA is not assigned.

The Cumulative Grade Point Average (CGPA) - is the weighted average of all the subjects undergone by a student over all the six semesters of a course.

$CGPA = \frac{\sum \text{Total credits in the semester} \times SGPA}{\text{Total credits of the course.}}$

SGPA and CGPA will be rounded off to two decimal places.

Finalizing the results

- a) Results are prepared by the confidential section of the COE
- b) The tabulation data is finalized, including those results which are withheld due to various reasons.
- c) If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass as per the course regulations concerned, his/her result is marked as "Passed" in the result column of the tabulation register. The class in which the candidate is placed based on the total marks secured by the student is also recorded in the tabulation register. The concerned examination sections shall verify the accuracy of entries of marks with the original documents containing the marks secured by each candidate. The hard copy of the tabulation register shall be authenticated by the officers concerned.
- d) As the theory marks recorded against a barcode sheet are packed separately, it will not be possible for the examination section to conduct physical verification of the same with the marks in the tabulation register. But other details such as internal assessment marks, practical marks, pass criteria (as per course regulations) etc. can be subjected to verification in the section itself before the results passing board is convened.
- e) The confidential section of the Controller of Examinations may make random verification of the results.

9) Statistics of Results

The staff of the concerned section shall prepare the interface for generation of statistics of the results with the details which will include:

- (a) The name of the examination with month and year.
- (b) The year of admission/scheme.
- (c) Total number of candidates registered for the examination
- (d) Total number of candidates appeared for the examination
- (e) Number of candidates whose results are withheld.
- (f) Number of candidates placed in Distinction, First Class and Second Class (in the case of final year examination).

The statistics report of the results prepared and authenticated by the concerned and signed by the COE shall be furnished to the Vice-Chancellor for finalizing the results.

10) Issue of Statement of Marks and Consolidated Mark Statements

- a) All candidates who have appeared for the examinations shall be issued a statement of marks.
- b) The statement of marks shall be issued with the required signatures and the seal of the University. It shall include the name of the examination, the year and month of the examination, year of admission, name of the institution, name and registration number of the candidate and the name of the course, including optional/ electives/ branch/speciality chosen by the candidate.

- c) After publishing the results of an examination, a statement of marks of all candidates who appeared for the examination except withheld cases shall be sent to the colleges/schools where the candidate studied the programme. The HOI shall keep a register for issuing the statement of marks. This will be done on the production of a hall ticket / ID card issued by the University by the candidates within a period of 15/30 days from the date of receipt of the same from the University. The unclaimed statement of marks shall be returned to the University after 3 months of receipt of the same from the University. Students can collect the same from University by remitting the fine fixed for the purpose.

11)General guidelines for the preparation of Statement of Marks

- a) Statement of marks shall be prepared through computer printing.
- b) The name of the candidate, the register number, and the name of the college shall be printed exactly as given for registration and as stated in the tabulation register.
- c) Month & year of examination shall be printed in the statement.
- d) There shall be no corrections or over writings on the statement of marks/grades.
- e) The statement of marks shall be put up for verification and attestation by the Superintendent. The concerned caseworker must ensure that the folio numbers of the statement of marks of each candidate are recorded in the tabulation register against each register number.
- f) The mark statements shall be issued only after affixing the stamp and signature/facsimile of the COE and the seal of the university after the approval of the Controller of Examinations.
- g) The statement of marks returned to the section concerned shall be carefully checked to ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them.
- h) All statements of marks for one centre shall be bundled together and arranged for dispatch to the respective colleges.
- i) Statement of marks shall not be prepared in respect of candidates who were absent for all subjects in an examination.

12)Database of Candidates

The COE section of the University dealing with examinations shall prepare and maintain a database in respect of candidates. The database shall contain the following details:

- (a) Name of the candidate
- (b) Register number
- (c) Particulars of examination taken
- (d) Marks and grades obtained in each course
- (e) Results of each course

CHAPTER IX

PROCEDURE FOR CONDUCTING MEETINGS OF BOARDS AND COMMITTEES

1. Board of Examinations

The Board of Examinations shall be the principal authority for the smooth conduct of the examinations and making policy decisions with regard to organizing and holding examinations, improving the system of examinations, appointing paper-setters, examiners moderators and also preparing the schedule of dates for holding examinations and timely declaration of results. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide complaints received pertaining to any matter arising out of the conduct of examinations. The Board of Examinations shall consist of the following Members;

- i) The Vice-Chancellor - Chairman
- ii) Two Deans of Faculties/ Principals of the colleges;
- iii) One evaluation expert nominated by the Vice-Chancellor
- iv) Registrar
- v) The Controller of Examinations-Member Secretary.

The term of the office of the members other than ex-officio Members shall be two years.

Functions of the Board of Examinations

- a) The Board of Examinations shall ensure proper organization of examinations, common entrance tests and other tests, including assessment, moderation, tabulation and the declaration of results.
- b) The Board shall meet twice in a year or as and when convened by the Chairman. One-third of members of the Board shall constitute the quorum. If the meeting is adjourned for want of quorum then no quorum shall be required for such a meeting
- c) In particular and without prejudice to the generality of duties as mentioned in clause (a) above, the Board shall exercise the following powers and perform the following duties, namely;
 - i) To approve paper-setters, examiners and moderators from amongst persons included in the panels recommended by the Board of Studies and where necessary, having regard to the recommendations made by the Committee under clause (a) of the Bye-Laws No. 307 remove them or debar them;
 - ii) To undertake, exercise and experiment in examination reforms;
 - iii) To exercise such other powers in relation to examinations as may be assigned to it by or under this Memorandum of Association.

The Controller of Examinations shall give fifteen days clear notice for the meeting of the Board.

In case of any emergency requiring immediate action to be taken, the chairman of the Board or any other officer or person authorized by the Chairman on that behalf shall take such action as considered fit and necessary and at the next meeting of the Board, the action taken shall be reported by such person.

- a) In order to appoint paper-setters, examiners and moderators, the Board shall constitute Committees for every subject or group of subjects consisting of –
 - i) Vice-Chancellor; - Chairman
 - ii) The Dean of the faculty;
 - iii) Chairman, Board of Studies;
 - iv) The Controller of Examinations-Member-Secretary;
- b) The Committee shall appoint paper-setters, examiners and moderators out of the panels approved by the Board of Examinations.
- c) Ordinarily, no member of the Board or any of the subject Committees shall be appointed as paper- setter, examiner, moderator or referee;

The Board shall prepare and submit the financial estimates to the Finance Officer for incorporation in the budget of the University.

The Board shall arrange for strict vigilance during the conduct of Examinations to avoid the use of unfair means by the students, teachers, invigilators, supervisors.

The Controller of Examinations shall send agenda papers to the members at least seven days prior to the date of the meeting.

The Controller of Examinations, after the meeting is over, shall draw the minutes and submit the same for approval of the Chairman within 24 hours.

The Controller of Examinations shall send the minutes of the meeting to the members after getting the approval of the Chairman, along with the agenda for the next meeting.

The Controller of Examinations shall prepare the action taken report (ATR) and place it before the next Board meeting.

2. Procedures for conducting the meeting of Malpractice Enquiry Committee

- a) In order to investigate and suggest disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations, the Board shall constitute a “**Malpractice Enquiry Committee**” of not more than three persons of whom one shall be Chairman;
- b) The constitution of the Malpractice Enquiry Committee shall consist of the following:
 1. Legal Expert
 2. Educationist
 3. Sr. Faculty Member of University
 4. The COE – Member secretary

The Vice – Chancellor shall place the panel before the board of Management for consideration and approval.

- c) The term of the office of the committee shall be one year. Two members constitute a quorum.
- d) The Committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.

The Vice- Chancellor may constitute a committee for redressal of the grievance consisting of the following:

- Dean of the Faculty concerned
- Chairman of the Board of Studies – member in the subject concerned
- One Teacher having a minimum of 20 years teaching experience in the subject / Paper
- The controller of Examinations – Member Secretary
- The Controller of Examination shall convene the meeting.
- The Committee shall verify the complaint /grievance and make recommendations
- The recommendations of the committee shall be placed before the Board of Examinations.
- The Board of examinations may recommend for the further course of action subject to the order of the Vice-Chancellor
- After considering all the facts the Vice-Chancellor shall take the Final decision in this matter.

CHAPTER X

ISSUING OF CERTIFICATES

1. Provisional Degree Certificate

- a) A provisional pass certificate signed by the COE/authorized officer is issued to a candidate after the successful completion of the programme and before the issue of the original degree/diploma certificate. Wherever a provisional pass certificate is needed for starting an internship, a provisional pass certificate shall be issued to the candidate after he/she has passed all the examinations. On production of internship completion certificate after successful completion of the internship, another provisional pass certificate shall be issued, which shall be valid till the issue of the degree certificate.
- b) The provisional pass certificate shall ordinarily be sent to the institution. It shall be the responsibility of the HOI to distribute the same to the candidates within 15 days from the date of receipt. In exceptional cases, the COE may issue the provisional pass certificates directly to the candidates from the University if the situation warrants the same.
- c) The COE/designated officers shall sign the provisional pass certificates after verifying all entries on the certificate by the section officer. The seal of the University shall be affixed on the certificates. The folio number of the provisional pass certificate issued shall be noted in the remark column of the tabulation register.
- d) There shall be no provision for the issue of duplicate provisional pass certificates ordinarily. However, duplicate provisional pass certificates can be issued in exceptional cases by the COE after levying the prescribed fee.
- e) A stock register of provisional pass certificates shall be maintained in the section, and the details of the certificates received from the confidential section and the number issued for use and balance available in the section shall be noted in the stock register.

2. Diploma and Degree Certificate:

Degree/Diploma certificate will be issued to the eligible candidates at the Convocation. If the candidate is absent for convocation, the degree certificate shall be dispatched to the address of the candidate as available in the University.

3. Issue of duplicate Certificates/Statement of Marks

The Degree/Diploma certificate/statement of marks issued to a candidate has been reported irrecoverably lost, a duplicate of the same shall be issued, subject to the following conditions:

- a) Application for duplicate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
- b) In the case of loss of the degree certificate, a duplicate shall be issued only after receiving the reply given by the police department about its non-traceability in response to the FIR lodged by the candidate about its loss.
- c) The applicant has to give an undertaking that she/he will return the duplicate to the University for Cancellation if the original happens to be recovered subsequently.

- d) Applications for the issue of duplicate shall be posted in a separate register, and the procedure for the issue of original shall be followed for the issue of duplicate also.
- e) The section concerned shall also record the details of the issue of duplicate in the concerned register.
- f) The duplicate certificate/statement of marks issued by the University shall bear the date of issue of the same and a stamp indicating that it is a “DUPLICATE”.

4) Corrections in Certificates and Statement of Marks

- a) If an error in the statement of marks/certificate issued to the candidate has occurred due to oversight by the office and it is found out / pointed out subsequently, a fresh statement of marks/certificate shall be issued without charging the fee. In cases where the defect is pointed out by the candidate, he shall submit a written request to the COE and surrender the defective statement of marks/certificate for cancellation. If the defect arises from any error caused or contributed by the candidate, he has to pay the fee prescribed along with the application/request.
- b) The corrections so effected shall also be made in all the records in the section pertaining to the candidate and attested by the section officer.
- c) The cancelled statement of marks/certificates shall be kept in safe custody.

5) Attestation of certificates and statement of marks (Transcripts)

- a) Candidates who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of the transcript of marks, statement of marks and certificates in respect of the examinations passed by them. The request to be made by the candidate in the prescribed application form and it should be supported by all the requisites. The COE or other designated officer shall attest to the documents issued from the examination branch of the University.
- b) If the documents produced are found to be fake, or with manipulations, the fact shall also be communicated to the concerned individual/institutions immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

6) Verification of genuineness of certificates and statement of marks.

- a) Prospective employers sometimes send copies of the certificates and statement of marks issued by the University with a request to verify the genuineness of the documents. They need to apply in the prescribed application form. It should be supported by the remittance of the prescribed fee.
- b) If the documents produced are found to be fake, or with manipulations, the fact shall also be communicated to the concerned individual/institutions immediately. Such cases shall also be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators.

CHAPTER XI

MALPRACTICES AND MISCONDUCT IN THE EXAMINATION AND THE PROCEDURE TO TACKLE THEM

1) “Malpractice” in relation to an examination includes –

- a) The copying at an examination from any book, notes, answer book of some other candidate or from any other source.
- b) Receiving help from another candidate or person, or the giving of any help to another candidate
- c) Use of any other unfair means aimed at influencing the result of the examination.
- d) The attempt to do any of the things in items (i) to (iii) above
- e) Gaining or attempting to gain admission to any examination based on any forged or tampered document,
- f) Tampering with or being instrumental in tampering with any University records, including answerbooks, mark sheets, result sheets, diplomas and the like, and writing/drawing anything unnecessarily other than answers in the answer books.
- g) Malpractice shall also include presentation of thesis, dissertation, practical record or classwork/notebook not prepared by the candidate himself; forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- h) Offering or giving cash or any other form of inducement/threat/influence to anyone connected with the conduct of university examinations or the valuation of the answer books or other assessment intent to secure an unfair or unlawful advantage in the result of the examination/assessment.

2) “Misconduct” in relation to an examination includes-

- a) Refusal to obey the orders of the Chief Superintendent /asst. Superintendent/invigator/ any officer on duty or misbehavior or causing disturbance of any kind in and around the examination hall.
- b) Any other insolent or unbecoming behavior towards the staff engaged in examination duty;
Organizing walkout or instigating others to walk out or threatening the officer in charge or any person in or outside the examination hall with any injury to his person or any of his relations by words, either spoken, or written or by signs or by visible representations or assaulting the officer in charge, or any person on duty in or outside the examination hall or any of his relations;
- c) Indulging in any other act of mischief which results in damage to or destruction of property in the examination hall or to any part of anything in the college campus

- d) Abusing/ insulting/ intimidating/ assaulting/ manhandling/ injuring the Chief Superintendent, invigilator or other examination officials/ personnel of the University,
- e) Any act which amounts to the use of unfair means or having the tendency to disrupt the orderly conduct of the examination,
- f) Engages in any other activities which, in the opinion of the officer in charge of conducting the examination, amounts to misconduct.

Malpractices Enquiry Committee (MEC)

- a) The Vice-Chancellor shall constitute a Malpractices Enquiry Committee (MEC). On the cessation of the capacity as a faculty member, such nominated member shall vacate his/her membership in the committee forthwith, and the VC shall take appropriate action for substitution at the earliest. The COE will be the non-member Ex- Officio Secretary of the committee. A minimum of three members, including the Chairman, shall form the quorum for the meeting of the Committee. The committee will deal with all cases related to the malpractices and deal with all lapses in the conduct of the examinations. The proposals/enquiry report of the committee shall be submitted to the Vice- Chancellor for necessary further action.
- b) The committee shall meet as and when required. The COE shall convene the meeting in consultation with the Chairman of the MEC.

c) Procedure to be followed in instances of malpractice (s)/misconduct(s)

- i. A student found involving/involved in malpractice or guilty of misconduct in an examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination unless the candidate tenders an unconditional written apology at the spot.
- ii. Chief Superintendent shall send a report to the COE detailing the malpractice, supported by documentary and any other evidence available.
- iii. The malpractice detected at the time of verification of answer books or valuation or subsequently shall also be reported to the COE with supporting details by the evaluator or the person concerned through the chairperson.
- iv. On receipt of the report of malpractice or misconduct, the COE shall refer the case to the Malpractices and Lapses Enquiry Committee. The committee shall conduct an enquiry and make a report.
- v. At the enquiry, the student shall be given a reasonable opportunity to defend the charge against him/her and shall be allowed to cross-examine the witnesses, if any examined-on behalf of the University.
- vi. The minutes of the meeting of the committee containing its findings and recommendations will be submitted to the Vice-Chancellor for necessary further action.
- vii. If the malpractice or misconduct is held as proved, one or more of the punishments indicated in the second column of Table I(A) may be suggested to be imposed on the candidate by considering the gravity of the malpractice or misconduct.
- viii A register of malpractice should be maintained by the examination section

Procedures to tackle Malpractice in the University Examination

- a) In order to investigate and suggest disciplinary action for and lapses on the part of moderators, reference, teachers or any other person connected with of candidates, paper-setters, examiners conduct of examinations, the Board shall constitute “Malpractice Enquiry Committee” of not more than three persons of whom one shall be Chairman;
- b) The constitution of the Malpractice Enquiry Committee shall consist following:
 1. Legal Expert
 2. Educationist
 3. Sr. Faculty Member of University
 4. . The COE – Member secretary

The Vice Chancellor shall place the panel before the Board of Management for consideration & approval.

- c) The term of the office of the committee shall be one year. Two members constitute a quorum.
- d) The Committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.

The Vice-Chancellor may constitute a committee for redressal of the grievance consisting of the following:

- Dean of the Faculty concerned
- Chairman of the Board of Studies – member in the subject concerned
- One Teacher having a minimum of 20 years teaching experience in the subject / Paper
- The controller of Examinations – Member Secretary
- The Controller of Examination shall convene the meeting.
- The Committee shall verify the complaint /grievance and make recommendations
- The recommendations of the committee shall be placed before the Board of Examinations.
- The Board of examinations may recommend for the further course of action subject to the order of the Vice-Chancellor
- After considering all the facts the Vice-Chancellor shall take the Final decision in this matter.

GUIDELINES / REGULATIONS / DISCIPLINARY ACTION / PENALTIES IMPOSED FOR MALPRACTICES / IMPROPER CONDUCT OF EXAMINATIONS

I (A): Malpractices committed by students or on their behalf

Nature of Malpractice Quantum of Punishment

- | | |
|---|---|
| a) Possession of copying material | <i>Annulment of the performance of the candidate at the examination in full*</i> |
| b) Actual copying from the copying material. | <i>Exclusion of the candidate from examination for one additional examination</i> |
| c) Possession of another student's answer books. | <i>Exclusion of the candidate from examination for one additional examination. (Both the candidates)</i> |
| d) Possession of another candidate's answer book and actual evidence of copying there form | <i>Exclusion of the candidate(s) from examination for two additional examinations. (Both the candidates)</i> |
| e) Mutual/Mass copying. | <i>Exclusion of the candidates from examination for two additional examinations. book as copying material.</i> |
| f) Smuggling-out or smuggling in answer | <i>Exclusion of the candidates from examination for two additional Examinations.</i> |

- | | | |
|-----------|---|--|
| g) | Smuggling-in of written answer book based on the question paper set at the examination. | <i>Exclusion of the candidates from examination for three additional Examinations.</i> |
| h) | Smuggling-in of written answer book forging signature of the invigilator on the answer book or supplement | <i>Exclusion of the candidates from examination for four additional attempts.</i> |
| i) | Attempt to forge the signature of the invigilator on the answer book or supplement | <i>Exclusion of the candidates from examination for four additional Attempts other insertion in answer.</i> |
| j) | Interfering with or counterfeiting or University seal or answer books or office stationery used in the examinations. | <i>Exclusion of the candidates from examination for four additional Attempts.</i> |
| k) | Answer book. Main or supplement written outside the examination hall or any book. | <i>Exclusion of the candidates from examination for four additional Attempts.</i> |
| l) | To bribe or attempting to bribe any of the person/s connected with the conduct of examinations. | <i>Exclusion of the candidates from examination for four additional Attempts.</i> |
| m) | Using obscene language/ violence/ threat at the examination center by a candidate at the examiners. | <i>Exclusion of the candidates from examination for four additional Attempts.</i> |
| n) | Impersonation at the examination. | <i>Exclusion of the candidates from examination for five additional Attempts</i> |
| o) | Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination | <i>Annulment of the performance of the candidate at the examination In full.</i> |
| p) | Found having written on palms or on the body, or on the clothes while in the examination. | <i>Annulment of the performance of the candidate at the examination In full.</i> |
| q) | All other malpractices not covered in the aforesaid categories. | <i>Annulment of the performance of the candidate at the examination In full and severe punishment depending upon the gravity on the offence.</i> |

If a previous occasion a disciplinary action was taken against a candidate for malpractice used at examination and he is caught again for malpractices used at the examination, in this event, he shall be dealt with severely. Enhanced punishment shall impose on such candidate. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent examination

Practical/ Dissertation/ Project Report examination: candidate involved in malpractice at practical / dissertation/project report examination shall be dealt with as per the punishment provided for the theory examination

I (B): Malpractices committed by examiners/ evaluators/invigilators/Chief Superintendents/staff/skilled assistants etc.

Procedure for investigation

- a. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination ,reported to the University shall be scrutinized by the Controller of Examinations who will also collect preliminary information to find out whether there is a prima facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor, if the Vice-Chancellor is satisfied that there is a prima-facie case then he shall place the same before the Committee for further investigations through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the Case before the Committee, Police authorities and Court and shall deal with the case till it is finally disposed of.
- b. The competent authority or the officer authorized by it on this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him at the examination and shall ask him to show cause as to why the charge(s) levelled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be inflicted on him.
- c. The concerned person be asked to appear before the committee on a day, time and place fixed for the meeting, with written reply/explanation to the show-cause notice served on him/her and charge levelled against him therein. The concerned person himself only shall present his case before the Committee.
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge(s) against the concerned person shall be shown to him by the Committee if he presents himself before the committee. The evidence, if any, should be recorded in the presence of the delinquent.
- e. The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- f. If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he be given one more opportunity to appear before the committee in his defense. If even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall decide his case in his absence on the basis of whatever evidence/documents which are available before it and the same shall be binding on the concerned implicated person.
- g. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charge(s) and shall inflict any one or more of

The following punishments on the implicated person found guilty of using malpractice(s) or committing lapses at the examination:

- a) Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, work either permanently or for a specific period.
- b) Imposing fine, not exceeding Rs.1000/- if the concerned person fails to pay the fine, within a stipulated period, the competent authority may impose on such a person additional punishment/penalty as it may deem fit.
- c) Referring his case to the Registrar for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- d) The competent authority or the officer authorized in his behalf, shall inform the concerned person about the decision taken in his case and the punishments imposed on him.
- e) An appeal made within 30 days of the imposition of the punishment, other than the punishment referred to in clause (a) and (b), the decision of the Board of Examinations shall be final and binding.
- f) The competent authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his case to the appellant/petitioner if applied for in writing.
- g) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- h) As far as possible the quantum of punishment should commensurate with the gravity of the offence.

The nature of the malpractices and /or lapses on the part of the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of the examinations are as below

Nature of Malpractice/Improper Conduct		Punishment for use of unfair means
Sr. No.	Nature of Malpractice/Lapse	Punishment
a)	Paper-setter found responsible for leakage of the question set in the examination(s) whether intentionally or due to the negligence before the time of the examination	<i>Disqualification from any examination work and disciplinary action by the concerned authorities as per the rules applicable.</i>
b)	Leakage of question/question paper set in the examination before the time of examination at the center by any person/s connected with the conduct of the examination.	<i>Disciplinary action against the guilty/responsible person(S) as per the prevailing service conditions laid down by the Academy</i>

- c) **Favoring to the candidate by examiner, moderator, referee in assessment of answer books/dissertation/project report/thesis by assigning the candidate marks for which he is not entitled at the examination.** *Disqualification from any examination work and disciplinary action by the concerned authorities.*
- d) **Examiner/Moderator/Referee intentionally/negligently not assigning the marks to the candidate in assessment of his answer books/dissertation/project work.** *Disqualification from any examination work and disciplinary action by the concerned authorities.*
- e) **Paper –setter omitting question at the time of finalization of question paper set at the examination or repeating the while writing** *Disqualification from any examination work for a period of three years. question and Sr.No. of question*
- g) **Paper-setter setting questions outside the scope of the syllabus** *Disqualification from any examination work for a period of three years.*
- h) **Examiner showing negligence in detecting malpractices used by the candidate(s) while** *As decided by the Board of Examinations. assessing answer books*
- i) **Guiding Teacher showing negligence in supervision of dissertation/project work by the student.** *As decided by the Board of Examinations. (e.g. use of manipulated data)*
- j) **Invigilator/Sr.Supervisor showing apathy in carrying out duties related to examination (e.g. not taking a round to the examination hall the Examination Centre during examination period or opening the packet of question paper before prescribed time)** *As decided by the Board of Examinations.*
- k) **Invigilator helping candidate in copying answers while in the examination or showing negligence in reporting cases of copying answers by students while on supervision duty.** a) *disqualification from any examination work up to three years and*
b) *Disciplinary action imposed by the Board of Examinations*

(Note: The quantum of punishment at Sr. No. a) shall apply also to the nature of malpractices at Sr. No.(b) to Sr. No.(n) in addition to the punishment prescribed there at)

- l) **Invigilator candidate in mass copying while on examination duty** a) *Permanent disqualification from any examination work and*
b) *Disciplinary action by imposed the Board of Examinations*

The BOE, in addition to the above-mentioned punishment, may impose a fine, not exceeding Rs.1000/- on the concerned person, if declared guilty.

The BOE may report the case of the concerned implicated person to the appropriate Police authorities as per the provision of IPC.

NOTE: For a case of unfair means not covered by these rules, the Academic Council may, on the recommendation of the Malpractices and Lapses Enquiry Committee, award/impose any such punishment as they deem fit taking into account the gravity of the offence, circumstances of the case and the details of the malpractice reported.

CHAPTER XII

CONCESSIONS TO THE PHYSICALLY DISABLED CANDIDATES

- a) Candidates who come under provisions of the Persons with Disabilities Act 1995 are eligible for compensatory time for writing the examination. Until revised, the compensatory time permissible shall be 20 minutes for each hour of examination.
- b) A candidate with a 40% disability, if recommended by the competent Medical Board can be allowed by the University to write the examination with the aid of a scribe.
- c) The application for permission for compensatory time and the assistance of a scribe should be forwarded to the CE through the Head of Institution. The application shall normally be filed 30 days before the commencement of the examination, along with the certificate of disability and recommendation issued by the competent medical board. Such application shall be accompanied by details of the proposed scribe duly recommended by the HOI concerned. The scribe shall not be a student for the same or higher course or one possessing qualification similar to or higher than the course in which the applicant is a student.
- d) The authority to grant compensatory time/assistance of the scribe is vested with the Vice-Chancellor/CE.

CHAPTER XV

DOCUMENTS TO BE MAINTAINED AT COE OFFICE

Register of Publishing of results

The office of the COE shall maintain a register showing the details of results of examinations published every year in the format given below:

Sl No	Name of Examination	Date of Commencement of Examination	Date of the Last Examination	Date of Publishing of results	Total No. of Students Appeared	No of the Students passed	Initials of the COE
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SOFT COPY IS MAINTAINED

Before approving the result of an examination, the necessary details shall be entered in the register, and the register, along with the results, shall be put up to the COE for approval of the results. The section concerned shall keep such a register with regard to the examinations under them.

Preservation of Documents

Sl. No.	Name of Document	Period of preservation
1.	Tabulation register	Permanent
2.	Register of publishing of results	Permanent
3	Minutes book of results passing board	Permanent
4.	Stock register of mark lists, provisional pass certificate, degree certificates and rank certificate (in the confidential section and concerned examination section)	Permanent
5.	Minutes book of M&LEC	Ten years
6.	Stock registers	Five years
7.	Dispatch / Tappala register	Five years
8	Counterfoils of answer books	Six months
9	Answer books of examinations	Six months after publishing of results
10	Marks received from examiners/	from
11	Closed files	One year
12	Registers of financial transactions such as contingent bill register, cheque payment register, register of advances etc.	three years

SL.No.	Particulars	Period of Preservation	Remarks
i)	Answer-Books (Used) for CET and examinations conducted by the University		Three months from the date of declaration of the results.
ii)	Mark Lists received from examiners	1 year	Be preserved for one year after the date of declaration of results.
iii)	Hand-written question papers	6 months	be preserved for 6 months after the date of declaration of results.
iv)	Junior Supervisor"s Report	6 months	be preserved for 6 months after the date of declaration of results.
v)	Correspondence regarding division of work	1 Year	be preserved for one year after the date of declaration of results.
vi)	Results - Record copies	permanent	
vii)	Term Work Results (up to Graduation)	1 Year	
viii)	Applications of Examiners	3 Years	
ix)	Question paper files (2 copies)	permanent	
x)	Examination result Ledgers (all examinations)	permanent	
xi)	Examiners Appointment orders	2Years	
xii)	Sanction of Examination Centre	2Years	
xiii)	Supervisors' Appointment order	2 Years	
xiv)	Correspondence regarding of meeting Examiners and paper-setters	2Years	
xv)	Acknowledgment receipts of question papers	1 Year	
xvi)	Correspondence in connection with issue of marks list	1Year	
xvii)	Transfer Certificate	3 Years	
xviii)	Marklist counter foils	1 Year	
xix)	Convocation forms	2 Years	
xx)	Correspondence regarding internship of M.B.B.S., B.D.S. students	2 Years	
xxi)	Counter foils of Migration Certificates	3 Years	
xxii)	Registers - Lapses Cases	permanent	

Appointment Unit

i) Examination Procedure Committee Report	permanent
ii) Seating Arrangement	2 Years
iii) Time-tables of the Examinations	2 Years
iv) Dates of actual declaration of results	permanent
v) Dates of Commencement of Examinations	2 Years

Preservation of the record and custody of scanned answer sheets:

- i) The Competent Authority after the scanning is over shall arrange serially all the answer scripts, version wise, make bundles containing 100 papers and seal them properly and keep the same in safe custody.
- ii) The electronic back-up of the scanned data regarding the answer sheets shall be stored on CD(R) and the said CD shall be sealed and kept again in safe custody.
- iii) All the answer sheets shall be preserved for three months and thereafter they shall be disposed of shredding. The CD (R) with back up shall form a part of the permanent record and shall be kept in proper custody.

CHAPTER XIV

THESIS / DISSERTATION

Thesis / Dissertation shall be submitted to the university preferably before six months prior to the commencement of the final year examination as per the notification or as per the programme regulations. Fine fixed for the purpose as per the regulations will be charged for the late submission. While submitting the dissertation /thesis (PG students), plagiarism checking (upto 10%) is insisted upon by using the software made available (URKUND) in the University, and it is in vogue.

However, a grace period up to 14 days, with the fine fixed, for the submission of thesis/dissertation for PG courses shall be granted as per the special order of the Hon'ble Vice-Chancellor, if a candidate applies with a genuine reason

CHAPTER XV

EXAMINATION SYSTEM AUTOMATION

Pre-Examination activities

The following shall be the various stages in the conduct of the examination performed.

1. Tentative examination calendar is published on the University website at the beginning of the academic year. Times to time, modifications are done as and when required with prior approval.
2. Each examination notification is published on the website, preferably 45 days before the commencement of the examination.
3. Defining the system in the course regulations provided by the Dean of Faculty/HOI and getting it approved by the concerned Dean of Faculty/HOD and HOI.
4. Facilitating for assigning of new QP Code/scheme (if any).
5. Setting the basic parameters of the scheme of examination as per respective programme regulations.
6. Facilitating online generation of examination schedule as per examination notification.
7. Facilitating online preparation and publishing of theory examination timetable.
8. Facilitating online generation of the monthly consolidated list of theory examinations.
9. Facilitating online attendance and internal assessment entry from the various affiliated Institutions.
10. Facilitating online examination registration for “eligible candidates” as per programme regulations.
11. Facilitating the online entry of fee remittance details of eligible candidates for each examination
12. Facilitating an online interface for marking candidates/institutions (if any) whose hall tickets are to be withheld for want of fulfilment of eligibility criteria.
13. Facilitating online allotment of theory examination centre
14. Facilitating online generation of hall tickets for eligible candidates
15. Facilitating an online interface for printing and distribution of hall tickets to eligible candidates.
16. Facilitating an online interface for sending of “passwords” for theory examination to the examination centres.
17. Facilitating online preparation of practical examination timetable with details of eligible candidates, centre wise and date wise, for publication on the website.

Examination activities

- 1) Facilitating the online entry of theory examination attendance entry.
- 2) Facilitating the online entry of practical marks/viva marks/project marks/record marks etc., from the practical examination centres on the day of examination itself.

Post Examination activities

- 1) Facilitating online verification of pre-examination data and transferring it to Compact Disk (CD). The data is submitted to the Controller of Examinations along with a completion note.

- 2) Facilitating online mark entry of theory examination marks from evaluation camp(s) and transferring the data to CD.
 - 3) Facilitating the generation of the list of all answer books that have to be subjected to the third valuation, as per university rules.
 - 4) After completion of valuation, the data is submitted to the Controller of Examinations along with a completion note.
 - 5) Facilitating the online entry of the data. The data is submitted to the Controller of Examinations along with the completion note.
 - 6) Facilitating provision for verification of result criteria by the concerned section, which will include marks (min/max), pass criteria, class criteria (as the case may be), grace mark/ moderation criteria etc.
 - 7) Facilitating an online interface to various examination sections for re-verification of the list of withheld candidates.
 - 8) Result Processing: The result is processed by the system as per the various approved course regulations, and the prepared results will be submitted to the confidential section in CD for archival and verification
 - 9) Result Integrity Check - The result integrity check software is built to identify any variations in preprocessing and post-processing data with respect to the result prepared, and a report will be generated by the confidential section.
 - 10) Facilitating online generation of Tabulation Register – The tabulation registers (tabulation register for marks) are prepared separately for each examination and verified using a secured login.
 - 11) Facilitating online generation of result statistics – The statistics based on results are prepared and submitted to the Controller of Examinations on the day of the Results Passing Board Meeting.
 - 12) Publishing of results – The results are provisionally published on the website after random internal verification by the concerned section and approval of the Hon^{ble} Vice-Chancellor.
- Normally Mark lists, provisional pass certificates and degree certificates are generated after re total results are published and are verified.
- 13) Duplicate mark list, and degree certificate are generated after getting orders on valid requests received in the concerned sections. The prepared documents are verified.
 - 14) Various statistics based on the results are prepared institution wise, programme wise, course wise etc.
 - 15) The data regarding the examination are maintained and preserved securely in the corresponding servers by the IT section

Note:

- a)** Errors, corrections and omissions (if any) shall be rectified only after obtaining orders of the Controller of Examinations.
- b)** All unforeseen exceptions shall be handled according to the orders of the Controller of Examinations.
- c)** Data goes into the examination system of the software from four places – student, Institute, evaluation camp and examination section.
- d)** The software is being updated as and when required.

The details of the time schedule for delivery of services and the officers responsible for the services under this regulation are given below.

CHAPTER-XVI

MISCELLANEOUS ITEMS

Examination confidential section

The confidential section shall deal with the following matters :

- 1) Question paper setting as per the programme regulations.
- 2) Scrutiny of the question paper.
- 3) Assisting the transmission of the question paper and related work.
- 4) Safekeeping of question papers.
- 5) Cross-checking of examination results with pre-processed data on a random basis.
- 6) Maintaining of question paper transmission register, result publication register, and attendance register of staff involved in the QP transmission.
- 7) Stock register of mark list, provisional pass certificate, degree certificate and rank certificate.
- 8) Processing and payment of remuneration claims of question paper setters and scrutinizers, and
- 9) Such other confidential works entrusted by the COE.

Examination tappal and dispatch sections

- 1) All communications regarding matters connected with registration for examinations, the conduct of examinations, issue of certificates and statement of marks etc., are to be addressed to the COE. The documents received in this regard shall be sorted, put up to the COE and distributed to the concerned sections with proper acknowledgement.
- 2) All communications regarding the matters connected with the examination will be dispatched through examination dispatch. The tappal and dispatch section shall maintain proper registers of tappal and dispatch.

Examination Store

1. There shall be a separate store for storing examination materials, including answer books, under the immediate control of an officer.
2. The officer in charge of the store shall assess the requirements of the colleges for answer books and other stationery based on the tentative examination calendar and shall issue these items to the examination centres sufficiently in advance. The issue shall be made under proper acknowledgement.
3. There shall be a stock register and an Issue Register properly maintained in the section dealing with examination stores. Necessary entries will be made in the stock register when all items are received, and similarly necessary noting and attestation will be made when the same is distributed to various sections/departments. Annual verification of physical stock shall be made at the proper time.

CHAPTER-XVII

CONVOCATION

A Convocation for conferring Degrees, Diplomas and Certificates shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. At such Convocation, Dean of each Faculty or in his absence, the senior-most member of the Faculty, nominated by the Vice-chancellor, as the case may be, will present the candidates who are eligible for the respective Degrees, Diplomas, or Certificates. Under relevant circumstances an additional / special convocation may be held by the University with prior approval from the BOM for conferring Degrees, Diplomas, Certificates and Fellowships in person or in absentia. In the meeting preceding the Convocation, the Academic Council shall recommend the names of persons who have sought admission to the degrees, diplomas and certificates to the Board of Management. The board of Management shall consider the question of giving assent to confer degrees, diplomas and certificates and to pass the grace at the convocation upon person duly qualified for the same, and in accordance with such assent of the Board of Management, the grace shall be passed at the convocation.

At times Honorary Causa degrees shall be conferred to the eminent persons as per the recommendation of the Board of Management.

Sri Venkateswara University



ఆంధ్ర ప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH

No. 16415 Dt. 23/11/19 R. 100/-

Id to Sri/Smt. CEO. APCFSS. IBRIMPATNAM.

for whom self

Plateswara

CF 239135

P. MAHESWARA RAO
LICENCED STAMP VENDOR
L.No: 07-32-007/2013
R.L. No: 07-32-011/2019
Koritepadu, GUNTUR.
Cell: 7416750124

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (herein after referred to as the "MoU") is made in Sri Venkateswara University, Tirupathi (geographic location), Andhra Pradesh on the Monday July 6, 2020 (date)

BETWEEN

1. Sri Venkateswara University, Tirupathi, established 1954, and having its registered office at, Tirupathi, Chittoor(DT), hereinafter referred to as SVU.

AND

2. Andhra Pradesh Centre for Financial Systems and Services (APCFSS), having its registered office at 6th Floor, Anjaneya Towers, Ibrahimpatnam, Krishna District, hereinafter referred to as APCFSS.

The parties mentioned above, are hereinafter collectively referred to as the "Parties" and individually as a "Party".

REGISTRAR
S.V. UNIVERSITY
TIRUPATHI.

Signature and circular stamp of the Andhra Pradesh Centre for Financial Systems and Services (APCFSS).

WHEREAS

1. Sri Venkateswara University established in 1954 and caters to higher educational needs of the students through multiple courses and programmes.
2. APCFSS is not-for-profit Company established by the Government of Andhra Pradesh vide G.O.Ms. No.192DT 07-10-2016, for providing governance consulting services and e-governance solutions to the departments and institutions of GoAP.

The parties hereby agree as follows:

1. Definitions

In this MoU, the following terms shall have the same meaning as defined Student

1. College
2. Private College
3. UG Courses/PG Courses/Diploma Courses
4. Government

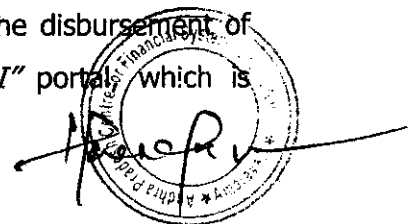
Further, in this MoU, unless the context otherwise requires –

- (a) '*Affiliating Authority*' means a University or a Board or a Government Entity or such other entity, conferring formal affiliation/recognition to a college, conferring affiliation/recognition to the courses being offered by affiliated colleges and awarding degrees/certificates to the students upon successful completion of the course
- (b) '*Examination Process*' means the cumulative chain of processes involved in the conduct of student examinations, beginning from student registration for examinations and culminating in the publication of the examination results.
- (c) '*Project*' means the project of Online Examination Module (automating the examination processes) of the Affiliating Authorities
- (d) '*Client University*' means Sri Venkateswara University, Tirupathi. In the present case.

2. Background

The Government of Andhra Pradesh is sanctioning Post Matric Scholarships, every year, to all eligible students belonging to the communities of Scheduled Castes (SC), Scheduled Tribes (ST), Backward Classes (BC), Economically Backward Classes (EBC), Kapu, Minorities and Differently abled etc. on a saturation basis. The disbursement of the Post Matric Scholarships is done through the "JNANABHUMI" portal, which is


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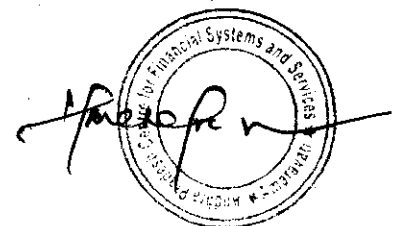
envisaged to serve as a one stop shop for integrated services relating to Education and scholarships.

Manual examination processes in Universities/Boards is delaying the declaration of Academic Results and in turn release of RTF and thereby academic tracking of the students. The above issue and the absence of a standardised and digitised process of examinations across Universities were discussed in a series of consultations with various Universities under the Chairmanship of the Principal Secretary Dept. Of. Social Welfare and Principal Secretary Higher Education and the Presence of The Honourable Vice Chairman and the Secretary APSCHE at State Level Committee Meetings held on 02.05.2019(10th SLC)& 19.09.2019(11th SLC) at Conference Hall,1st Floor, 5thBlock, and A.P.Secretariat. The proposal to automate and centralise the Examination Processes of all the Universities in Jnanabhumi Portal was discussed in these consultative meetings and the Vice Chancellors of all State Universities have given their consent for the same. Based on the same, in order to address the above mentioned issue (of not being able to ascertain the payment of the examination fee by the student) and further in order to ensure timeliness, accuracy, transparency, accountability and ease of administration in the processes of Examinations, the Government, vide G.O.Ms.No.81 DT07-05-2019 have issued instructions to automate the student examination processes(OEM) of the State Universities through the Jnanabhumi Portal and have further instructed all the Affiliating Authorities to enter into an MoU with APCFSS on mutually agreed terms and conditions by 30th June, 2019 for the same. Accordingly, the SVU and APCFSS have discussed the modalities, agreed upon the terms and conditions mentioned in this document and also the Terms of Reference (ToR) attached to this document and decided to enter into a bipartite MoU.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS.

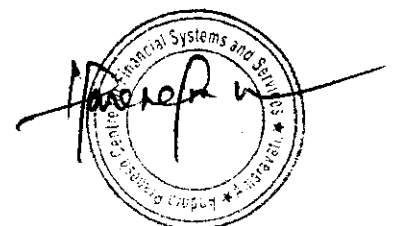
1. The Parties shall discharge their responsibilities as mentioned in the attached Terms of Reference, during the said project duration.
2. It is agreed by the Parties that either Sri Venkateswara University or the APCFSS can withdraw from this agreement, by giving three months' notice. In the event of such withdrawal, the monetary aspect shall be settled to APCFSS for the portion of the work completed. APCFSS shall complete required knowledge transfer to the client University, in case of such withdrawal.


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TIRUPATI



3. None of the Parties shall assign or transfer their rights and obligations herein to any outside party without prior written consent of the other Parties.
4. In the event of any dispute between the parties, the same shall be resolved amicably through mutual discussions.
5. This MoU may be modified or amended only by a written document executed by authorized officials of the Parties involved.
6. It is agreed by the Parties that this MoU does not, in any way, jeopardise the Autonomy and Authority of the Client University and the decision of the Client University is final on any critical issue.
7. Ownership rights of the data captured in the Software, as part of the Project, shall vest solely with the Client University. APCFSS will have only read permission and Client University shall have "Read" and "Write" permissions. APCFSS shall not share the data with any department/agency/individual without prior written permission of the Registrar of the Client University or of a University Officer authorised to act on behalf of the Registrar in this regard.
8. It is agreed by the parties that this Agreement shall be in effect only for the said Project Period, and for the work as mentioned in the Terms of Reference. The parties hereto may further agree to extend the duration of this Agreement for subsequent periods as may be deemed appropriate by them, after duly considering the efforts involved and the corresponding financial terms and conditions.
9. It is agreed by the parties that this agreement covers only those activities that are mentioned in the attached Terms of Reference. Any other requirement(s), for which SVU may feel it necessary to seek the service of APCFSS, shall be raised as separate and independent request(s) for proposal. Based on the available capacities, APCFSS may come forward to offer requested services as separate modules or projects with separate financial terms and conditions.
10. The payments shall be made to APCFSS as per the Schedule of Payments mentioned in the ToR attached to this agreement.
11. The judicial jurisdiction, in case of any legal dispute, shall be the state of Andhra Pradesh only.


REGISTRAR
S.V. UNIVERSITY
TIRUPATI



IN WITNESS THEREOF the parties hereto have caused this Agreement and agreed to execute the said agreement by them/their duly authorized officers /representatives as on the date first written above.

For and on behalf of:

Sri Venkateswara University:

Registrar

Signature..... [Signature]
Name..... **REGISTRAR**
S.V. UNIVERSITY
TIRUPATI
Designation.....
Date..... **06.07.2020**
Place.....

A.P.CENTRE FOR FINANCIAL SYSTEMS AND SERVICES (APCFSS):

CEO, APCFSS

Signature..... [Signature]
Name.....
Designation..... **M.HARENDHIRA PRASAD, I.A.S.,**
CHIEF EXECUTIVE OFFICER
Date..... **A.P. Centre for Financial Systems & Services**
AMARAVATI, IBRAHIMPATNAM-521 456.
Place..... **ANDHRA PRADESH**

Witness for SVU Controller of Examinations SVU

Signature..... [Signature]
Name..... **M. DAMLA NAIDU**
Designation..... **C. CONTROLLER OF EXAMS**
Date..... **7.7.2020**
Place..... **Tirupati.**

Witness for APCFSS

Signature..... [Signature]
Name..... **V. Prasad**
Designation..... **Project Manager**
Date..... **19/03/2020**
Place..... **Vijayawada**

TERMS OF REFERENCE (ToR) FOR THE PROJECT

1. Title of the Project

The title of the project is 'ONLINE EXAMINATION MODULE PROCESSESIN Sri Venkateswara University, Tirupathi.

2. Scope of Automation

The following processes shall be automated as part of the Project:

A. Pre-Examination Processes:

- 1) New Student Admission (Admission Process online)
- 2) Examination Notification
- 3) Exam Fee Collection
- 4) Nominal Roll Generation
- 5) QP Data Statements
- 6) Hall Ticket Generation
- 7) Photo Galley
- 8) D-Form
- 9) Centre Allotment
- 10) Practical Strips Generation
- 11) Online Theory, Internal and Practical Exams – Marks Capturing from Colleges
- 12) D-Form Online Capturing
- 13) Exam Attendance

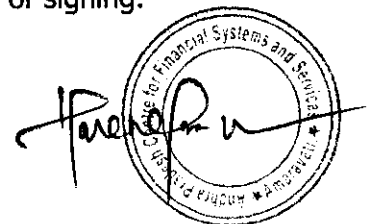
B. Post-Examination Processes

- 1) Consolidated Statement Of (Present+Buffer+SMP Excluding Absentees)
- 2) Results Mapping Against Barcodes
- 3) T M (Tabulation Of Marks)
- 4) TR (Tabulation Of Results) etc.,
- 5) Results Publication
- 6) Pratibha Awards
- 7) Revaluation Process

3. Duration

This MoU is valid for a period of three Academic Years from the date of signing.


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4. Responsibilities of the Parties

The Parties shall discharge their respective responsibilities as mentioned below.

A. Responsibilities of APCFSS

- 1) Design and develop Examination services module with effect from the Academic year 2019-2020. The software developed shall be integrated with Sri Venkateswara University SERVER through FTP and JNANABHUMI-Educational Portal for Higher Education.
- 2) Design and develop Examination module for University.
- 3) Design and develop User Interfaces, which takes care of Data uploading simultaneously in the JNANABHUMI portal, Dash Boards to all authorities of the University Concerned with MIS reports.
- 4) Design a payment gateway and integrate with the online services for receiving payments online into the University bank accounts.
- 5) Host the new Application on high-end servers of APCFSS with adequate Internet Band-width.
- 6) Provide the Software Services support during all days (including holidays) in case of emergency.
- 7) Provide Project Management Team with necessary User Interfaces in the software to administer specific roles as defined by the University - like re-setting of passwords of Officers and any other activity which is related to the domain. No permissions are given to access the database directly by the University.
- 8) Design and develop reports for reconciliation of the amount collected through payment gateways.
- 9) Provide project-related technical trouble-shooting support through e-Mail /telephone:
 - a. Support to PMU: 10:30 A.M. to 5:00 P.M. on all working days on phone.
 - b. Email support by APCFSS: Monitored 10.30 A.M. to 5.00 P.M. on all working days.
 - c. Emails received outside of office hours will be collected, however no action will be guaranteed until the next working day.
 - d. Issues received through email will be resolved within two working days. However Emergency issues shall always be addressed on a priority basis.
- 10) Improve the entire software application with appropriate updations and integrated services, taking into account, future needs of the University.


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- 11) Hands hold the Client University in establishing a **Project Monitoring Unit (PMU)** at the Client University for the Project, including in identification of suitable hardware specifications.
- 12) In case of peak periods, deploy additional servers to handle the high rate of hits to the application. Load balancing will be done as per the requirement.
- 13) Provide 24x7x365 system administration, Database administration and Network administration and Service provider staff is also on duty.
- 14) Provide Software services support 24x7 during working days in case of emergencies.
- 15) Train the officers and staff of the University on Software module from time to time.
- 16) Develop Software Documentation/Manuals and submit the same to the Client University.
- 17) Take Data backup every day. Given Annual/ Semester wise backup data to the University, in Storage Devices/Hard disk of the Client University.
- 18) Inform the Client University at least 48 hours before the scheduled downtime for periodical preventive maintenance.
- 19) Take backup of data once a month, with the down time of 12 hours.
- 20) Undertake preventive maintenance once in a quarter with a downtime of 48 hours.

Responsibilities of Sri Venkateswara University

- 1) Transfer domain knowledge to APCFSS during design, development and implementation phases.
- 2) Document changes to the services and communicate the same to all stake holders.
- 3) Create **Project Management Unit (PMU)** at the University.
- 4) Formally designate University Functionaries for the 'Maker', 'Checker' and 'Approver' roles within the Project.
- 5) Appoint One Technical and one Non-Technical personnel exclusively to monitor all services extended to the universities through JNANABHUMI portal.
- 6) One Person of the PMU shall be nominated as Single Point of Contact (SPOC).
- 7) Only critical issues which cannot be solved at PMU shall be forwarded through email to APCFSS support team.
- 8) Share or Upload the Master Data in the format prescribed by APCFSS.


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- 9) Carry out the project related correspondence with the APCFSS using official e-Mail.
- 10) Make the PMU as the coordinating agency with the APCFSS and communicate all the relevant domain knowledge for incorporating any new software module or modifications in the existing modules to authorities of the University.
- 11) Assign responsibility to PMU for master data updating in University application using their respective User Interface from time to time.
- 12) Create a Help-desk facility in the PMU to help the students and College level Officers to resolve issues sent by them through e-mails.
- 13) Facilitate and anchor visits by the Technical team to the University for Project related purposes.
- 14) This MoU does not, in any way, jeopardise the Autonomy and Authority of the Universities and concerned University decision is final on any critical issue.

5. Project Professional Fee

The Professional Fees for the said services, offered by the APCFSS under this MoU, are given below.

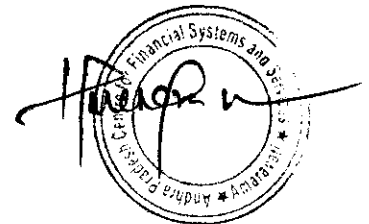
Sl.No.	Academic Year	Cost Payable by the Client University
1	2019-20	Nil for the Academic Year 2019-20
2	2020-21	Rs.2.0/- per a candidate for semester

6. Schedule of Payments

The Client University shall release the payments to APCFSS, for each semester, as below.

- 1) 50% of the Total Fee payable for the Semester, upon collection of Examination Fees from the Students.
- 2) Remaining 50% of the Total Fee payable for that Semester, within a week after the declaration of Semester Results.

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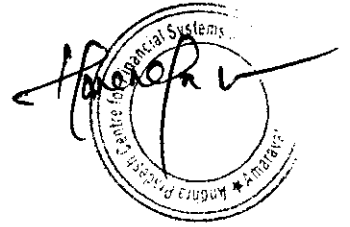


7. Single Points of Contact (SPOCs)

The following functionaries shall act as the Single Points of Contact, representing the respective Parties.

S.No.	Party	Name	Designation	email	Mobile No.
1	Sri Venkateswara University	SRI DAMALA NAIK.	CONTROLLER OF EXAMINATIONS	ceexamsvu@ gmail.com	9441393123
2	APCFSS				


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Annexure

Additional Services Requirement from SVU (If Needed):

S.No	Services
1	Reports
2	Another Server at University Level
3	Pratibha Awards
4	Autonomous College Certificate development
5	Vendors - Scanning Process
6	Revaluation Process

Clarifications from the APCFSS:

1. Reports

We already mentioned in the MoU, different types of Report will be generated based on the University necessity i.e.

- ii. Examination admission data [College wise]
- iii. Examination Fee Payment Report [College wise]
- iv. Student attendance reports [Centre wise]

2. Another Server at University Level

Regarding another Server Deployment we mentioned in the Responsibilities of APCFSS point no: 1 as [Design and develop Examination services module with effect from the Academic year 2019-2020. The software developed shall be integrated with Sri Venkateswara University SERVER through FTP and JNANABHUMI-Educational Portal for Higher Education.]

3. Pratibha Awards

Already Mentioned in MoU Ref: Post examination Process

4. Autonomous College Certificate development

Based on the Requirement of the University, For Autonomous Colleges based on the data supplied by the University, we will design the certificates like CMMS, Provisional Certificates and OD's.

5. Vendors - Scanning Process:

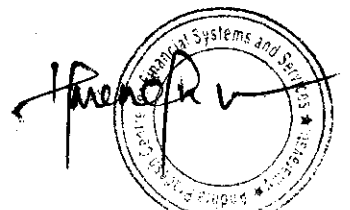
At the time of our Discussion we suggested,

1. Make arrangements for scanning process like Purchasing of Hardware and scanner for scanning Process at the University, **we will provide the technical support.**
2. We will conduct the Scanning process at the University by including the process fee fixed in the MoU.

6. Revaluation Process

Revaluation is a part of the Examination Process itself, Already Mentioned in MoU Ref: Post examination Process.


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JnanaBhumi Portal

The screenshot displays the JnanaBhumi Portal website. At the top, there is a search bar and navigation links for Home, Gallery, and Contact Us. A prominent banner features the text "Education is the weapon which can change the world" and a portrait of a smiling man. A login modal is open in the center, showing a username field with "svuexams_044", a password field, a captcha image with the text "TZNEEX", and a "Sign In" button. Below the banner, there are several service categories: Social Welfare, Tribal Welfare, B.C Welfare, Minority Welfare, EBC, and Affiliating Authorities. A "LATEST UPDATES" section lists various services like Post matric Scholarship, Corporate Admissions, and Exam Results. A featured section for "Jagananna Videshi Vidya Deevana" includes an "About Scheme" tab and a "Message Board" link. On the right side, there are "Latest Notifications" and "Results" sections with links to various educational updates.

Students Enrolment

S.No	College	College Name	Total Number Of Students	Subject Allotment	
				For Allotment	Allotted
1	001	BESANT THEOSOPHICAL COLLEGE, Madanapalle	244	<u>12</u>	<u>232</u>
2	002	S.V.ARTS COLLEGE,Balaji Colony	1168	<u>65</u>	<u>1103</u>
3	003	Sri Padmavathi Womens Degree and PG College	927	<u>29</u>	<u>898</u>
4	004	S.V.College of Music and Dance	31	<u>6</u>	<u>25</u>
5	006	SV ORIENTAL DEGREE & PG COLLEGE	68	<u>9</u>	<u>59</u>
6	007	S.V.A.GOV.T. COLLEGE (M), SRIKALAHASTI	202	<u>32</u>	<u>170</u>
7	008	SGS ARTS COLLEGE	832	<u>77</u>	<u>755</u>
8	009	Government Degree College - Nagari	372	<u>81</u>	<u>291</u>
9	010	S.G.GOV.T. DEGREE COLLEGE, PILER	285	<u>37</u>	<u>248</u>
10	011	Smt. N.P. Savithamma Government College for Women	162	<u>22</u>	<u>140</u>
11	012	GOVT . DEGREE & P.G COLLEGE, Puttur	399	<u>106</u>	<u>293</u>
12	013	Subharam Govt. Degree College, Punganur	157	<u>42</u>	<u>115</u>
13	014	SVCR Government Degree College, Palamaner	440	<u>105</u>	<u>335</u>
14	015	Govt. Degree College for Women, Madanapalle	188	<u>32</u>	<u>156</u>
15	016	Govt. Degree & PG College(W), Srikalahasti	189	<u>30</u>	<u>159</u>
16	017	NTR Govt. Degree College, Vayalpad	160	<u>42</u>	<u>118</u>
17	018	SRI.C.DASS ARTS & SCIENCE DEGREE COLLEGE, SATHYAVEDU	86	<u>10</u>	<u>76</u>
18	019	INDIRA RAJIV MEMORIAL DEGREE COLLEGE, KUPPAM	274	<u>0</u>	<u>274</u>
19	020	S. V. Arts & Science Degee College, Kongareddypalle	53	<u>8</u>	<u>45</u>
20	021	GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM	168	<u>27</u>	<u>141</u>
21	022	Sree Vidyanikethan Degree College, A.Ramgampet	426	<u>9</u>	<u>417</u>
22	023	VIKRAM DEGREE COLLEGE	262	<u>15</u>	<u>247</u>
23	025	GIRVANI DEGREE COLLEGE	90	<u>1</u>	<u>89</u>
24	026	VIGNANA SUDHA DEGREE & PG COLLEGE, Chittoor	676	<u>76</u>	<u>600</u>
25	027	SEICOM DEGREE & PG COLLEGE, TIRUPATI	476	<u>0</u>	<u>476</u>
26	028	Dr. AER Degree & PG College, Tirupati	164	<u>0</u>	<u>164</u>
27	029	HIMAJA DEGREE COLLEGE, Puttur	367	<u>6</u>	<u>361</u>
28	030	BSR DEGREE COLLEGE, Thatithopu(V)	509	<u>0</u>	<u>509</u>
29	031	SESHACHALA DEGREE COLLEGE, Puttur	106	<u>48</u>	<u>58</u>
30	032	VCR DEGREE COLLEGE, Mittoor	125	<u>0</u>	<u>125</u>
31	033	SHRI GNANAMBICA DEGREE COLLEGE, Madanapalle	932	<u>19</u>	<u>913</u>
32	034	ATNs Degree College	173	<u>9</u>	<u>164</u>
33	035	Dr.KRC Degree College, Renigunta	76	<u>7</u>	<u>69</u>
34	036	EMERALDS DEGREE COLLEGE, Tirupati	590	<u>45</u>	<u>545</u>
35	037	SRI SURYA DEGREE COLLEGE, Nagari	186	<u>5</u>	<u>181</u>
36	038	GATE DEGREE COLLEGE	428	<u>21</u>	<u>407</u>
37	039	VISWAM DEGREE COLLEGE	490	<u>40</u>	<u>450</u>
38	040	MOTHER THERESA DEGREE COLLEGE	465	<u>20</u>	<u>445</u>
39	041	C V RAJAREDDY MEMORIAL DEGREE COLLEGE, VKOTA	324	<u>23</u>	<u>301</u>
40	042	CNR ARTS AND SCIENCE COLLEGE	201	<u>0</u>	<u>201</u>
41	043	SBGR COLLEGE OF ARTS	46	<u>3</u>	<u>43</u>

Attendance Statement

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Welcome : SVU Examinations (Last Login : 25-08-2022 13:08:22 IST)

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Appearing Academic Year	2021-22	University	SRI VENKATESWARA UNIVERSITY
Course Category	PG Academic	Exam Center (Code)	093 GOVT. DEGREE & PG COLLEGE, PUTTUR
Semester Category	Even Semester	Exam Category	Regular and Supplementary
Exam Dates		Exam Timings	

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34°C Partly sunny 14:32 25-08-2022

Payment of Exam Fees

JnanaBhumi

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Offline Exam Payment

University	SRI VENKATESWARA UNIVERSITY	College	062 SVU COLLEGE OF SCIENCE(PG)
Exam Pattern	CBCS	Course Year	1st Year
Semester	I Semester	Exam Type	Regular
Year Of Appearing	2021-22	Admission Fee Category	NON UNIVERSITY FEE EXAMINATION
Student Reg No./Hall Ticket No./Id No	Enter Student Id	Number Of Days Working	Enter Total Numbers of Days Work
Fee Category	---Select Phase---		

Submit Reset

Hall tickets Generated






 SRI VENKATESWARA UNIVERSITY Gandhi Road, Tirupati, Andhra Pradesh 517502 Nominal Rolls for Regular and Supplementary Examinations		College Name: S.V.ARTS COLLEGE, Balaji Colony Exam Pattern: CBCS Course Category: Degree Examinations	Course: Bachelor of Science Course Specialization: BTBC- Biotechnology, Botany, Chemistry Exam Type: Regular and Supplementary Semester Category: Even Semester	
Photo	Candidate Details	Appearing Subjects		Fee/Payment Status/Remarks
		Year-3		
 	S.No :1 HT/Reg./ID No :0317002617 S Name: J MAHESH F Name: NA Medium: English Date Of Birth: 2000-01-01 Mobile No: PHC: N Appeared AcYear: 2021-22 Exam Conducted(MM/YYYY): Jul-2022	Semester - 6 3-6-102P: BioTechnology Practicals 3-6-105P: CHEMISTRY PRACTICALS		800.00: To Be Paid
 	S.No :2 HT/Reg./ID No :0320002376 S Name: ELAKA VISHNU F Name: ELAKA RAMANAI AH Medium: English Date Of Birth: 2002-12-08 Mobile No: 8367774147 PHC: N Appeared AcYear: 2021-22 Exam Conducted(MM/YYYY): Jul-2022	Semester - 6 3-6-102A: CE-1: BIO-TECHNOLOGY 3-6-102AP: BIO-TECHNOLOGY PRACTICALS 3-6-102B: CE-2: BIO-TECHNOLOGY 3-6-102BP: BIO-TECHNOLOGY PRACTICALS 3-6-102C: CE-3: BIO-TECHNOLOGY 3-6-102CP: BIO-TECHNOLOGY PRACTICALS 3-6-102D: DSC : BIO-TECHNOLOGY 3-6-102P: BioTechnology Practicals 3-6-103: DSC : BOTANY 3-6-103P: Botany Practicals 3-6-105: DSC : CHEMISTRY 3-6-105P: CHEMISTRY PRACTICALS		1960.00: To Be Paid







Photo	Candidate Details	Appearing Subjects		Fee/Payment Status/Remarks
		Year-3		
 	S.No :3 HT/Reg./ID No :0319002041 S Name: SODAPPA NAGARAJU F Name: NA Medium: Telugu Date Of Birth: 2000-01-01 Mobile No: PHC: N Appeared AcYear: 2021-22 Exam Conducted(MM/YYYY): Jul-2022	Semester - 6 3-6-114A: CE-1 : ZOOLOGY		470.00: To Be Paid
 	S.No :4 HT/Reg./ID No :0319002064 S Name: NAGARAJUGARI SAICHAND F Name: NA Medium: English Date Of Birth: 2000-01-01 Mobile No: PHC: N Appeared AcYear: 2021-22 Exam Conducted(MM/YYYY): Jul-2022	Semester - 6 3-6-114A: CE-1 : ZOOLOGY		470.00: To Be Paid
 	S.No :5 HT/Reg./ID No :0320002001 S Name: A NARASIAH F Name: A NARASIAH Medium: English Date Of Birth: 2000-01-01 Mobile No: 9010804361 PHC: N Appeared AcYear: 2021-22 Exam Conducted(MM/YYYY): Jul-2022	Semester - 6 3-6-103: DSC : BOTANY 3-6-103P: BOTANY PRACTICALS 3-6-105: DSC : CHEMISTRY 3-6-105P: CHEMISTRY PRACTICALS 3-6-114A: CE-1 : ZOOLOGY 3-6-114AP: ZOOLOGY PRACTICALS 3-6-114B: CE-2 : ZOOLOGY 3-6-114BP: ZOOLOGY PRACTICALS 3-6-114C: CE-3 : ZOOLOGY 3-6-114CP: ZOOLOGY PRACTICALS 3-6-114: DSC : ZOOLOGY 3-6-114P: ZOOLOGY PRACTICALS		1960.00: To Be Paid






Photo	Candidate Details	Appearing Subjects	Fee/Payment Status/Remarks
		Year-3	
 <i>K. Deepthi</i>	S.No :32 HT/Reg./ID No :0320002032 S Name:K CHAITANYA DEEPTHI F Name:K KOTESWARAN Medium:English Date Of Birth:2000-01-01 Mobile No:8328655476 PHC:N Appeared AcYear:2021-22 Exam Conducted(MM/YYYY):Jul-2022	Semester - 6 3-6-103.DSC : BOTANY 3-6-103P.BOTANY PRACTICALS 3-6-105.DSC : CHEMISTRY 3-6-105P.CHEMISTRY PRACTICALS 3-6-114A.CE-1 :ZOOLOGY 3-6-114AP.ZOOLOGY PRACTICALS 3-6-114B.CE-2 :ZOOLOGY 3-6-114BP.ZOOLOGY PRACTICALS 3-6-114C.CE-3 :ZOOLOGY 3-6-114CP.ZOOLOGY PRACTICALS 3-6-114.DSC :ZOOLOGY 3-6-114P.ZOOLOGY PRACTICALS	1960.00: To Be Paid
 <i>K. Harjivardhan</i>	S.No :33 HT/Reg./ID No :0320002033 S Name:K HARJI PRAASAD F Name:K DAMADARAM Medium:English Date Of Birth:2000-01-01 Mobile No:8985051619 PHC:N Appeared AcYear:2021-22 Exam Conducted(MM/YYYY):Jul-2022	Semester - 6 3-6-103.DSC : BOTANY 3-6-103P.BOTANY PRACTICALS 3-6-105.DSC : CHEMISTRY 3-6-105P.CHEMISTRY PRACTICALS 3-6-114A.CE-1 :ZOOLOGY 3-6-114AP.ZOOLOGY PRACTICALS 3-6-114B.CE-2 :ZOOLOGY 3-6-114BP.ZOOLOGY PRACTICALS 3-6-114C.CE-3 :ZOOLOGY 3-6-114CP.ZOOLOGY PRACTICALS 3-6-114.DSC :ZOOLOGY 3-6-114P.ZOOLOGY PRACTICALS	1960.00: To Be Paid

Photo	Candidate Details	Appearing Subjects	Fee/Payment Status/Remarks
		Year-3	
 <i>A. Akhil</i>	S.No :3 HT/Reg./ID No :0320002236 S Name:A AKHIL F Name:A NAGARAJU Medium:English Date Of Birth:2002-05-07 Mobile No:9640744201 PHC:N Appeared AcYear:2021-22 Exam Conducted(MM/YYYY):Jul-2022	Semester - 6 1-6-112A.CE-1: MATHEMATICS 1-6-112B.CE-2: MATHEMATICS 1-6-112CP:MATHEMATICS 1-6-112.DSC : MATHEMATICS 3-6-107C.DSCC : COMPUTER SCIENCE 3-6-107CP:COMPUTER SCIENCE 3-6-113.DSC :PHYSICS (WM&NM) 3-6-113P:PHYSICS:Materials Science Practicals	1960.00: To Be Paid
 <i>A. Praveen Kumar</i>	S.No :4 HT/Reg./ID No :0320002237 S Name:AMRUTHAPURI PRAVEEN KUMAR F Name:A RAMAKRISHNA Medium:English Date Of Birth:2001-10-10 Mobile No:9347220340 PHC:N Appeared AcYear:2021-22 Exam Conducted(MM/YYYY):Jul-2022	Semester - 6 1-6-112.DSC : MATHEMATICS 3-6-107C1.CE-C1:COMPUTER SCIENCE 3-6-107C1p:COMPUTER SCIENCE 3-6-107C2.CE-C2:COMPUTER SCIENCE 3-6-107C2P:COMPUTER SCIENCE 3-6-107C.DSCC :COMPUTER SCIENCE 3-6-107CP:COMPUTER SCIENCE 3-6-107P:COMPUTER SCIENCE 3-6-113.DSC :PHYSICS (WM&NM) 3-6-113P:PHYSICS:Materials Science Practicals	1960.00: To Be Paid
 <i>A. Shivaji</i>	S.No :5 HT/Reg./ID No :0320002238 S Name:A SHIVAJI F Name:A BALAKONDAIAH Medium:English Date Of Birth:2002-01-01 Mobile No:8341116061 PHC:N Appeared AcYear:2021-22 Exam Conducted(MM/YYYY):Jul-2022	Semester - 6 1-6-112A.CE-1: MATHEMATICS 1-6-112B.CE-2: MATHEMATICS 1-6-112CP:MATHEMATICS 1-6-112.DSC : MATHEMATICS 3-6-107C.DSCC :COMPUTER SCIENCE 3-6-107CP:COMPUTER SCIENCE 3-6-113.DSC :PHYSICS (WM&NM) 3-6-113P:PHYSICS:Materials Science Practicals	1960.00: To Be Paid

Nominal Rolls

Nominal Roles

Academic Year: 2021-22 | University: SRI VENKATESWARA UNIVERSITY
 Exam Pattern: CBCS | Course Category: PG Academic
 Semester Category: Even Semester | Course Year: 2
 Semester: 4 | Exam Category: Regular and Supplementary

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S.No	College Code	College name	Total Number Of Students	Total Number Of Papers	Action
1	006	BESANT THEOSOPHICAL PG COLLEGE, Madanapalle	6	13	Download PDF
2	012	RAYALASEEMA INSTITUTE OF INFORMATION AND MANAGEMENT SCIENCES	31	31	Download PDF
3	019	P.V.K.N. GOVT. COLLEGE(PG), Greampet	7	9	Download PDF
4	022	SMT. N. P. SAVITHRAMMA GOVERNMENT PG COLLEGE FOR WOMEN, CHITTOOR	19	114	Download PDF
5	026	VIGNANA SUDHA DEGREE & PG COLLEGE, Chittoor	10	60	Download PDF
6	028	Dr. AER Degree & PG College, Tirupati	2	12	Download PDF
7	029	SEICOM DEGREE & PG COLLEGE, TIRUPATI	8	20	Download PDF
8	032	SESHACHALA PG COLLEGE, Puttur	49	150	Download PDF

Paper Master

University: SRI VENKATESWARA UNIVERSITY | Course Category: PG Academic
 Course: Master of Science | Course Specialization: ANALYTICAL CHEMISTRY(CBCS)
 Exam Pattern: CBCS | Course Year: 1st Year
 Semester: I Semester | Regulation (Curriculum) Academic Year: 2017-18

Submit | Reset

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Search

S.No	Paper Code	QP Code	Paper Name	Paper Title	Paper Type	Part Type	Isactive	Action
1	CHE-105P		Organic Practical-I	Organic Practical-I		P-1	Y	View Edit Delete Add
2	CHE-104P		Inorganic Practical-I	Inorganic Practical-I		P-1	Y	View Edit Delete Add
3	B -206-01-01		Inorganic Chemistry-I	Inorganic Chemistry-I		P-2	Y	View Edit Delete Add
4	B -206-01-03		Physical Chemistry - I	Physical Chemistry - I		P-2	Y	View Edit Delete Add
5	B-101-01-06		Human Values and Professional Ethics-I	Human Values and Professional Ethics-I		P-1	Y	View Edit Delete Add
6	CHE-106P		Physical Practical-I	Physical Practical-I		P-1	Y	View Edit Delete Add
7	B -206-01-02		Organic Chemistry -I	Organic Chemistry -I		P-2	Y	View Edit Delete Add
8	B -206-01-04		General Chemistry - I	General Chemistry - I		P-2	Y	View Edit Delete Add

Internal Marks

The screenshot shows a web browser window displaying the 'Internal Marks Entry Form' on the JnanaBhumi portal. The browser's address bar shows the URL 'https://jnanaBhumi.ap.gov.in/ExamInternalMarksEntry.edu'. The page header includes 'Welcome - SVU Examinations' and a user login status '(Last Login: 25-08-2022 13:08:22 IST)'. A dark blue sidebar on the left contains navigation links: Home, Services, Examination Management System (EMS), Masters, User Services, Reports, and Logout. The main content area features the 'Internal Marks Entry Form' with the following fields:

Year Of Appearing	--Select--	University	SRI VENKATESWARA UNIVERSITY
Exam Pattern	--Select--	Course Category	
College		Course	
Course Specialization		Course Year	
Semester		Exam Type	

At the bottom right of the form, there are two buttons: 'Submit' (green) and 'Reset' (blue). The Windows taskbar at the bottom shows the search bar, task icons, system tray with weather (34°C Partly sunny), and the date/time (14:30 25-08-2022).

Examination Centres

SRI VENKATESWARA UNIVERSITY:: TIRUPATI

The following are the UG Examination Centers allotted during DECEMBER'2021, for the First Year
II nd Semester(CBCS Pattern) Regular New Regulations/ Supplementary.2015-16 Regulations .

CHITTOOR DISTRICT

College No.	Name of the College	Strength	Examination Centre	Centre No.	Centre's Strength
005	PVKN Degree College, Chittoor	-	1. PVKN Govt. College Chittoor	05	900
020	S V Arts College, Muthirevula, Ctr.	89			
026	Vignanasudha Deg. College, Ctr.	675	2. Smt.N.P.S.Govt. College Chittoor	11	400
032	V.C.R. Degree College, Mittoor, Ctr.	123			
70	SV Deg.College, SR Puram, Kothapalimitta	-	3. Vignanasuda Deg. College,Ctr.	26	700
077	Vijetha Degree College, Chittoor	61			
093	ASR Degree College, Yadamari	-	4.Vijayam Deg College,Ctr.	48	900
094	Vidya Arts & Science College, Yadamarri	38			
048	Vijayam Sci.&ArtsDegree College, Chittoor	988	5. SV Arts College, Muttirevula	20	600
103	Vignana Deepthi Degree College, Ctr.	67			
100	Vidyanikatan College,Mittoor, Chittoor	50	6. V.C.R. Degree College, Chittoor	32	800
064	Ushodaya Degree College, Bangarupalem	62			
011	Smt. N P S Govt. College, Ctr.	180	7.Vijetha Degree College, Chittoor	77	300
025	Girvani Degree College, Ctr.	139			
024	SLN Degree College, Pallur, Ctr.	-	8. R K Degree College, Chittoor	157	300
142	Visweswara D.C, Tavanampalli	-			
054	Vivekananda Degree College, Ctr.	138			
105	N B R Degree College, Gangadhara Nellore, Ctr.	-			
127	N Bhaskar Reddy Degree College, Irala	-			
085	Sambaram Degree College, Gangadhara Nellore	-			
106	CNR Degree College, Gudipala,Ctr.	174			
065	Vignan Degree College, Bangarupalem	207			
088	A S R Degree College, Bangarupalem	51			
157	R.K. Degree College, Kothapalimitta, Ctr.	227			
078	Sri Vidya Degree College, Penumur, Ctr.	-			

NAGARI

009	Govt. Degree College, Nagari	373	1. Seshachala Venkata Subbaiah Deg.College, Nagari 2. Govt. Degree College, Nagari 3. Sri Surya Deg. College, Nagari	141 09 37	150 300 250
037	Sri Surya Degree College, Nagari	193			
116	Seshachala Venkata Subbaiah D.C. Narayanavanam	21			
141	Seshachala Venkata Subbaiah D.C. Nagari	70			

PAKALA

068	Dr. MRR Degree College, Penumur	69	1. Dr. MRR Degree College, Penumur	68	200
072	RKM Degree College, Penumur	112			
149	Sri Tirumalesa Degree College, Penumur	75	2.Bheemeswara DC, Puthalapattu	119	150
119	Bheemeswara DC, Puthalapattu	65			
78	Sri Vidya Deg.College, Penumur,Ctr.	78	Govt. Degree College, Pakala	73	200
073	Govt. Degree College Pakala	111			
043	S B G R Degree College Pakala	46			

Seating Arrangement

The screenshot shows a web browser window displaying the JnanaBhumi Examination Management System (EMS) interface. The browser address bar shows the URL: <https://jnabhumii.ap.gov.in/ExaDownloadStuSeatingstm.t.edu>. The page title is "Download Student Seating Arrangement Statement for D-Form".

The interface includes a dark blue sidebar on the left with the following menu items: Home, Services, Examination Management System (EMS), Masters, User Services, Reports, and Logout. The main content area features a form for filtering data:

Field	Value	Field	Value
Appearing Academic Year	2021-22	University	SRI VENKATESWARA UNIVERSITY
Course Category	PG Academic	Exam Center (Code)	062 SVU COLLEGE OF SCIENCE(PG)
Semester Category	Even Semester	Exam Category	Regular and Supplementary
Exam Dates		Exam Timings	

Below the form are two buttons: "Get Data" (green) and "Reset" (blue). The top right of the page displays "Welcome : SVU Examinations" and "(Last Login : 25-08-2022 13:08:22 IST)". The Windows taskbar at the bottom shows the search bar, system tray with weather (34°C Partly sunny), and date/time (14:28, 25-08-2022).



SRI VENKATESWARA UNIVERSITY

Accredited by 'NAAC' with 'A+' Grade

1. Data Entry
2. Pre examination
3. Processing
4. Post Examination
5. Revaluation Process
6. Printing the original Degrees

1. Data Entry can be performed using Data Base package The Fox Pro, MS Excel and from using Cobol Language
2. (i) Applications for the Examination can be collected on online.
(ii) Nominal rolls and Hall Tickets are generated and send them to the colleges directly through internet.
3. Processing of results can be performed by a Software developed using Cobol Languages.
4. Printing the tabulated marks, tabulated results and marks memos can be done using a software developed in Cobol Language.
5. Revaluation Process can be performed using a Software developed in both FoxPro and Cobol Languages.
6. Printing of Original Degrees using a Software developed in combination of Cristal reports usual basic.
7. All results are published on Internet.


CONTROLLER OF EXAMINATIONS
SRI VENKATESWARA UNIVERSITY
TIRUPATI-517 502



(<https://svuniversity.edu.in>)

NOTIFICATIONS

Controller of Examinations

(<https://svuniversity.edu.in/notifications>)

Exams Results

Exam Fee

Applications for issuing of various certificates

Contact

Date	Notifications
3-8-2022	SVU DDE ADMISSION NOTIFICATION FOR THE ACADEMIC SESSION -2022-23 (https://svuniversity.edu.in/notification/svu-dde-admission-notification-for-the-academic-session-2022-23)
18-6-2022	APRCET-2021 :: Ph.D VACCANCIES FOR SPOT ADMISSIONS IN SV UNIVERSITY,TIRUPATI (https://svuniversity.edu.in/notification/aprcet-2021-ph-d-vaccancies-for-spot-admissions-in-sv-universitytirupati)
May 2022	I SEM BCOM MAY,2022 time Table (https://svuniversity.edu.in/notification/i-sem-bcom-may2022-time-table)
May 2022	Degree III sem Timetable (REG & Supply) exam Timetable May'2022 (https://svuniversity.edu.in/notification/ug-3-sem-exam-aprmay2022)
May 2022	Degree I sem Timetable (REG & Supply) exam Timetable May'2022 (https://svuniversity.edu.in/notification/ug-i-sem-exam-aprilmay2022)
17-03-2022	PG SPECIAL FEE STRUCTURE CATEGORY SEATS Extends Till 29-3-2022 (https://svuniversity.edu.in/notification/pg-special-fee-structure-category-seats)
06-01-2022	M.Tech, M.Pharmacy B.Pharmacy Certificate verification and admissions (https://svuniversity.edu.in/notification/m-tech-m-pharmacy-b-pharmacy-certificate-verification-and-admissions)
20-12-2021	M.Tech Booklet 2021 (SDONE) (https://svuniversity.edu.in/notification/m-tech)





(<https://svuniversity.edu.in>)

30-12-2021	M.TECH BOOKLET 2021 (SPONS) (https://svuniversity.edu.in/notification/m-tech-booklet2021-spons)
30-12-2021	Admission into Sponsored Category Seats of M.Tech , M.Pharmacy and B.Pharmacy courses for the Year 2021-22. (https://svuniversity.edu.in/notification/sponsored-category-seats)
25/11/2021	First year Second Semester UG Notification 2021 (https://svuniversity.edu.in/notification/first-year-second-semester-ug-notification-2021)
2021-12-15	Exam Results coming soon (https://svuniversity.edu.in/notification/exam-results-coming-soon)

ABOUT US

- › OVERVIEW
- › VISION & MISSION
- › ACCREDITATIONS
- › SVU IN THE NEWS
- › OUR PREDECESSORS
- › ACT & ORDINANCE
- › FOUNDER

ADMINISTRATION

- › VICE CHANCELLOR
- › RECTOR
- › REGISTRAR
- › EXECUTIVE COUNCIL
- › ACADEMIC SENATE
- › OFFICERS OF SVU

COLLEGES

- › COLLEGE OF ARTS
- › COLLEGE OF SCIENCES
- › COLLEGE OF ENGINEERING
- › COLLEGE OF CM & CS
- › COLLEGE OF PHARMACY

ACADEMICS

- › DOA
- › COURSES OFFERED





> HRD CENTER

SRI VENKATESWARA UNIVERSITY

> IDP CENTER

Accredited By 'NAAC' With 'A+' Grade

> COMPUTER CENTER



(<https://svuniversity.edu.in>) **CONTACT US**

Sri Venkateswara University, Tirupati, Andhra Pradesh - 517502

View On Map

(<https://goo.gl/maps/wrdsiNe4me6xYdzdA>)

+91 (877) 2249472

registrarsvu@gmail.com



RESOURCES

- > EXAMS CIRCULARS > EXAMS RESULTS PORTAL > SPORTS & GAMES > SVU HEALTH CENTER > SVU INTERNET FACILITY
- > PRINCIPALS > DEANS > FINANCE OFFICER > DIRECTORS > WARDENS
- > HEADS > ADMINISTRATIVE STAFF > OTHER COUNCILS > COMMITTEES / CELL / BOARDS > COMPOSITION
- > NIRF > ARIIA

IMPORTANT LINKS

- > IQAC INFORMATION > ALUMNI INFORMATION > RESEARCH ACTIVITIES > ACCREDITATIONS RANKINGS > AFFILIATED COLLEGES
- > FINANCE COMMITTEE > NDA > ADMINISTRATIVE BLOCK > STAFF QUARTERS > ANTI-RAGGING COMMITTEE
- > GRIEVANCE CELL COMMITTEE > CALENDAR > MOU'S > PUBLICATIONS > TEMPLATES
- > APPL. FOR CHANGE OF NAME > RESEARCH PROPOSAL > THESIS TEMPLATE

QUICK LINKS

- > CONTACT > PRIVACY POLICY > TERMS & CONDITIONS > COPYRIGHT POLICY > NOTIFICATIONS ([HTTPS://SVUNIVERSITY.EDU.IN/NOTIFICA](https://svuniversity.edu.in/notifications))
- > MAJOR AREAS OF RESEARCH > DEAN'S MESSAGE > ATTENDANCE FORMAT > SYNOPSIS FORMAT > PLAGIARISM VERIFICATION
- > CONSULTANCY > FUNDED PROJECTS > RESEARCH PROJECTS > BOOKS PUBLISHED > ACHIEVEMENTS
- > AWARDS > RECOGNITIONS > COMMITTEE > CAMPUS TOUR



सत्यमेव जयते

india.gov.in
national portal of india






(<https://svuniversity.edu.in>)



MHRD

Department of Higher Education
Ministry of Human Resource Development
Government of India

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SRI VENKATESWARA UNIVERSITY : TIRUPATI

ROC No BV(2)RV VI SEM/2020

Dated :19- 11-2020

NOTIFICATION

It is hereby notified that the online application for applying **Revaluation** of VI Semester in BA/B.Com/B.Sc/ BCA, BBM, BHM, B.Sc (Home Science), B.Music, B.Dance and BA OL of October 2020 Examination.

. The students can apply from through **JNANABHUMI PORTAL : and www.svuniversity.edu.in with** the following modalities.

It is further inform that the last date for applying the Revaluation for above courses with fine is **28-11-2020** and fee for each paper is **Rs. 1020 /-** (without fine) and **Rs..1420/-** (with fine) upto 03-12-2020.

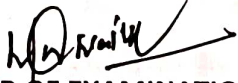
It is also notified that the Revaluation **online application** fee should be credited into the Union Bank of India, (Andhra Bank), SVU Campus, Tirupati vide Account No: 103210100016716 / State Bank of India, SVU Campus, Tirupati vide Account No 31573992207 by **online payment** and submit the challan and along with Revaluation application (self addressed cover) through the Principal of concerned college to the **CONTROLLER OF EXAMINATIONS** within the stipulated date.

THE REVALUATION APPLICATIONS RECEIVED IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS WITH INSUFFICIENT INFORMATION/ FEES WILL BE SUMMARILY REJECTED.

NO APPLICATION WILL BE ENTERTAINED IN THE CONTROLLER OF EXAMINATIONS OFFICE AFTER DUE DATE.

Sd/-Prof G.M.SUNDAVALI
RECTOR

//t.c.f.b.o//


CONTROLLER OF EXAMINATIONS

P.T.O

Copy to:-

The Principal, S.V.U College of Arts / Sciences / CM & CS, S.V.University, Tirupati

The Principal, S.V.U College of Engineering, Tirupati.

The Principals of all Affiliated Degree / PG / Professional Courses Colleges of
S.V.University area for information and to take necessary action

DEAN (Examinations), S.V.University, Tirupati for information

Addl. Controller of Examinations, S.V.University

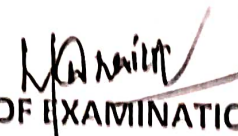
In-Charge, S.V.U Computer Center, Tirupati with a request to place the same in the
University Website.

Superintendents of B-I, B-II, B-III, B VI, B VIII, B IX, B X, B XI EDP Cell, Examinations
Branch, S.V.University, Tirupati.

PA/PS Hon'ble Vice-Chancellor/Rector/ Registrar, S.V.University, Tirupati for
information

Endt No B V (2) RV VI Sem-/20 Dated: 19-11-2020

Copy communicated to the Editors of Eenadu, Andhra Jyothi / Andhra Bhoomi /
Andhra Prabha/ Vartha/ Saakshi / Prajasakthi, Tirupati, The Hindu, Chennai, Indian
Express, Bangalore with a request to publish the above matter as a NEWS ITEM
(available on the following website)


CONTROLLER OF EXAMINATIONS



SRI VENKATESWARA UNIVERSITY:: TIRUPATI

NO.BVIII(1)/2021

Date: 25-09-2021

NOTIFICATION

It is hereby notified that the MA/M.Sc./M.Com/M.Com(FM)/MEd/MLISc II Semester (Regular / Supplementary) / (CBCS& Non CBCS/AFC) Examinations will be commenced from October 2021

The detailed scheme of the examinations will be notified in due course and posted in the following Websites:

JNANABHUMI PORTAL

The University has introduced On-line examination application Registration system with PHOTO and SIGNATURE of the candidate. S.V.U., P.G. II Semester examination, of MA /M.Sc./ M.Com/M.Com(F.M)/MEd/MLISc Degree Courses (Regular/Supplementary) (CBCS& Non CBCS/AFC). Therefore, the Principal(s) of SVU College(s) and the AFCs are hereby, requested to direct the eligible students of their colleges to fill the Examination Application through the above noted websites w.e.f. **27-09-2021** through the their college login and submit one set of Registered applications to the University along with the Examination fee receipt paid through online payment by the concerned Principal of the Colleges. Examination fee can be paid through **Bill desk** online.

The University has prescribed the fee Structure for the S.V.U., P.G., II Semester End Examinations October 2021 for the courses, detailed below:-

Fee for Regular/Self Supporting Courses:

Particulars	II Semester	
	MA/M.Com /MFM/ME.d/MLISc.	M.Sc.
Whole Examination Fee	Rs.650/-	Rs.820/-
For Each paper	Rs. 410/-	Rs.410/-
For Two Papers & above	Rs. 650/-	Rs.820/-

It is also notified that the Examination **Online Application** fee should be credited into the Union Bank of India (Andhra Bank, SVU Campus/Tirupati Vide Account No. 103210100016716/Sate Bank of India, SVU Campus, Tirupati vide Account No. 31573992207 by **online payment** and submit that challan and along with application through the Principal of concerned college to the **CONTROLLER OF EXAMINATIONS** within the stipulated date.

THEREFORE, THE PRINCIPALS OF THE COLLEGES ARE REQUESTED TO COMPLETE AND SUBMIT FILLING OF THE EXAMINATION APPLICATIONS THROUGH THE ABOVE WEBSITE ONLINE ON OR BEFORE 11-10-2021. NO EXAMINATION APPLICATION WILL BE ENTERTAINED REGISTERED AFTER THE LAST DATE IS OVER FOR WHATSOEVER REASON.

NO APPLICATION WILL BE ENTERTAINED IN THE CONTROLLER'S OFFICE DIRECTLY.

The Principals of the University and all the Affiliated Colleges are requested to guide the students in filling-up of the Online examination applications.

(PTO)

SCHEDULE OF THE NOTIFICATION

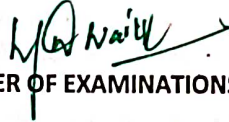
- II SEMESTER**
1. Online Application Registration : 27-09-2021
 2. Last Date for Online Application Registration : 07-10-2021
 3. Online application registration website : **JNANABHUMI PORTAL**

4. Submission of Downloaded Applications and online Examinations fee receipt payment : 11-10-2021
details to office of the Controller of Examination,
S.V. University by the Principals of the colleges


Further the Principals of the colleges are requested to send a copy of the filled in online Examination applications (Regular/Supplementary) (CBCS & Non CBCS, AFC) duly signed by the Principals of the concerned Colleges along with the following documents to the Undersigned.

1. Attendance Particulars
2. Number of students admitted together with a copy of the Return of Matriculates
3. Enclose the latest affiliation orders copy (AFCs only).

**NEELAM SANJIVA REDDI BHAVAN,
TIRUPATI
DATED:25-09-2021**


CONTROLLER OF EXAMINATIONS

- Copy to the Director of Evaluation, S.V. University, Tirupati with a request to place the same In SVU websites accordingly
- Copy to the Principal, SVU College of Arts/Sciences/Commerce, Mgmt.&Inf. Sciences with a request to circulate the Notification copies to the Heads of the all Departments
- Copy to the Principals , Affiliated Colleges, S.V.U.Area.
- Copy to the A.A.O, (Academic) and Supdt.CI Section, SVU Office, Tirupati
With a request to send the enclosed details to all the colleges(Both Constitute and Affiliated Colleges) immediately.
- Copy to the AAO's Examination Brach, SVU Office, Tirupati
- Copy to the Supdts: B.IV/VI/X/VII/EDP Cell Sections, Examination Branch, SVU Office, Tirupati
- Copy to the Editor, SAKSHI/EENADU/VAARTA/ANHDRA JYOTHI/ Manabadi.com with a request to publish the same as "NEWS ITEM" in Rayalaseema and Nellore region.


**The Director
NAAC Committee
S.V. University
TIRUPATI - 517 502**