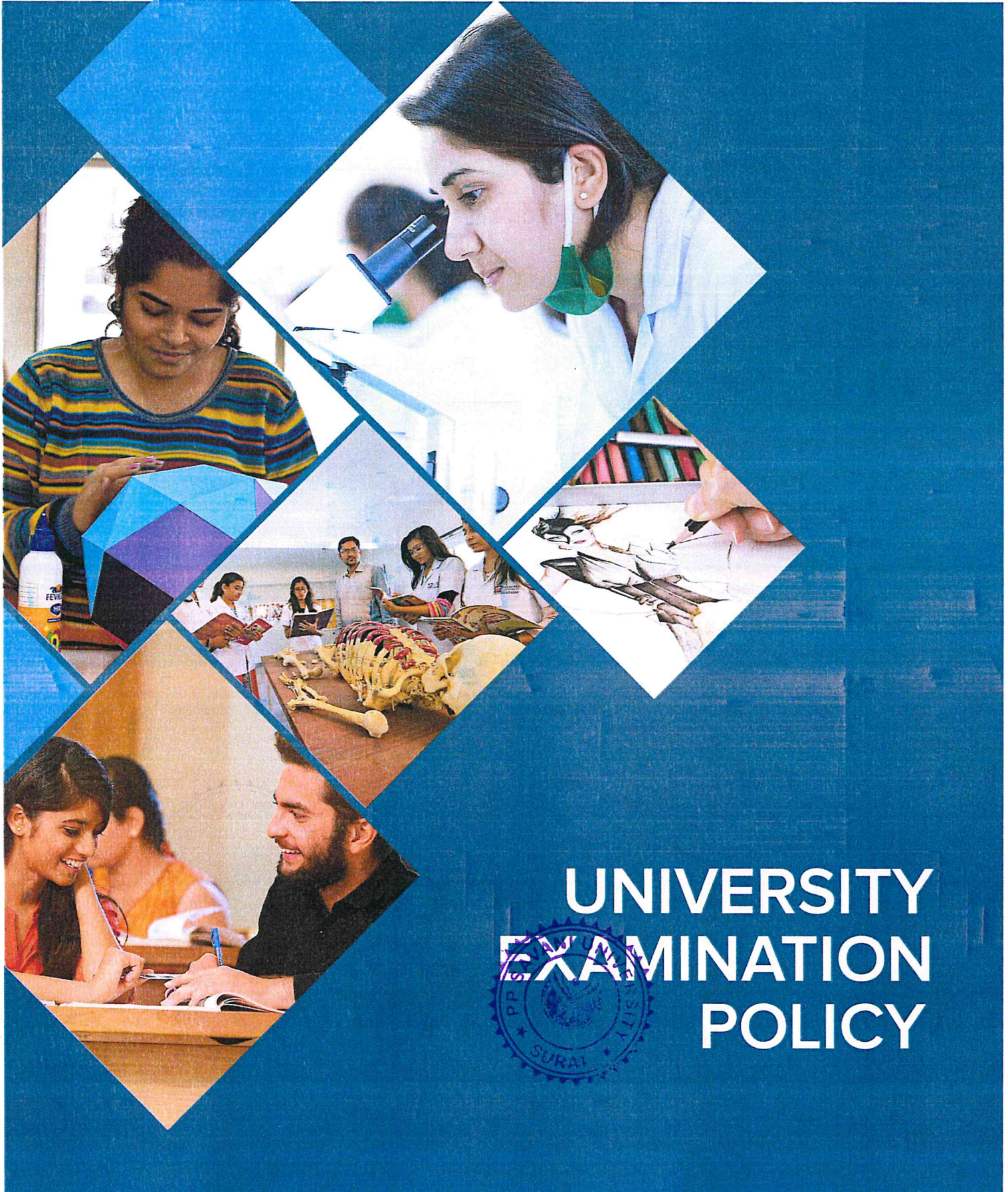


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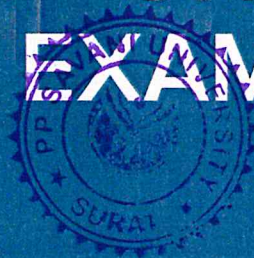


# PPSU

P P SAVANI UNIVERSITY



# UNIVERSITY EXAMINATION POLICY



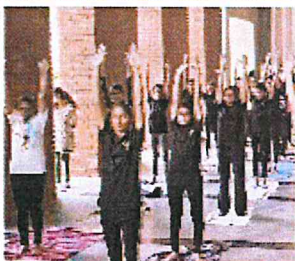
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# Examination Policy

## Board of Examination

### 1. Constitution:

There will be a body entitled 'Board of Examinations', which will consist of the following members:

- 1.1. Chairman/Provost/Vice Chancellor
- 1.2. Dean/Principal(s) / Director(s) of Respective Constituent Institute(s)
- 1.3. Registrar
- 1.4. Institute Exam co-ordinators to be nominated by the Respective institutes
- 1.5. Controller of Examinations will be the Member-Secretary.

### 2. Powers and Duties of the Board of Examinations:

- 2.1 The Board of Examinations will be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organize and hold examinations, improve the system of examinations, appoint the paper-setters, examiners, Juror and moderators, prepare the schedule of dates for holding examinations and for declaring the results. The Board of Examinations will also oversee and regulate the conduct of examinations at the centres of various respective institutes.
- 2.2 The Board of Examinations will deal with all the matters in relation to examinations and will hear and decide the complaints received pertaining to any matter arising during conduct of examinations. The procedure to be followed by the Board in their deliberations will be such as may be prescribed.
- 2.3 The Board of Examination will meet at least once in each academic term.
- 2.4 The Board of Examination will have the following powers and perform the following duties:
  - 2.4.1. To ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results.
  - 2.4.2. To appoint paper-setters, examiners, Juror and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee.
  - 2.4.3. To undertake new initiatives in conduct of examination and bring about examination reforms based on the results of the initiative.
  - 2.4.4. 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 in that behalf, will take such action as considered fit and necessary, and at the next meeting of the Board, the action taken will be reported by such person. In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, Juror moderators, referees, teachers, supervisors, Centres-in-Charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations will constitute a Committee of not more than five persons from which one personnel will be the Chairman. This Committee will be called Examination related Lapses and Malpractices Inquiry Committee.  
  
Such a committee will submit the report and recommendations to the Board of Examinations, which will take disciplinary action in the matter as per the provisions in the concerning conduct of examinations.
  - 2.4.5. The Board will arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

### 3. Rules and Procedure for Conducting the Meeting of Board of Examinations

- 3.1. The Board of Examinations will meet at least once in each academic term of a year. The meeting will be convened under the orders of Provost/Vice Chancellor.





- 3.2. The Controller of Examinations will be the Member Secretary of the Board of Examinations. He / she will issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- 3.3. The members of the Board of Examination will be notified at least 05 days prior to the scheduled meeting along with the clear agenda of the meeting. In the case of an emergency meeting, such notice will be given as the circumstances may permit.
- 3.4. Propositions to be laid before the meeting by any member must be received in the office of the Controller of Examinations in written form at least three clear days before the date of a meeting, except for an emergency meeting.
- 3.5. A meeting may be adjourned to any date to complete unfinished agenda/work. Notice of such adjournment will also be sent to members, who were not present on the scheduled date of the meeting.
- 3.6. The Chairman (Provost/Vice Chancellor) will preside over every meeting of the Board of Examinations and, in his absence, the Registrar (Ex-officio) will preside.
- 3.7. All acts of the Board of Examinations, the decisions at every meeting, questions coming or arising before it, will be decided by the majority of votes of members present and voting at the meeting.
- 3.8. The decisions on various matters at the meeting of the Board of Examinations will be regulated by the Chairman /Provost/Vice Chancellor. In accordance with the rules laid down, the Chairman may make such changes as he considers essential and changes made by him will be final for that meeting. However, the changes so made will not be inconsistent with the rules, regulations and bye-laws.
- 3.9. Two-third of the total members of the Board of Examinations will constitute a quorum.
- 3.10. Any member not attending three consecutive meetings, without prior permission, will cease to be a member. The Chairman/Provost/Vice Chancellor will fill up the vacancy so caused, before the next meeting.
- 3.11. The minutes of proceedings of every meeting will be drawn up by the Member Secretary and approved by the Chairman/Provost/Vice Chancellor. A copy of the minutes of proceedings of each meeting will be placed before the Board at its next meeting for confirmation.

## Conduct Of Examinations

### 1. Definitions:

In this Ordinance relating to the rules for conducting examinations of P P Savani University, Surat-Gujarat, unless there is anything repugnant in the subject or context, following shall be the definitions and practices:

- 1.1. Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.2. Semester: Each semester consists of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.3. Programme: An educational programme leading to award of a Degree, Diploma or Certificate.
- 1.4. Course: Usually referred to, as 'paper/subject' is a component of a programme. All courses need not carry the same weight. A course may be designed to comprise lectures/ tutorials/laboratory work/field work/outreach activities/project work/ vocational training/viva/seminars/term papers/assignments/presentations/ self-study etc. or a combination of some of these. The courses should define learning objectives and learning outcomes and prerequisite if any.
- 1.5. Choice Based Credit System (CBCS): The CBCS provides choice for the students to select from the prescribed courses (foundation, core, elective or skill courses). The Choice Based Semester System will be followed across P P Savani University both at Undergraduate and Post Graduate levels. Each enrolled student will be required to take a minimum specified load of course work in the chosen subject of specialization and also complete a project/dissertation if any.
- 1.6. Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.



- 1.7. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. In general, 1 credit is equivalent to 15 hours of teaching (lecture or tutorial) or 30 hours of practical work/field work.
- 1.8. Letter Grade: It is an index of the performance of students in the said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 1.9. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.10. Credit Point: It is the product of grade point and number of credits for a course.
- 1.11. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It will be expressed up to two decimal places.
- 1.12. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 1.13. Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate will be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 1.14. Applicant: A person who has submitted an application to the University in the prescribed form for admission to an examination.
- 1.15. Candidate of the university: A student, who has been pursuing the course of studies in the P P Savani University, Surat campus or off campus and includes the student pursuing the Distance Education programme run by the P P Savani University, Surat.
- 1.16. Institute Examination Coordinator(s): A faculty member(s) appointed by the Dean/ Principal who is/are responsible for the entire administration the examination(s) at Institute level.
- 1.17. Internal Examiner: A person who is a faculty member within the university who is assigned the task of paper setting/evaluation of the respective course.
- 1.18. External Examiner: A person who is a faculty member outside the university who is assigned the task of paper setting/evaluation of the respective course.
- 1.19. Course Coordinator: A faculty member within the university who is responsible for the teaching, evaluation and administration of the course assigned by the Dean/ Principal.
- 1.20. Examinee: A person who actually presents himself / herself for an examination or a part thereof to which he / she has been admitted for particular qualification.
- 1.21. Examination fee: The total fee chargeable from students for examination, by the University from time to time as laid down by the P P Savani University, Surat.
- 1.22. Repeater Student: A student, who, having once been admitted to an examination of this University is again required to take the same examination / paper by reason of his failure (back in the paper) or absence thereat and will include a student who may have joined a Faculty again in the same class.
- 1.23. Under-Graduate Examination: An examination leading to the Graduate Degree of the University.
- 1.24. Post Graduate Degree Examination: An examination leading to Post Graduate Degree of the University.
- 1.25. Research programme: Study / research leading to Degree of Doctorate and Master of Philosophy.
- 1.26. Re-Checking: Re-counting and re-totalling of marks of all answer(s) evaluated earlier, including re-assessment and allotment of marks.
- 1.27. Re-assessment: A process in which the answer book of the student is to be Re-evaluated.
- 1.28. Unfair Means Committee: The Committee to investigate into the cases of unfair means, adopted / indulged in by a candidate or by a person involved in the work of examinations, constituted under the ordinance / regulation by the Provost/Vice Chancellor.
- 1.29. Backlog: The next class in spite of failure in one or many courses of the present class.
- 1.30. Regulating body: A body established or constituted by or under any law for the time being in force laying





down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, DCI, PCI, INC, NNAC, ICAR, DEC, CSIR, BCI, etc. or any other regulatory body constituted by the Government of India for the purpose or any other regulatory body formed by replacing these exiting one.

- 1.31. Re-Test: An Examination to be conducted after the regular exam for those who failed/ remained absent as another chance with terms and conditions applied.
- 1.32. Special Examination: An Examination to be conducted in special/ emergency cases under direct supervision/ approval of Provost.
- 1.33. Transcript: a detailed record of all the subjects a student has studied with the scores in the form of marks/ grades given by the institution of study.
- 1.34. Provisional Degree Certificate: A transitional document indicating the qualification of the student  
Provisional Mark sheet: A transitional document indicating that the student has cleared all the courses of the respective semester



## 2. General Guidelines

1. The University will conduct the examinations twice in a year; one in May / June / July and second in December / January / February or as prescribed by a regulating body after completion of each semester. However, the programs of yearly system shall hold the examinations in April/ May/ June. The examination can be conducted only after completion of 90 days in semester of teaching in respective program.
2. There will be a retest examination to be held within 15 days of declaration of result of the regular examination. It will be for the students who failed or remained absent. The Provost may allow the conduct of a special examination on the recommendation of Controller of Examination in special circumstances.
3. Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 70% (or as prescribed by respective council / board) of the classes held both in theory and practical separately in each course in every semester/ academic year / professional, will be eligible to appear for the university examination.
4. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the University conducts examination will be determined from time to time by the Academic Council on the recommendations of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations will be notified for general information.
5. The questions must be set at any University examinations without having any ambiguity such as involvement of the sensitive issues like religious faith and / or belief on the part of the examinee.
6. A candidate who is unable to present himself for an examination or a part thereof will not be entitled to any refund of his / her fees.
7. If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fee paid by him / her will be forfeited. He / she may be debarred for one term or more from appearing in further examination and / or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
8. All examinations except viva-voce / oral / practical / Jury / clinical will be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board / hand written paper or as may be prescribed by the University from time to time.
9. The University will prepare and publish a schedule of examinations for each and every course conducted by it before minimum 15 days of the start of the examinations. The schedule of Examination means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination will be declared separately.
10. All arrangements for the conduct of the examinations at the University level will be made by the Exam Section with due approval of the Board of Examinations.
11. Examiners will be appointed by the Academic Council or by the Provost/Vice Chancellor on its behalf on the recommendations of Principal/Head. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Chairperson/ Provost/Vice Chancellor will appoint substitute examiner(s) with the approval of the Provost/Vice Chancellor.
12. Respective Head of the Institute will submit a panel of names, along with their addresses, suitable for appointment as Paper Setters / Examiners in each paper of each course / Practical to the Exam Section/ Committee constituted by Board of Examinations.
13. The Controller of Examinations or any other authority of university so designated by Chairperson will maintain and submit a list of faculties in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Board of Examinations.
14. Intimation of appointment to the examiners will be accompanied by a copy of the instructions/guidelines and standard question paper format related to the examination for which they are appointed, as also the



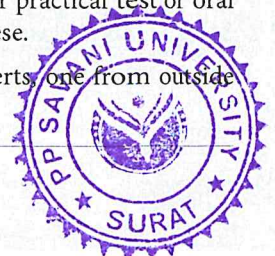


information regarding the remuneration which they will be entitled to draw, if they act as examiners.

15. Each paper-setter will set and submit question paper to the Controller of Examinations or to any other university authority so designated by Chairperson/ Provost/Vice Chancellor, the required number of copies of question papers that he/ she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He/ she will also furnish a certificate in a prescribed format by the university to the effect that he/ she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set. Copyright of any question paper set by an examiner will vest with the university.
16. Paper-setters, who do not set and submit their question within the prescribed time limit after acceptance of the Exam order, will cease to be examiners for future.
17. Examiners will be appointed for examinations to be held in the respective academic year; however, they will be eligible for reappointment for next examinations. The examiners will be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
18. A confidential record of errors committed by examiners will be preserved by the Controller of Examinations/ University Exam Section so designated by Chairperson/ Provost/Vice Chancellor for future guidance/ necessary action.
19. The question papers, unless otherwise specified, will be set in English only.
20. The Head of respective institution will ensure necessary arrangements for the conduct of the practical examination at that centre where the practical examination is to be held.
21. The President/ Provost/ Vice Chancellor will ordinarily appoint the Dean/ Principal/ Director of respective institution as an In-charge of the Centre. The Provost will also appoint a suitable person as a Centre Observer who along with Institute Exam Coordinator will have joint responsibility for smooth conduct of examination.
22. In exceptional cases, the Provost/ Vice Chancellor may appoint a person as the Institute Exam Coordinator for the University examinations at a centre even though he/ she may not be a teacher in that faculty/ Off-Campus/ Distance Education Centre.
23. The Controller of Examinations or any other authority of the university so designated by Chairperson/ Provost/ Vice Chancellor will have overall responsibility for the proper arrangements connected with the conduct of all examinations of the university.
24. The Institute Exam Coordinator(s) will be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre will be borne by the University as per rules.
25. No person other than the examinees, invigilators and such other persons as may be authorised by the Institute Exam Coordinator or the University permitted by the Institute Exam Coordinator of a centre, will be allowed to enter the premises of the examination centre. The Institute Exam Coordinator will take all necessary steps to ensure this. A notice to this effect will be displayed prominently.
26. Examinees at all examinations will strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.
27. The Controller of Examinations will supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Institute Exam Coordinator in reasonable time.
28. The Institute Exam Coordinator will ensure the timely distribution of question & answer papers to the examinees at the respective centre.
29. Course Evaluation:

**All Courses/Subjects offered at P P Savani University will be evaluated under two heads:**

- a. Continuous Evaluation (CE) component is under sole discretion of the course coordinator. It is expected that the continuous evaluation should consist of but not limited to Unit Test/ Weekly Test/ Fortnightly Test/ Class Test/ Presentations/ Project Work/ Assignment/ Group Discussion/ Quiz/ Seminar/ Debate etc. The marks of CE component should be submitted by course coordinator to the University Exam Section in the format prescribed by the University.
- b. End Semester Examination, conducted by the University through written paper or practical test or oral test or presentation by the student or a combination of any one, two or more of these.
- c. The End Semester Examination will be evaluated by appointing two subject experts, one from outside



University and another from within university, for all courses offered under university.

- d. The total of the Continuous Evaluation Component and End Semester Examination marks in each course will be converted to a letter grade on a ten-point scale (It may vary according to different discipline as per the institute ARR) as per the following scheme:

Percentage of Marks	Grade	Grade Point
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A+	9
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B+	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B	6
Below 50% but not less than 45% ( $\geq 45\%$ , $< 50\%$ )	C	5
Below 45% but not less than 40% ( $\geq 40\%$ , $< 45\%$ )	P	4
Below 40% ( $< 40\%$ )	F	0

- e. In order to earn the credit in a course a student has to obtain grade other than F.
- f. A student, who obtains F grade, has to repeat the university examination till he/she obtains grade other than F.
- g. The student's performance in any semester will be assessed by the Semester Grade Point Average (SGPA). Similarly, his/her performance at the end of two or more consecutive semesters will be denoted by the Cumulative Grade Point Average (CGPA). The SGPA and CGPA are calculated as per guidelines of UGC.
- h. In a semester, the SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where,  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- i. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where,  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- j. The SGPA and CGPA will be rounded off to 2 decimal points and reported in the grade-card & transcript.



## 3. Appointment of Paper setters, Examiners & Juror

### 3.1. Procedure for paper setter appointment

- a. There will be separate panels of internal & external question paper setters for each course for various PG & UG programs.
- b. The panel prepared by the Chairman, BoS will be treated as highly confidential and will not be included in the minutes of the meeting of the BoS or the department. The Institute Examination Coordinator will hand over the panel with email ID and phone number and complete mailing address of question paper setters/ Examiners to the Controller of Examination in person in a sealed envelope in the personal name and address of the Controller and marked "CONFIDENTIAL" at the start of the semester itself.
- c. There will be a minimum of three members in the panel of question paper setters for each course and the validity of the panel will be for maximum two years.
- d. Every two years, the existing panel available with the Controller of Examinations will be forwarded to the respective institute/ Chairman of the BoS for revision.
- e. The Controller of Examinations will select the required number of persons from the panel for consideration for appointment as question paper setters. Communications will be sent to all such persons to obtain their consent to serve as question paper setters by the Exam Section. If any person declines the nomination, another person selected by the Controller of Examinations from the panel is addressed and his/her consent is obtained. When adequate number of persons are available for a subject, a formal order of appointment will be issued to them with the approval of respective Dean/ Principal/ Director.
- f. The appointment of question paper setters will be made by the Controller of Examinations in the first month of each semester with the approval of respective Dean/ Principal/ Director.
- g. Question Paper Setters will be appointed for one year and will be eligible for reappointment for successive years following the year of first appointment.
- h. The period of appointment of all paper setters will be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations. Copies of all communications from the examination section, which have relevance in the conduct of examinations, will be maintained in the office of the Controller of Examinations.

### 3.2. Qualifications of Question Paper Setters:

- a. A person engaged in teaching work at P P Savani University is eligible as internal examiner for appointment as question papers setters in any of the programs conducted by P. P. Savani University. In most cases, the Course Coordinator shall be appointed as a Question Paper setter of the respective course.
- b. A person engaged in teaching with not less than three years of experience in relevant subject/ discipline in any University, Research Institute or College affiliated to Universities, will be appointed as external examiner to set question papers. Retired professors can also be included as question paper setter.
- c. If question paper setters are not available as mentioned in the above clause, for special subjects such as Architecture, Interior Design, fine arts, engineering etc., persons with 05-07 years of practical experience in relevant areas, can be considered.
- d. The Dean/ Principal/ Director reserves the right to approve appointments as question paper setters waiving the above requirements in exceptional cases and his/her action will be reported to the Academic Council.

### 3.3. Instructions to Question Paper Setters:

Question paper setters should strictly comply with the following instructions.

- a. All question paper setters are required to keep their appointments strictly confidential.
- b. On receipt of the Exam order for Question Paper setting, communications are to be sent by the Course Coordinators to the setters requesting them to undertake the question paper setting work. The paper setters are required to set 02 sets of question papers (01 from Internal examiner and 01 from External examiner) along with answer key & scheme of valuation for each course, one for use in the ensuing examination and



one for the next session (if applicable). They may be advised to avoid repetition of questions these two question papers. The following materials are to be sent along with the request.

- Copy of the guidelines for question paper setters
  - Syllabus of the concerned course /courses
  - Model question papers/ Question paper format
  - Text Books prescribed, if language papers are to be set
  - Facing sheet and additional sheets for writing questions, Bill forms for remuneration and TA/DA as applicable
  - Covers required for sending question papers/ answer key properly labelled.
  - Any other items to suit particular requirements, if necessary
- c. The Course Coordinator will forward all the question papers in one lot to the Controller of Examinations. He/she will be responsible for the safe transmission of the papers to the Controller of Examinations.
- d. The Controller of Examinations shall, if required, request question paper setters to correct proofs of papers set, in which case, they will return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
- e. Question papers will be sent to the respective Course Coordinator preferably by password protected email (Encrypt document) or in compact disc. Hand written questions will be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and will contain no alterations, additions, or erasures as far as possible. (In writing questions, care will be taken to see that the words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind will be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
- f. Each question paper must adhere to the model question paper/ question paper format provided. In the case of question papers which are common to two or three examinations may be mentioned in the heading itself. Any special instructions needed like use of graph paper; Clark's table, ordinary calculators, etc may be mentioned. Not with standing to the instructions, the question paper shall be treated under Lapse/ error policy laid down by the university.
- g. All the question papers will be complete in respect of headings and directions to candidates, if any, and in form ready for printing.
- h. All the pages will be numbered wherein the total number of pages will also be indicated e.g. 1 of 3, 2 of 3, 3 of 3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
- i. The questions will be typed /written on blank sheets on one side of the paper only. The paper setter will not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.
- j. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them will be specific, precise and free from ambiguity.
- k. No question will be set calling for a declaration of religious or political belief on part of the candidate.
- l. Questions must be set with relation to the prescribed program and the books recommended by the Academic Council of the university and must conform to the standard and syllabi laid down by the institute. Question paper setters will preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers will be kept with the same care and secrecy as question papers themselves. These papers will be destroyed as soon as the question papers are finally prepared and sent to the Course Coordinator. All the soft copies of the draft and question papers must be deleted/ destroyed from the computer after submitting the same to the university.
- m. All questions will be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions should not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed as per the weightage specified in the syllabus.
- n. Question papers should be prepared in such a manner so that a candidate, well prepared in the course, can reasonably, answer the paper completely within the allotted time and secure full marks.
- o. The special attention of question paper setters is drawn to the instruction that question papers will be set as



to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.

- p. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be communicated to the respective Course Coordinators separately without fail.
- q. The question papers of the previous year may be provided to the question paper setters by respective course coordinator. If an examination is taking place for the first time, model question papers will be provided by the respective Course Coordinator. Comments, if any, made on such papers also to be sent with the papers for information and guidance.
- r. Questions must not be a mere reproduction from standard text books or other question papers set for earlier examinations in P P Savani University or in other Universities/ autonomous colleges.
- s. No paper setter will undertake or will have undertaken private tuition in the course of his/her paper for any candidate who appears for the examination in the course concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
- t. The remuneration to the question paper setter shall be paid within 01 month after the successful completion of Examinations to be followed by the scrutiny by the chairman / and board of question paper setters.



## 4. Guidelines for Students, Invigilators, Institute Exam Coordinator, Principal and Flying Squad:

### 4.1. Guidelines for Students/ Examinee

#### General Instructions

- a. The examinee is expected to be present at the examination centre minimum 20 minutes before the commencement of examination.
- b. No examinee will be admitted to the examination hall after 20 minutes of commencement of the examination.
- c. The examinee will have the proper Hall ticket and the valid institutional identity card for producing when demanded, without which he/she will not be eligible to appear for the examination.
- d. Examinees will not be permitted to leave examination hall during the initial 30 minutes and last 20 minutes of the exam.
- e. Exchange of answer books, supplements and drawing instruments etc. among the examinees is strictly prohibited.
- f. Examinee will have to write respective Enrollment No. on the question paper.
- g. Possession of any arms, weapons, mobile phone etc. in the examination hall or at the examination centre by the examinee is strictly prohibited

#### Special Instructions

- a. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction will be subject to due punitive action.
- b. The examinee will behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre.
- c. The examinee found guilty of misbehaviour or using or attempting to use unfair means will be liable for suitable punitive action.
- d. Disclosure of identity from the examinee by communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence.
- e. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation will attract punitive action under the extant rules including lodging of FIR by Exam section.
- f. Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, will be expelled from the examination hall and will be liable for suitable punitive action as per rules.
- g. The examinee will cross the blank page(s) of Answer Book left after attempting the whole paper.

### 4.2. Guidelines for Invigilator/ Supervisor

- a. The supervisor appointed for supervision in the examination hall will collect information about room(s) allotted for supervision, number of examinees appearing in the room, course, semester/ year and duration of examination for the examination room allotted before 30 minutes of commencement of exam.
- b. Prior to the commencement of examination, the supervisor will verify and ensure that no student present in the exam hall possesses any objectionable material that is not permissible in the examination hall. Any examinee found to possess such objectionable material will be instructed to keep it outside examination hall/ room or at the allotted place. If examinee refuses to comply to keep away such material, the supervisor will immediately bring the matter to the notice of the Institute Examination Coordinator.

During the examination, the invigilator shall



- verify and ensure that each examinee is seating at a place allotted for him/her.
  - distribute an answer book to each examinee, appearing for examination.
  - receive the question papers from the Institute Examination Coordinator.
  - ensure that they have received the proper question paper in proper amount. Any discrepancy will be immediately brought to the notice of Institute Exam Coordinator.
  - distribute appropriate question paper to each examinee at the start of examination and verify that each examinee has received question paper of his course, semester/ year. In case of any discrepancy, the same should be brought to the notice of Institute Exam Coordinator.
  - instruct all examinees in the room to write their Enrollment No. on question paper. Also instruct the examinees not to write anything else on the question paper except Enrollment No., writing anything else, other than the appropriate Enrollment No. would be treated as malpractice.
  - not permit any examinee to leave the examination hall, after 20 minutes from start of examination.
  - verify the identity of the examinee appearing for examination with the help of hall ticket and identity card. In case of any doubt, the matter should be brought to the notice of Institute Exam Coordinator who will further investigate the matter and take further necessary action, as per the guidelines of exam section.
  - sign the answer book of each examinee seated in the block after verifying whether the examinee has filled information correct appropriately such as Enrollment No., Course Name, Semester/ Year of Course, Title of course (not abbreviation), Date of Examination and any other information printed on answer book in appropriate columns.
  - get corrected any discrepancy committed by the examinee in writing the above information, under his supervision.
  - obtain signature of each examinee on attendance sheet and record the serial number of the answer book issued to him on it.
  - return all question papers and answer sheets remaining undistributed after 20 minutes from the commencement of the examination.
  - announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.
  - keep vigil on his/her examination room and see that examination is conducted in free and fair manner. He/ she will not allow any examinee to use unfair means or indulge in malpractice or misbehaviour and ensure that no extra book/ paper lies in the vicinity.
  - immediately take due action against the examinee found using unfair means or involved in malpractice or misbehaviour, as per norms and instructions of exam section.
  - give a written statement in prescribed format of the case of malpractice or using unfair means, narrating the details of the incident as needed in the procedure.
  - collect all answer books, count them and tally with the number of examinees present, at the end of the examination. He/ She will not allow any examinee to leave the hall till the count of the answer books is tallied.
  - complete all block reports regarding number of examinees present and absent, number of answer books used and unused.
  - hand over the answer books to the institute exam coordinator along with block reports.
- c. Under instructions of the Institute Exam Coordinator, the relieving supervisor will relieve Supervisor/ Invigilator requiring a short break. During this period of supervision, he/she will discharge all above mentioned duties assigned to a Supervisor/ Invigilator.
- d. The Relieving Supervisor will assist the Institute Exam Coordinator in addition to all above mentioned duties.
- e. Every day before examination begins, invigilator will call upon all the examinees to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement will not be accepted as an excuse for possession of objectionable material.



- f. Examination Queries: The case of error or ambiguity in an examination question should be reported to the Institute Exam Coordinator, who will then contact the respective Course Coordinator for clarification. The Examinations Office must be informed immediately of every case, even if the Course Coordinator is present in the room and has addressed the issue. Candidates may be sitting elsewhere and the Institute Exam Coordinator must ensure all students have the same information for reasons of equity. Invigilators must not advise on meaning or interpretation of questions.
- g. Illness: If a candidate becomes ill during an examination and must leave the room as a result, the Institute Exam Coordinator may ask the supervisor to accompany them during a brief break. Candidates are allowed back into the room to continue with the examination as long as they have been accompanied continuously. Where candidates wish to leave an examination early because they are distressed, advise them that they may seek advice and assistance from their parents or Doctors.
- h. Washroom Arrangements: Candidates are advised to visit washroom on or before commencement of examination or after completion of examination. During examination, candidates are not allowed to go washroom. If any candidate produces medical certificate from M.D./M.S. about his/her health issue, he/she may be allowed to go washroom. Candidates who request a toilet visit during the examination should be accompanied by an Assistant Invigilator to the door of the nearest toilet. Students are not allowed to take any papers or notes out of the room during the examination. On leaving the room ask students to confirm they have no notes or mobile phones in their pockets. The supervisors may warn them if they are found to have taken a break with a mobile phone or notes in their possession they will be reported for disciplinary action.

#### 4.3. Guidelines for Institute Exam Coordinator

##### The Institute Exam Coordinator shall

- issue duty certificate to the staff on examination duty and prepare supervision schedule.
- maintain attendance record of staff appointed for the examination work at the centre and hand it over to the Centre in-charge/ Head of the Institute.
- be responsible for the conduct of examination including seating arrangements, sealing of used answer books, distribution of question papers.
- get well familiar with prescribed examination procedure. He/she will keep constant touch with the Head of the Institute and Controller of Exam.
- procure and study all circulars, letters and information in respect of examination work and procedures involved related to examination.
- document the examination related information properly and provide the same to the concerned staff, as and when required.
- collect, store, handle and use the examination stationery such as answer books, as per the norms and guidelines of the University Exam Section.
- assign duties of Supervisors/ Invigilators and other staff required for the conduct of examination in consultation with Head of the Institute and as per local need for specific examination block.
- keep constant supervision on the staff appointed for examination at the examination centre for smooth and flawless conduct of the examination.
- keep the account of question papers and answer sheets and other documents related to the examination for producing the same to the Flying Squad or representative of Board or any other competent authority, when needed.
- keep vigil on all aspect of conduct of examination and see that the cases of malpractice, copying and impersonation etc. occurring in the examinations are duly booked and reported to the CoE/HoI.
- file UFM case in the given format on occurrence.
- hand over/ dispatch the written answer books packets of each examination to the institute exam centre every day after the examination.
- adopt and sustain proactive approach in the conduct of examination.
- observe due secrecy and confidentiality in the entire examination system.





- maintain necessary documentation and record of the work of examination at the centre.
- receive the question paper packets and recording course codes and their date and time of receipt etc.
- prepare packing slips as per course, semester/ year and subject and pack the written answer books as per the guidelines of the exam section.
- call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement will not be accepted as an excuse for possession of objectionable material. A declaration to this effect will be forwarded to the exam section.
- ensure that the students seating in the examination must carry Hall tickets. No students are allowed without Hall tickets and I-card.

#### 4.4. Guidelines for Head of Institute

##### The Head of Institute of the Examination centre will

- a. have overall responsible for smooth conduct of examination at his/her institute. He/ She will ensure that the examinations are conducted in free & fair manner and there is favourable environment for conduct of examination at the centre.
  - b. appoint necessary officers (if required) such as officer in-charge examination, supervisors and supporting staff as per the norms of the exam section. He will provide necessary support to the institute exam coordinator.
  - c. keep constant liaison with the Controller of Exam, to ensure smooth and flawless conduct of examination.
  - d. keep vigil on all aspects of the examination and its conduct.
  - e. arrange for police arrangement/ private security at the examination centre for the entire examination period.
  - f. arrange to distribute the question papers as per the instructions of exam section and maintain safe custody of the question papers and sealed answer book bundles.
  - g. hold meetings of all officers and staff appointed for examination duty as and when necessary and apprise them about their role and responsibility.
  - h. collect relevant circulars, instructions and timetable of examination from the Board and carry out the distribution of question papers accordingly.
  - i. verify and ensure that the received question papers packets are as per the requirement of the concerned centres for all courses and in sufficient quantity.
  - j. ensure safety and security of question papers during transport and storage at distribution centre as per the norms of the exam section.
  - k. keep proper account of question paper packets distributed to the examination centres.
  - l. keep proper custody of written answer book bundles received on each day of examination.
  - m. dispatch written answer book bundles received from the examination centre to the exam section PPSU.
  - n. receive the sealed packets of cases of malpractice, copying etc. brought by the Institute Exam Coordinator and deliver them to the Controller of Exam through special messenger only.
  - o. make arrangements of the following as per the norms and guidelines of the Board.
    - Examination hall, Furniture, Lighting etc.
    - Examination Hall preferably on the Ground floor/first floor of the institution.
    - Blank answer books and other examinations stationery.
    - Ensure cleanliness in examination blocks and toilets.
    - Drinking water.
  - p. maintain the account of answer books and other examination stationery utilised during the examination of their respective institute.
- Any other duty/ instructions assigned by exam section.



#### 4.5. Guidelines for Flying Squad

##### The Flying Squad shall

- a. inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper, he/ she will inform the Institute Exam Coordinator and get it amended. He/ She will see that at least 1 to 1.2 sq. meter space is provided to each examinee.
- b. Observe that internal vigilance group is active. Similarly, visit the examination halls frequently and exercise check for proper conduct of examination and discouraging malpractice.
- c. keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to Institute Exam Coordinator. Institute Exam Coordinator will take action in such cases as per prescribed procedure.
- d. if in his/her opinion, the action taken by the Institute Exam Coordinator is not proper or sufficient, or the Institute Exam Coordinator is non-cooperative, the matter will be communicated to the Controller of Exam on phone and in writing. Such report will be specific and objective in nature. Care will be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.
- e. monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior in examinations. These committees will be adequately empowered to verify entire examination process at the examination centre.

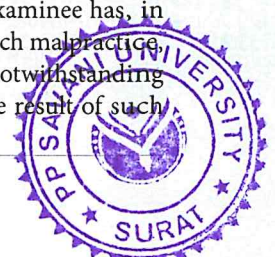
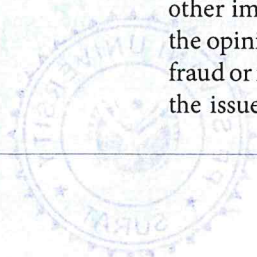
#### 4.6. Guidelines for Handling, Distribution and Storing Question Paper Packets

Following procedure will be observed for handling sealed packets of question papers.

- a. The Exam section will hand over the sealed packets of question papers to the Institute Exam Coordinator, in sufficient quantities for each course, required for all examination centres/ blocks.
- b. The Institute Exam Coordinator may bring along with him representative(s) of the connected examination centre(s), to the University Exam Section for assistance in collecting the question paper packet(s). These representatives will verify the distribution list of question paper packets to be supplied to them. The representative of institute Centre will accordingly receive the packets and will duly give the receipt after checking the satisfactory condition of and intactness of the seals on the packets.
- c. Opening of Question Paper: The Question Paper will be opened 10 Minutes before the start of examination in the presence of institute exam coordinator & Principal of the concerned institute. The packet should be opened by cutting from the edge and then by putting the scissor in the envelope.
- d. The institute exam coordinator & Principal of the Institute will do full signature on the packet specifying that the packets are sealed and not tempered. In case of any tempering, the Institute Exam Coordinator will immediately report to exam section regarding it.

#### 4.7. Amendment of Results:

- 4.7.1. Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations will have power to amend such a result in such a manner as will be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Provost, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter will be placed before the Board of Examinations which will convey its decision to the Provost/Vice Chancellor to take final decision.
- 4.7.2. Error means: Error in computer / data entry, printing or programming and the like. Clerical error, manual or machine error, in totalling or entering of marks on ledger / register. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.
- 4.7.3. Due to fraud, malpractices etc.: In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has been benefited and that such examinee has, in the opinion of the Board of Examinations, been a party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations will have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such





examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

- 4.7.4. If a situation arises like it has been deducted at a later stage that the examination was not fair or examinees have used fraudulent means in the examinations and mass copying, the Provost, on the recommendation of Board of Examination, may cancel entire examination of the paper. If situations necessitate, the Provost can postpone examination scheduled on one or more days.

#### 4.8 Revaluation:

Effective evaluation of answer sheets is crucial to ensure fairness, accuracy, and consistency in assessing students' knowledge and understanding. At P P Savani University, we are committed to upholding high standards of academic integrity and excellence.

- 4.8.1. All answer sheets must be evaluated commitment to fairness, accuracy, and equity in assessing students' academic achievements. To uphold this subjective at P P Savani University, we adhere to a comprehensive double evaluation system for assessing answer sheets. This process involves two stages of evaluation as outlined below:

##### Evaluation for Students Scoring Below Passing Marks:

Answer sheets of students who score 20% less than the passing marks undergo a second round of evaluation. This ensures that students who may be on the cusp of passing receive detailed feedback and fair assessment to aid in their academic progression.

##### Evaluation for High Achieving Students:

Additionally, answer sheets of students who attain 90% or more of the maximum marks undergo a second round of evaluation. This aims to maintain consistency in grading and ensure that exceptional performances receive appropriate recognition and validation.

- 4.8.2. Evaluation criteria must be applied consistently across all answer sheets for the same examination. Faculty members should adhere to the predetermined grading rubrics and standards.
- 4.8.3. The evaluation process should be transparent to both students and faculty members. Students should have access to the grading rubrics and understand how their answers will be assessed.
- 4.8.4. Faculty members must maintain the confidentiality of students' examination results and ensure that answer sheets are handled securely to prevent any unauthorized access.
- 4.8.5. Constructive feedback should be provided to students to help them understand their strengths and areas for improvement. Faculty members are encouraged to offer feedback that is specific, actionable, and supportive.

#### 4.9 Discretionary Marks:

The Grace Marks policy for a particular faculty will be followed as prescribed and modified from time to time by the Academic Council. The present policy for all faculties is as under:

The Discretionary Marks up to a maximum of 10 marks-03 subjects-04 maximum marks per course provided student passes after awarding these marks.

## 5. Result Declaration

- a. The Exam Section will declare the result within 15 days of the completion of the examination.
- b. After the declaration of the results, the student can apply for rechecking or re-evaluation within 03 days of the declaration of the result with payment as under:
  - i. Rechecking: Rs. 200/- per course
  - ii. Reassessment: Rs. 500/- per course
- c. Results for rechecking or reassessment will be declared on 8th day of the declaration of the original result. It will be declared prior to the commencement of University Retest.



## 7. Re-Checking & Re-Assessment in University Examination

P P Savani University believes in error-free examination system. The university exams are conducted twice a year. The following rules are applicable for Rechecking & Reassessment Process:

### Terms:

- Rechecking: Only Total of answer sheet/s will be verified.
- Reassessment: Answer sheet/s will be re-evaluated.

### Application:

- Any student of P P Savani University can apply for rechecking or reassessment within 3 days of declaration of University Result.
- The student has to apply by filling up the standard form along with payment of applicable fees.
- The student can apply for rechecking in any course irrespective of his result.
- The student can apply for reassessment only in the courses where he is declared fail.

### Process of Rechecking & Reassessment:

- The duly filled forms must be submitted by the institute to University Exam Section along with the proof of collected payment submission to Account Section on the fourth day after declaration of the University Exam Result. After that, nothing will be accepted.
- Exam Section will appoint examiners for reassessment or rechecking.
- The appointed examiner will carry out rechecking or reassessment.

### Declaration of Results:

- In case, there is deviation of less than 5% (of Total Marks) between original assessment and during rechecking/ reassessment, result should be declared as "No Change".
- In case, there is deviation of more than 5% (of Total Marks) between original assessment and during rechecking/ reassessment, answer sheet/s to be referred for further evaluation by another examiner.
- Average result of all three evaluations will be declared with "Revised Result" if deviation of more than 5% (of Total Marks) between original assessment & average result. In such case, original examiner will be imposed with Reprimand / Penalty based on policy for Lapse/ Errors in University Examination.
- Average result of all three evaluations (Double Evaluation) will be declared with "No Change" if deviation of less than 5% (of Total Marks) between original assessment & average result.



## 8. Re-test/Special Examination

The University believes in providing fair opportunities to the students to prove themselves in examinations. Keeping the same in view, the concept of Re-test Examination has been initiated with the process as under:

- The students who are declared fail or have remained absent can appear for the re-test examination.
- The respective institute shall conduct the test within 15 days of completion of the regular examination.
- The student appearing in the re-test for any reason shall be awarded maximum B+ grade irrespective of his grades higher than B+. However, in case of unwanted circumstances such as act of God or pandemic, the maximum grade criteria shall be nullified and the re-test shall be considered as “Special Examination” with prior approval of Board/ Provost.
- The Result of the same shall be declared within 15 days of the completion of the Exam.

## 9. Lapse/Errors in University Examination

To make the examination procedure smooth and easy flowing, certain rules and regulations are framed related to University Examination Conduction. Any concerned person/ employee who is assigned any examination duty and found not adhering the regulations of Examination, will be subject to reprimand as under:

Sr. No.	Type of lapse/error	Reprimand / Penalty
1	Grammar/ Spelling Error in Submitted Question Paper	Amount payable will be reduced by INR 200 of the Paper Setting Honorarium
2	Improper Formatting/ layout/ non uniformity of font size and style	Amount Payable will be reduced by INR 100 of the Paper Setting Honorarium
3	Any correction in content after commencement of the Exam	Amount Payable will be reduced to Half of the Paper Setting Honorarium
4	Submission of Question Paper not before 7 Days of Date of Exam	Amount Payable will be reduced by INR 100/ Day of the Paper Setting Honorarium
5	Error in Totaling of marks in assessment	INR 100 per Answer Sheet
6	Unassessed Answer/ Improper Assessment of Answer	INR 100 per Answer Sheet
7	Late Assessment (as per the deadline set by respective Dean/ Principal)	Amount Payable will be reduced by INR 5 per Answer Sheet
8	Paper Setting out of the Syllabus	Amount Payable will be reduced to Half of the Paper Setting Honorarium
9	Lapse in Internal Theory/ Practical Marks Submission	Penalty of INR 100 per Error to a maximum of INR 5000
10	Lapse in Practical Examination Conduction as per Guidelines	Penalty of INR 500 per Incidence to a maximum of INR 1000

Finding any of the above said, but not limited to, lapses in the University Examination process, the Controller of Examination (CoE) will issue a memo to the concerned employee. After receiving 03 memos for the lapses/errors in Examination, the employee will be liable for Administrative Actions as suggested by committee appointed by Provost.



## 10. UFM (Unfair Means)

No candidate/ examinee will use unfair means or indulge in disorderly conduct at or in connection with examinations.

Unfair Means will include the following:

1. During examination time having in possession or access to
  - a. Any paper, book, note or any other material (relevant or irrelevant).
  - b. Mobile Phones or any electronic gadget other than scientific calculator, even in switch off mode, which can potentially be used for communication or copying.
  - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - d. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc which may have relevance to the syllabus of the examination paper concerned.
  - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.
6. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc during his/her examination duration.
7. If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions.

### UFM Process & Review:

If a candidate is found practicing any of the above-mentioned Unfair Means:

- a. UFM report to be filed by Jr & Sr Supervisor of the centre.
- b. He/she should be allowed to complete the same exam without giving any extra time.

In case of UFM in the University Examination, the Provost will form a committee after the completion of the Examination for the same school. After the exam, the committee will conduct an interaction with the concerned Jr & Sr Supervisor, the candidate & parents. The committee will submit the report of the same next day of the interaction.

Norms of Punishment:

The following norms for punishment are laid down, if found guilty by the committee formed by the Provost.





Type of UFM Practiced	Punishment to be Imposed
<p>1. During examination time having in possession or access to</p> <ol style="list-style-type: none"> <li>Any paper, book, note or any other material (relevant or irrelevant).</li> <li>Mobile Phones or any electronic gadget other than scientific calculator, even in switch off mode, which can potentially be used for communication or copying.</li> <li>Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.</li> <li>Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc which may have relevance to the syllabus of the examination paper concerned.</li> <li>Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.</li> </ol>	The candidate will be awarded F Grade in 02 courses: one in which he is found guilty and second in which he has scored minimum marks other than F & to be declared as Pass.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.	His/her examination result in that course will be cancelled and F grade will be awarded in that course.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.	His/her examination result in that course will be cancelled and F grade will be awarded in that course.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.	The candidate will be awarded F Grade in 02 courses: one in which he is found guilty and second in which he has scored minimum marks other than F & to be declared as Pass.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.	The candidate will be awarded F Grade in 02 courses: one in which he is found guilty and second in which he has scored minimum marks other than F & to be declared as Pass.
6. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc during his/her examination duration.	The candidate will be awarded F Grade in 02 courses: one in which he is found guilty and second in which he has scored minimum marks other than F & to be declared as Pass.
7. If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions.	The candidate will be awarded F Grade in all course of the semester in which he/she has appeared for examination.



## 11. Examination writing policy for the students with Disability:

Sr. No.	Category	Facilities to be provided
1	Students with 100% visual disabilities.	<ul style="list-style-type: none"> <li>• Writer</li> <li>• 30 min extra time</li> </ul>
2	Students with low vision.	<ul style="list-style-type: none"> <li>• Writer</li> <li>• 30 min extra time</li> <li>• Questions papers in enlarged print</li> </ul>
3	Students with orthopedic disability.	Writer (If the student is unable to write his/her examination himself/herself)
4	Students with short term disability due to injury or other types of disability	The facilities will be provided as per recommendations of the Institute Exam Coordinator, Principal & Controller of Examination.

The facilities mentioned against each category in respect of the students of above categories may be provided by the Institute Exam Coordinator without obtaining prior approval of the University exam section, if the candidate possesses a valid permanent disability certificate (As per University examination format) issued by the Medical officer of a Government hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this policy:

- a. Students who will be eligible for writer in any of the categories mentioned above, may arrange for their own writer as the case may be. In case they are unable to do so, the Institute Exam Coordinator would provide the same, Institute Exam Coordinator is requested for the same well in advanced before 02 days.
- b. As far as possible the writer should be less qualified than examiner. However, if the writer is more qualified than the examinee, Institute Exam Coordinator should ensure that the writer has not studied same subject at high level in which the examinee is appearing.
- c. The writer is required to produce his/her identity, documents of last exam passed to Institute Exam Coordinator. In case writer is more qualified than the examinee, the Institute Exam Coordinator may ask for other relevant certificates to establish that writer has not passes any exam of higher level than that of examinee in the subject concerned.
- d. The seating arrangement for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilet as far as possible.
- e. A statement showing the particulars (Enrollment No., Student Name, School name, Course Name, Date of Exam) of the disability category students/ appearing at examination and who have been provided the facilities, as above mentioned, must be sent to the examination section along with all writer Performa, disability medicate certificate, approval note from Institute Exam Coordinator by concerned school for the maintenance of record and to avoid any future discrepancies.

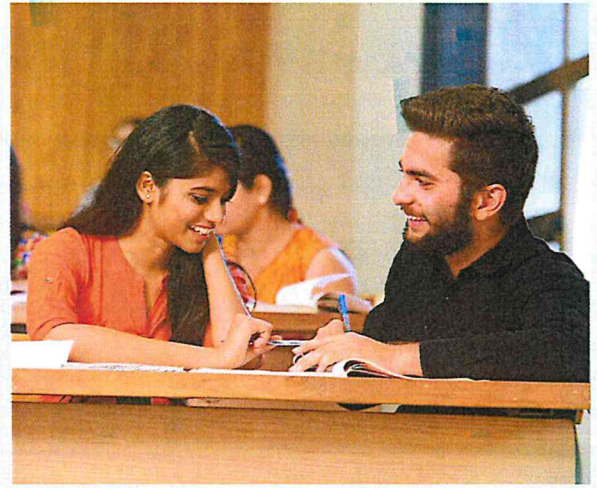




## 12. Convocation for Conferring Degrees:

- a. Convocation for admitting candidates to various degrees will be held annually at the University campus on such date as the Chairperson may consent.
- b. Special Convocation for conferring degrees may be held on such dates as may be fixed by the Chairperson on the recommendation of the President.
- c. At the Annual Convocation the President will present a report of the year's work in the University.
- d. Notwithstanding anything contained in this Ordinance, if for unavoidable reasons the Annual Convocation is not held, the Academic Council may approve the conferment of degrees and the award of diplomas, certificates and other academic distinctions.
- e. The procedure to be followed at the Convocation will be as laid down by the Academic Council.







# PPSU

P P SAVANI UNIVERSITY

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