

Date: 24-12-2022

**Revised Policy For  
Lapse / Errors in University Examination**

P P Savani University believes in transparent and error-free examination system. The university exams are conducted twice a year. To make the examination procedure smooth and easy following, 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, shall be subject to reprimand as under:

Sr. No	Type of lapse/error	Reprimand / Penalty
1.	Grammar / Spelling Error in Submitted Question Paper	A Penalty of INR 250 per Subject code
2.	Improper Formatting/ layout/nonuniformity of font size and style	A Penalty of INR 250 per Subject code
3.	Any correction in content after the commencement of the Exam	A Penalty of INR 500 per Subject code (Not granted)
4.	Submission of Question Paper not before 7 Days of Date of Exam	A Penalty of INR 250 per Subject code
5.	Error in Totaling of marks in assessment	A Penalty of INR 200 per Answer Sheet
6.	Unassessed Answer/ Improper Assessment of Answer	A Penalty of INR 200 per Answer Sheet
7.	Late Assessment (as per the deadline set by respective Dean/ Principal)	A Penalty of INR 1000 per Subject code
8.	Paper Setting out of the Syllabus	A Penalty of INR 1500 per Subject code
9.	Lapse in Theory/ Practical Marks Submission	A Penalty of INR 1000 per Subject code
10.	Lapse in Practical Examination Conduction as per Guidelines	A Penalty of INR 1000 per Subject code
11.	Any other major lapses and repetition	A Penalty of half of the total examination remuneration



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

**Smooth functioning of the University Examination system is a collective responsibility of the respective employee; hence, the cooperation is highly solicited.**

A handwritten signature in green ink, appearing to be 'S. S. Savani'.

Registrar,  
P P Savani University

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P P Savani University