

SAI TIRUPATI UNIVERSITY, UDAIPUR

(Established by Govt. of Rajasthan and Recognized by UGC)



EXAMINATION REGULATIONS

amended upto 30.06.2025

UMARDA, UDAIPUR



SAI TIRUPATI UNIVERSITY



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CHAPTER 1

PRELIMINARY

1) Short title and commencement:

- a. This Regulation may be called the Sai Tirupati University Examination Regulation 2016
- b. It shall come into force on the 07.06.2017 as per Academic council resolution no. 5

2) Definitions:

- a. **The Academic Council:** The term 'Academic Council' used in this Regulation shall have the same meaning and scope as provided under the STU Act., 2016
- b. **'Admit Card'** means the permission document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they have registered.
- c. **The Board of Examinations:** The term 'Board of Examinations' used in this Regulation shall have the same meaning and scope as provided under the STU Act., 2016
- d. **The Controller of Examinations:** The term 'Controller of Examinations' used in this Regulation shall have the same meaning and scope as provided under the STU Act, 2016
- e. **'Centre Superintendent':** The term 'Centre Superintendent' (CS) used in this Regulation means the faculty member of the College/Institution of this University, for conduct of the theory examinations at the same College/Institutions.
- f. **'Deputy Centre Superintendent'** is the member of the faculty who will assist the Centre Superintendent in conducting the theory examination, if the number of candidates appearing for a particular examination is more than 150.
- g. **'Examiner'** means those members of the faculty who are eligible to be appointed for the conduct of practical/viva examinations and valuation of theory answer books as per the course regulations concerned.
- h. **'Examination Centre'** means the College/Institutions of the University, recognized or approved by the University as centre for conducting Theory/Practical Examinations of the University.
- i. **'External Examiner'** is the member of faculty who is eligible/qualified to be an examiner, of an Institution/College of this University or other University, included in the panel appointed by the Controller of Examinations as External Examiner for conducting Practical Examination at an Institution/College other than the Institution/College she/he is working.
- j. **'Internal Examiner'** is the member faculty of who is eligible and qualified to be an



examiner, of the Institution/College of this University, included in the panel by the appointed concerned college principal as Internal Examiner for conducting Practical Examination at that particular Institution/College

- k. **'STU Act'** means the Sai Tirupati University Act 2016.
- l. **'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 instruction given by the University before being added to the question paper bank.
- m. **'Practical Convener'** is the member of faculty who is eligible to be an examiner, appointed by the Principal of College in consultation with the Controller of Examinations and to suggest the list of external examiners.
- n. **'QP Code'** means the unique 4/6-digit Alpha numeric code assigned to the Question Paper.
- o. **'Question Paper Bank'** means the availability/collection of a set of scrutinized question paper for each subject of an examination so as to transmit one question paper which is randomly selected by the system, to the respective exam centres
- p. **'Question Paper Setters'** means those eligible/qualified teachers of the Institutions of this University or other Universities included in the panel President Registrar for the purpose of question paper setting who are assigned to prepare questions papers for the conduct of Examinations.
- q. **'Regulations'** means the Academic Regulations and Course Regulations of all the courses coming under the STU Act-2016.



CHAPTER II

SAI TIRUPATI UNIVERSITY, UMARDA, UDAIPUR (RAJASTHAN) EXAMINATION CELL ORDINANCE FOR CONDUCT OF EXAMINATION

A. BOARD OF EXAMINATIONS:

1. The Board of Examinations shall be the authority for conducting the examinations and deciding the policies regarding conduct of examinations, improvements in the system of examinations, appointing the paper-setters, examiners and moderators, and also prepare the schedule of dates for holding examinations and declaration of the result, The Board of Examination shall also oversee and regulate the conduct of examinations.
2. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board shall be such as may be prescribed.

The Board of Examinations shall consist of the following members, namely:-

- i. President of the University will be the Chairperson of the Board
- ii. One Director marked by the President.
- iii. Controller of Examinations/Dy. Controller of Examinations.
- iv. The Principle of any faculty.
- v. Two Principals/Directors other than Principle of Faculty nominated by the President.
- vi. Two Teachers other than Principal/Director nominated by the President.

10. Power and Duties of Board of Examinations.

- a. The Board of Examinations shall ensure proper organization of examinations of the University, including tabulation and the declaration of result.
- b. The Board shall meet not less than once in each academic term.
- c. In particular and without prejudice to the generality of duties as mentioned in sub-section (1) the Board shall exercise the following powers and perform following duties, namely :-
 - i. To undertake and exercise the reformation in conduct of examination.
 - ii. To exercise such other powers in relation to examinations as may be assigned to it by the Government & University.
- d. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorized by the Chairperson in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action as considered fit and necessary, and at the next meeting of the Board, the action taken shall

be reported by such person.

- e. No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner.
- f. i. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters examiners, teachers or any others persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than three persons of whom one shall be Chairperson.
- ii. Such a committee shall submit its report and recommendations to the Board of Examiners which shall take disciplinary action in the matter as it deems fit.
- g. The Board shall 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.



CHAPTER-III

CONDUCT OF EXAMINATIONS

A. Appointment of Question paper setters and Scrutinizers

- 1) Appointment of question paper setters relating to all examinations, conducted by the University shall be made by President/Registrar or by the Controller of Examinations, (by virtue of powers delegated to him by President) from the respective panels prepared by Head of Dept./Principal of the college as per the norms that the examiner must have required experience of teaching as per UGC norms and norms of the regulatory bodies, if applicable. Every panel submitted to the Controller of Examinations shall consist of sufficient number of names of question paper setters as required. However, he can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the President/Registrar.
- 2) The Controller of Examinations (hereinafter referred to as CE) can cancel the appointment offered to any person as 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. Respective 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 Controller of Examinations may disqualify such persons from being question paper setter and brought in knowledge of Registrar/President.
- 4) Question Paper setters can also be appointed as Examiners in the subject for which they have set question paper.
- 5) The Controller of Examinations may appoint scrutinizer/s for each subject in order to verify whether the question papers are set as per the syllabus and the scheme of examinations as and when required.
- 6) Remuneration and TA/DA (as applicable) will be paid to all question paper setters/scrutinizers at the rates fixed by the University from time to time.
- 7) The President/Registrar shall approve appointments as QP Setters/Examiners waiving the above requirements in exceptional cases and in such cases his/her action shall be reported to the Board of Examinations.

B. Appointment of Examiners and Evaluators

1. The Controller of Examinations as delegate of the President/Registrar shall appoint eligible examiners and evaluators as per the prevailing course Regulations, from the panel approved.
 - a. To assist the conduct of practical examinations, practical examiner shall be appointed by the Controller of Examinations on the basis of the panel obtained from the





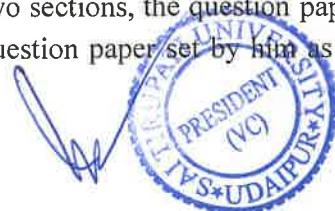
concerned Dept/Principal.

- b. The Head of Dept/Principal of college may suggest eligible evaluators from the approved panel of examiner for theory & practical exams and conduct the smooth evaluation in consultation with the controller of Examinations.
- c. For the smooth conduct of practical examinations in each of the examination centres, an Internal Examiner of the particular examination, shall be appointed by the Controller of Examinations on the recommendation of the concerned Principal/Head of Dept. for an examination/subject for each session of the examination.
2. The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances. Controller of Examinations will also have discretionary power to cancel the appointment of examiner(s)/evaluator(s) for valid reasons.
3. 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 by the respective Principal/HOD. In such cases the Controller of Examinations can take appropriate action with the approval of the President.
4. Remuneration and TA/DA shall be paid to all examiners/evaluators/University practical Conveners, subject experts and all such other officials appointed, at the rates fixed by the University from time to time.

C. Instructions to question paper setters

Extreme confidentiality must be observed by the question paper setters. They shall not disclose any information which might give a clue or hint with respect to the questions being set to anyone under any circumstances.

1. Every person appointed as paper setter shall be required to furnish a declaration in the form prescribed by the University, stating, inter alia, that:
 - i. He/she has not written, edited or revised a guide book, help book, key or similar other matter, with whatsoever name, relating to the subjects concerned.
 - ii. He/she has not been engaged in giving private tuitions and/or teaching at private coaching institutions or carried out similar other work.
2. None of his/her near relations is appearing in the examination concerned.
3. The questions should be set as per the pattern recommended for the particular examination by the concerned Agency/Authority. The subject of the paper, Question paper code, duration of the examination and the maximum marks must be mentioned with clarity at the top of the questions paper.
4. Questions shall be type written in the prescribed format by the Question Paper setter in strict confidence either directly or at his dictation and the hard and soft copies of the same in the paper and CD supplied by the University, shall be forwarded or mailed to the Controller of Examinations.
5. Every Question Paper shall be assigned a unique numeric code and the same will be made known to the question paper setter. These codes are to be written in the set question paper along with the name of the paper. If the question paper carries two sections, the question paper setter shall mention the different code numbers clearly in the question paper set by him as in the model question paper.

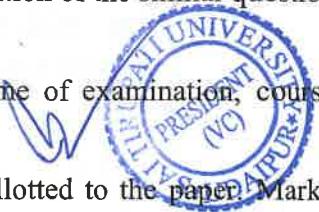


6. Questions shall be free from spelling and grammatical mistakes. Abbreviations other than usually given in the textbooks should not be used. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question Paper setters making repeated mistakes may be avoided from the panel.
7. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
8. A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculator, logarithm tables, charts, graph paper etc. from the examination invigilator/centre superintendent if permitted.
9. Question paper setters must ensure that the questions set by them are of the same pattern and standards including the Question Paper Code (as per the 'Model question paper' supplied by the University).
10. The question paper setter has to ensure that the prescribed standards are maintained and that the question paper, covers the broad areas of 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).
11. The question paper setter shall prepare and submit as many question papers for each course as directed by the Controller of Examinations.
12. The paper setter should also keep in mind that an average student would be able to answer all the questions in the prescribed time.
13. Number system used in the model question paper shall be followed strictly for showing serial numbers and mark distribution in the question paper.
14. Question paper setting is a time bound task and paper setters shall not make any delay in reaching the prepared Question Paper in the University. However reasonable time will be given to Question paper setters for preparing Question Papers.

D. Instructions to Moderator (Scrutinizers)

The functions of the Moderator shall include the following:

- i. To ensure that the question paper(s) have been set strictly in accordance with the Syllabi, Scheme of Examinations, model question paper and the instructions given by the University.
- ii. To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.
- iii. 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 essay and short answer) as well as repetition of the similar question in Part A/B or in Paper I/Paper II/ Paper III etc. should be avoided.
- iv. To check and make sure that the Question Paper Code, the name of examination, course name, scheme etc. are correct.
- v. 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 equal the maximum marks for the course.

- vi. To check and ensure that abbreviations other than usually given in the textbooks are not used & acronyms are expanded. Spelling mistakes, errors in punctuation marks and grammar should be corrected
- vii. To remove ambiguity/confusion in the language of the questions, if any, must remove with clarity.
- viii. To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- ix. To ensure that the composition of the question papers shall have a mixture of questions of different levels as follows:
 - i. Questions that can be answered by an average student: 40% to 60%
 - ii. Intermediate level of difficult questions that can be answered by student: 20% to 30%
 - iii. Advance level questions that can be answered by students: 10% to 20%
- x. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
- xi. To ensure that the questions are serially numbered.
- xii. To ensure that representation and weightage has been given to all the chapters as far as possible
- xiii. To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the ground of the question paper setter.
- xiv. To correct/modify/replace the questions in case of necessity.

Note:

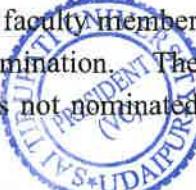
- The scrutinizers are solely responsible for the omissions, mistakes, or errors left uncorrected in the question paper.
- Their work is highly confidential and usage of mobile phones/ or other electronic gadgets during scrutiny is not permitted for any reason.

E. Steps involved in the conduct of University Theory Examinations

1. The University examinations shall be conducted as per the examination notification issued preferably 30-45 days prior to the commencement of the examinations. The candidates proposing to appear for the concerned examinations shall enrolled themselves in the university before the publication of the examination notification. This enrolment registration applies to the candidates taking their University examination for the first time.
2. Time table for both the Theory and Practical examinations shall be published well in advance before the commencement of examinations.
3. All colleges/institutions shall forward to the Controller of Examinations, print outs of the evidence of Examination registration and internal assessment marks along with certificate

of attendance percentage, signed by the Head of the Department/Dept. in charge & Principal/Head of Institutions. The college shall also forward printout of the fee details signed by the Principal/Head of the institution. The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently 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.

4. To complete the examination registration process, the Principal/Head of the institution shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per STU Regulations, in respect of the candidates being registered.
5. The Principal/Head of Institutions shall collect Examination fee from all eligible candidates of his/her college; remit the consolidated amount to University Account as per the mode of remittance specified in the Examination notification from time to time and forward the concerned print-outs countersigned by Principal/Head of Institution to the University.
6. The University reserves the right to cancel any examination centre at any time on valid reasons.
7. The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain eligibility of the candidates before issue of Admit Cards. (Admit cards are issued online/offline preferably two days prior to the commencement of the theory examination. The Controller of Examinations shall have the power to suspend issue of Admit cards to candidates, if found ineligible due to various reasons. In exceptional cases, the Controller of Examinations/Registrar can provisionally permit a candidate for appearing the examination, subject to eligibility on further verification.
8. The University shall supply sufficient theory and practical answer books and examination related stationery in advance from time to time as per the requirement. The Principal/Head of Institutions shall maintain a stock register of such materials supplied by the University. It shall be the responsibility of the Principal/Head of Institution to intimate the University for the examination requirements well in advance. University shall have a mechanism to monitor the stock and usage of above mentioned materials from time to time.
9. The Principal/Head of college shall act as Centre Superintendent for the theory examination. However, in exceptional cases, they can nominate a senior faculty member as the Centre Superintendent with information to Controller of Examination. The University reserves the right to appoint the Centre Superintendent who is not nominated by the Head of Institution also.
10. The Centre Superintendent is responsible for receiving the answer books and all



examination materials from the Principal/Head of the Institution and keeping them under safe custody. He/she should make all arrangements for the smooth conduct of the examination.

11. The Controller of Examinations shall make arrangements for publishing the results online/offline and for distribution of statement of Marks and Certificates.

F. Conduct of Examinations

1. Examinations once scheduled shall not be changed, unless there is a situation/reason which necessarily warrants such a rescheduling with the consent of principal.
2. 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 in consultation with President .
3. 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.
4. Regarding their duties and responsibilities, the Centre 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.
5. It shall be the duty of the Centre Superintendent at each Centre of examination to appoint Deputy Centre Superintendents and or Asst. Superintendents (Invigilators) who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as required by the University. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the Examination duty.
6. The Controller of Examinations may, if found necessary, appoint an Observer/ Flying Squad to supervise/monitor 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 college with at least three years' experience as Invigilator.
7. All candidates shall bring with them their Admit cards and ID cards issued by the University on each day of examination. The admit card/ID card shall on demand be produced for inspection by the Centre Superintendent, Additional Centre 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 admit card and ID card issued by the University, However, the Centre Superintendent shall be eligible to 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.
8. All admit Cards issued are provisional.
9. Candidates writing the examinations shall be under the disciplinary control of the Centre Superintendent and shall obey all his instructions. In case a candidate disobeys the instructions given by Centre Superintendent/any other officials appointed by the University

or behave insolently towards the officials, such candidate shall not be allowed by the Centre Superintendent to write the examination and the matter shall be reported to the Controller of Examinations for further action.

10. The Controller of Examinations can cancel the Admit card issued to any candidate, if it is proved that she/he has been 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.

G. Answer Books

Answer Books containing 24 pages or 32 pages supplied by the University from time to time are used for the Theory Examinations. Serial number of each answer book shall be printed chronologically on the front page. Supplementary answer book 8 pages will be provided for theory examination on demand of the candidate. Each candidate shall write his/her Roll number in the front page. Detailed instructions to the candidates shall be given in the front page of the answer book. For Practical Examinations, answer books of 8 pages supplied by the University from time to time are used and candidates may be provided supplementary books, if required.

H. Instructions to Centre Superintendents at the examination venue

The Centre Superintendents are responsible for the efficient and prompt conduct of the theory/practical examination. Generally Principal/Head of Institutions shall be the Centre Superintendent in each Centre. For the smooth conduct of the theory examinations the following guidelines shall be strictly adhered to.

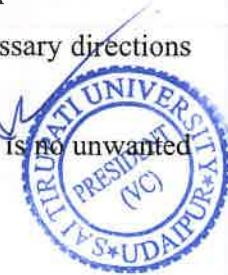
Instructions to Examination Centre Superintendent (CS)

Note: CS- Read as Centre Superintendent where ever applicable

The CS is responsible for the efficient and prompt conduct of the examination at each Centre. The following guidelines shall be adhered to for the smooth conduct of examinations as required by the Act, Statutes, Ordinances, Regulations, Byelaws or any other Order of the University.

General:

1. It shall be the duty of the CS at each Centre of examination to appoint Deputy Centre Superintendents and Asst. Superintendents (invigilators) and other supporting staff well in advance for the concerned session of the examination for which he/she is appointed.
2. The CS shall go through the 'instructions to the invigilators' and give necessary directions to the invigilators as and when required.
3. The CS shall ensure that the examination hall(s) is kept clean and that there is no unwanted writing on the desks/walls or board.



4. The CS shall ensure that drinking water is made available to the candidates in the examination hall.
5. The CS shall display hall-wise seating plan for the information of candidates at prominent places.
6. The CS shall be present in the examination venue at least one hour prior to the commencement of the examination for each session of the examination
7. The CS shall provide necessary facilities to the Observer if deputed by the University for the discharge of his/her duties.
8. The CS shall ensure that the Invigilators collect the answer books 30 minutes prior to the commencement of the examination.
9. Ensure that the examination hall(s) is/are opened only one hour prior to the commencement of the examination and that the candidates are permitted to enter the hall between 15 and 30 minutes prior to the commencement of the examination.
10. Centre Superintendent shall permit the candidates suffering from contagious diseases to write the examination separately with the prior approval of Controller of Examination. Such candidates shall have to submit application with medical Certificate and proper recommendation of the Principal/Head of the Institution to the University. The candidates shall be permitted to take examination in a secluded room.
11. The CS shall ensure that only the following items are permitted in the examination hall(s).
 - Admit card
 - Id card issued by the University
 - Allowed writing & drawing materials
 - Simple calculator, if permitted for the particular examination
 - Other materials permitted by the University from time to time
12. A candidate shall not be allowed to write examination, if she/he does not have a valid Admit card and ID card issued by the University. However, if a candidate reports that her/his Admit card/ID card is lost; the Centre Superintendent can permit her/him for the examination, after obtaining a written request from her/him, and shall report the matter to the University.
13. The CS shall ensure that Mobile phones, Bluetooth devices, programmable electronic equipment like scientific calculators etc. and any other electronic equipment are not allowed in the examination hall(s) even if they are turned off. During the examination, if any such gadget is found in the possession or custody of the candidate, these items shall be taken into custody by the Centre Superintendent and the matter reported to the Controller of Examinations at the earliest. In such cases, the CS may permit the candidate to write the examination only on getting an undertaking from his/her regarding the incident and shall forward the same along with the suspected materials to the University on the same day.

14. The question papers shall be distributed in the examination hall(s) 5 minutes prior to the commencement of the examination. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.
15. The Centre Superintendent shall report the inevitable corrections, if any, in the question papers, like out of syllabus questions, spelling mistakes and repetition of questions to the Controller of Examinations, before the commencement of the examination.
16. The Centre Superintendent shall frequently visit examination hall(s) and ascertain that the invigilators are doing their duties and ensure that utmost discipline is maintained throughout the conduct of examination.
17. The CS shall ensure that the packets containing answer books and related documents are despatched to the University on the day of examination itself. In the case of examinations conducted in the afternoon session, the CS shall ensure that answer books are dispatched on the next working day itself. In extra ordinary situations where there is any delay in despatch, the same shall be intimated to the Controller of Examinations the same day itself.
18. It shall be the duty of the CS to countersign the TA Bill and/or Remuneration bill of the observer if deputed by the University.
19. Unused, damaged and cancelled answer books shall be counted and returned to the Principal/Head of the Institution for proper maintenance of Stock Register.
20. The CS shall ensure that Candidates, Invigilators, Observers, CS himself/herself and any other person entering the hall are not using mobile phones inside the examination hall.

I. Instructions to Invigilators (Asst. Superintendents)

Invigilation is one of the most important tasks required to be performed during the conduct of theory examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guidelines for the invigilators are given below:

The invigilator should;

- a. Report to the centre superintendent at least 30 minutes before the commencement of the examination.
- b. Permit the candidates to enter in to the Examination hall within 10 to 15 minutes, prior the commencement of the examination.
- c. Collect the answer books from the centre superintendent, check and count them and get the defective answer books (if any) replaced.
- d. Carry the question papers from the confidential room to the examination room only in packets.
- e. Help the candidates to locate their seats and as soon as they are seated, enquire whether any of them are in possession of mobile phones, calculators or digital diary or any electronic devices or equipment of any other kind. If any of the candidates are in



possession of any such item or script/notes in coded form or otherwise or any other material from which answers could be copied or otherwise used in the matter of answering questions, the invigilator should instruct the candidate to eschew the same or keep it outside the room. If any such gadget is found in the possession of such candidate during the examination, they shall be seized and the matter reported to the CS for necessary further action.

- f. Check whether each candidate has valid Admit card and the ID card issued by the University in his or her possession and admit only those who possess these items of evidence. If any candidate does not hold such documents, he/she will be advised to meet the centre superintendent for necessary guidance.
- g. Verify the identity of the candidate with reference to the photograph on the Admit card and ID card issued by the University and after ensuring correctness, get the attendance sheet signed by them.
- h. Distribute the answer book 15 minutes before the commencement of the examination.
- i. Shall sign on the answer book only after verifying that the details filled in by the candidate are correct.
- j. Question paper may be distributed as per the norms prior to the commencement of the examination.
- k. After the lapse of each hour (single stroke bell), announce to the candidates, stating "one hour is over", "two hours are over" etc. as the case may be.
- l. Five minutes before the close of the examinations, announce "last 5 minutes" and after the examination time is over (ie, one hearing the 3 stroke bell) ask the candidates to stop writing and put their pen down.
- m. Collect the theory answer books, arrange them in the order of Roll numbers.
- n. Report to the centre superintendent before leaving the examination premises.

Important notes

1. No candidate shall be allowed to enter the examination hall without a valid Admit card and ID card issued by the University. Invigilators should check the Admit Card; identify the candidate.
2. No candidate shall be allowed to leave the examination hall without handing over the answer books to the Invigilator.
3. Arrangements will be made by the centre superintendent to issue duplicate Admit cards for those of the students who have received the original Admit card and failed to produce the same or where the original is lost. In cases where the University has issued ID card or the Issued card is lost, the CS can permit the candidate on the production of proper proof of identity in the form of Aadhaar card, voters ID or Driving license. This can be done only in cases where his/her name is registered in the examination and the University has issued the Admit card.

4. The invigilators should keep utmost vigilance during the entire examination. They will ensure that the candidates do not indulge in talking on the verandas, use mobile phones or read books in the examination hall.
5. The invigilators should ensure that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
6. Invigilators shall not give any clarifications to the students regarding mistakes pointed out in the question paper, mode of answering etc. If any candidate brings to the notice of the invigilator, any such ambiguity/complaint regarding questions, or with regard to spelling mistakes, repetition of questions; questions being out of syllabus. Etc. the candidate will be asked to give it in writing to the centre superintendent, who in turn, will forward the same to the Controller of Examinations for necessary further action.
7. Use of mobile phones or any other electronic equipment will not be allowed in the examination hall. The candidate may be allowed entry into the examination hall only with his/her Admit card, ID card.
8. Invigilators will keep themselves to be alert and vigilant and prevent the use of unfair means in the examination hall. If any candidate indulges in any unfair means, the invigilator shall take in his custody the answer book and the materials used for malpractice and make a report with details to the centre superintendent who, in turn, will forward the same to the Controller of Examinations for appropriate further action.
9. The Invigilator shall not allow any candidate to write anything on the question paper except roll no..
10. No refreshments/smoking of any kind except drinking water shall be allowed for the candidates in the examination hall.
11. The Invigilator shall not make any correction in the roll number written by a candidate on his/her answer book. Instead, the candidate may be asked to correct the number and attest the same by affixing his/her signature near the correction.

J. Appointment of Observer and squad

The Controller of Examination may appoint one or more Observers from other streams to supervise and report on the conduct of the theory examination. He may also appoint a squad comprising of faculty of same stream or other stream for conducting surprise inspection as and when required. Such squad/observer has to report about the conduct of examination to the Controller of Examination immediately after the examination is over. In exceptional cases the Controller of Examinations may appoint observer/s for supervising the conduct or practical/clinical examination as well. Sending special Observer/s for practical/clinical examination is strictly confined to exceptional situations and that too at the discretion of the University and not based on any request.

K. Instructions for guidance of candidate

1. The Examination will be held on the prescribed dates as per time table notified. However no guarantee regarding the date and order of Examination is given.



2. During the course of examination, the candidate shall be under the discipline of the Center Superintendent and has to follow all his order on all matters related to Examination.
3. Examinees shall be required to use the urinals provide by the center only. Smoking, use of intoxicants and communication gadgets (page, mobile, cellular, phone) in Examination center is strictly prohibited.
4. In case, a candidate changes ink, the invigilator on duty will affix the facsimile stamp of controller of Examination.
5. Candidates are advised not to write their Roll No., Name any other signs or marks inside their answer-books.
6. The invigilator and the member of the flying squad are empowered to take search of Examinees during the Examination.
7. Attempted to use unfair means to pass the Examination or any violation of the preceding rules or any personal approach to the examiner concerned will be subject to serve action. The candidate will be asked to submit his/her written statement application. The candidate will be asked to submit his/her written statement for use of unfair means. If any examinee refuses to give his/her statement on the spot or runs away from the Center, his/her case will be decided by the University in absentia on the basis of the report of Center Superintendent and no representation or protest from his/her case will be entertained afterwards. Public Examination (Prevention of unfairmeans) Act, 1992 provides to help and activate copying and using unfairmeans during Examinations consider to be a crime which leads to punishable by 3 years imprisonment or penalty of Rupees Two Thousand or both.
8. In case original admission card is lost, its duplicate copy may be issued on payment Rs.50/-
9. Candidate must write on both sides of the paper in their answer books. Any rough drafting or calculation etc., if any, he/she made and crossed out and these will not be read by the Examiner. No blank pages should be left.
10. A candidate leaving the examination hall before the expiry of two hours should leave his/her question paper with the Centre Superintendent.
11. If a candidate/candidates boycott(s) any paper/examination, it shall be at his/her their own risk. Complaints against question papers if any should be submitted to the University through the Center Superintendent concerned within 24 hours from the date of Examination for the paper concerned, after which, no complaints will be entertained, A grievance Committee has been constituted to look into the grievance and take appropriate action.



CHAPTER IV

A BRIEF OUTLINE OF IMPORTANT DUTIES IN THE EXAMINATION SECTIONS

- I.** Examination section is allotted with the work of all examinations pertaining to the university.
- II.** The next step in the examination process by the Examination section is to make sure that the basic data (such as the details of the programme, scheme of examination, course, QP code, mark distribution, pass & fail criteria, grace mark if any etc.) with reference to a particular examination provided by Principal of college/Academic branch before issuing the examination notification is in accordance with the approved Syllabus and Regulations, In case any discrepancy is noticed by the examination section, corrective action shall be taken immediately.

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

A. Examination Notification

Based on the Examination calendar of the concerned college, the examination section concerned shall issue notification containing the prescribed details (date of the commencement of the examination, fees to be remitted, date of registration, date of issue of admit cards, date of receipt of print out of the Examination registration details, instructions to candidates etc.) preferably 30 days before the commencement of Regular examination and 30 days before the commencement of the Supplementary examinations.

B. Preparation of time table for the examination

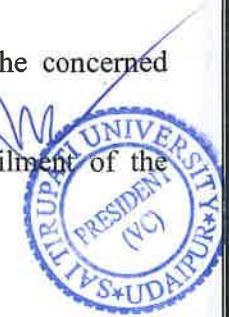
Time table for each examination shall be prepared and published as per the examination notification. It shall be published in the University website preferably 45 days before the commencement of the examination. In the case of Supplementary examinations, the time table shall be published preferably 30 days before the commencement of the examinations.

C. Various steps in Examination Registration

1. **Sending the Attendance of candidates by the Principal:**

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

2. For all course internal marks, wherever applicable will be provided by the concerned principal before commencement of the theory examination.
3. Examination registration by the candidates is possible only after the fulfilment of the conditions regarding internal marks and attendance.
4. Remittance of examination fee by the candidate at the college.



5. The college shall submit the following documents to the University on or before the date prescribed in the notification:
 - Internal mark statement (duly signed by the internal Examiner)
 - Attendance statement of the candidates signed by Principal
6. Registrations not accompanied with the prescribed documents as per notification shall not be entertained.

D. Verification of Examination Registration

The following procedure shall be done for verification of documents:

- a. The examination section has to ensure that all the required reports mentioned in clause C are properly received in time.
- b. Verification of remittance of examination fees by colleges.
- c. Attendance statement of candidates

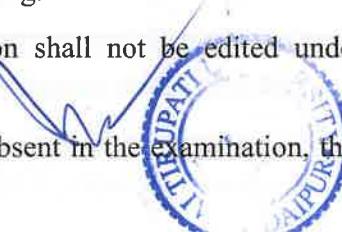
The college will verify the attendance details of each candidate to see that he/she has minimum attendance in the course required as per the concerned Course Regulations so as to enable to appear for the examination and this will be counter verified at the level of examination section as per the attendance details received from the college .

E. Preparation and Distribution of Admit cards

- i. The Roll number shall be allotted by examination section after checking of the form. The Admit card shall be issued to eligible candidates based on the valid registrations done by the candidates and forwarded by the college/institution.
- ii. The admit card will be issued at least two days before the commencement of the examinations. The Principal/Head of Institutions shall distribute the same to the candidates with proper acknowledgement. The signature of the candidate on the admit cards shall be authenticated by the Principal/Head of the Institution and shall bear the seal of the college.

F. Preparation of time of Practical examinations

- i. The time table for the conduct of each Practical examination is prepared by the examination section, if necessary, in consultation with the Principal of the college.
- ii. The time table of the practical examinations shall also be declared by the controller of examination along with theory paper program.
- iii. Marks of practical examination-The principal shall ensure that the marks scored by the candidates in the practical examination properly listed in Award list and dispatch to examination section in two weeks with proper signing.
- iv. The marks once received at examination section shall not be edited under normal circumstances.
- v. The principal shall ensure that if a candidate is absent in the examination, the relevant column shall be marked as 'Absent'.



G. Preparation of Tabulation Registers

- i. The tabulation registers are prepared electronically. However, 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.
- ii. 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.
- iii. Changes, if any, in the marks awarded to a candidate, ordered after publishing of results as provided in this examination Regulation shall be made in the Tabulation Register with proper authentication.
- iv. The Tabulation data is finalized including those results which are withheld due to various reasons.
- v. 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 (for final year examinations only). The examination sections shall verify the accuracy of entries of marks (except theory marks) with the original documents containing the marks secured by each candidate. Hard copy of the Tabulation Register shall be authenticated by the officers concerned.
- vi. The examination section may make random verification of the result.

j. Statistics of Results

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 who appeared for the examination
- e. Total number of candidates whose results are withheld.
- f. Total number of candidates passed with and without grace mark
- g. Percentage of candidates passed with and without grace mark
- h. Total number of candidates placed in Distinction, First Class and Second Class (in the case of final year examination).
- i. Any other details which may be required as directed by the Controller of Examinations.



The statistics report of the results prepared signed by the Controller of Examination shall be furnished to the Board of the examination concerned for finalizing the results.

L. Board Meeting

- i. When the tabulation of marks/grades of an examination is completed as above, a meeting of the Board for each examination shall be convened by the Controller of Examination. The overall and subject wise statistics of the results shall be presented to the Board for consideration. The Board may recommend the results as such, or with such modification as it may deem fit. The minutes of the Board shall be signed by all concerned.
- ii. Name and Register Number of candidates whose results are withheld for various reasons shall also be published.
- iii. A list of candidates who have secured the first, second and third rank (wherever applicable) in each Branch of the examination shall also be published after the re-total procedure.

H. Issue of Statement of Marks

- i. All candidates who have appeared for the examinations shall be issued a statement of marks (Mark sheet).
- ii. 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 College/Institution, name and Roll number of the candidate and the name of the course including Optional/Electives/Branch/Specialty chosen by the candidate.
- iii. After publishing the results of an examination. Statement of marks of all candidates who appeared for the examination except withheld cases shall be sent to the colleges where the candidate studied for the course. The Principal of the institution/HOI shall keep a register for issuing the Statement of Marks. This will be done on production of Admit cards/ID card issued by the University by the candidates within a period of 15 to 30 days from the date of receipt of the same from the University.



CHAPTER V

FLYING SQUAD

The Controller of Examinations shall appoint a Flying Squad, which may include faculty members from various departments/Colleges.

- a. To ensure the fair and smooth conduct of university examinations, each Flying Squad shall consist of at least three members, preferably at least one (01) lady member.
- b. The Flying Squad is authorized to
 - i. Visit any examination hall or the office of the Centre supdtt. without prior intimation.
 - ii. Verify records and materials related to the examination process.
 - iii. Ascertain the identity of examinees through proper identification checks.
 - iv. Detect and report instances of malpractice or use of unfair means, including conducting physical checks if necessary. In the case of female candidates, any such check must be conducted only by the female member of the squad and in complete privacy.
- c. The centre Superintendent must extend full cooperation to the Flying Squad during their visits.
- d. The Flying Squad must submit a detailed report of each surprise visit directly to the Controller of Examinations, with a copy also provided to the Centre supdtt.. The report may include recommendations for improving examination conduct, if necessary.
- e. Members of the Flying Squad are expected to conduct themselves with courtesy, professionalism, and discretion, ensuring that their presence does not disrupt the examination or cause discomfort to students or staff.
- f. The Flying Squad must not engage in any form of harassment toward students or examination personnel.
- g. Squads are required to frequently and unexpectedly inspect assigned examination centers to assess whether examination arrangements are appropriate and as per norms.
- h. After inspecting the examination hall, and before leaving the center, the Flying Squad must obtain the signature of the Centre Superintendent in the Performa to record the visit.
- i. The Performa must be returned to the Controller of Examinations after the conclusion of the examinations.



CHAPTER VI

ACTS CONSTITUTING MALPRACTICE OR MISCONDUCT DURING EXAMINATIONS

Every student appearing in any University Examination is liable to be charged with committing malpractice(s)/use of unfair means, if he/she is observed to commit any of the following acts:

The following acts are strictly prohibited and shall be considered as **malpractice, misconduct, or violation of examination rules**, liable for disciplinary action

| S.No. | Offense | Description |
|-------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Misbehavior and indiscipline | Misbehaving with examination officials, using unfair means, creating disturbances, using obscene language, resorting to violence or issuing threats in or near the examination hall. |
| 2 | Unauthorized writing | Writing on the question paper, admit card, or passing any written material to other students during the examination |
| 3 | Disclosure of identity | Revealing one's identity in the answer script by writing names, roll numbers, or using distinguishing marks or messages not permitted. |
| 4 | Possession of Prohibited Electronic Devices | Carrying mobile phones, programmable calculators, pen drives, smartwatches, or other electronic storage devices inside the examination hall. |
| 5 | Unauthorized Communication | Communicating or attempting to communicate with other students or persons to seek or help in answering during the examination. |
| 6 | Copying or Allowing copying | Copying from another student's answer sheet or allowing one's answers to be copied. |
| 7 | Inducement or Threat | Requesting favors, threatening, or offering bribes to invigilators or examination officials in the examination hall or through the answer script. |
| 8 | Undue Influence | Directly or indirectly approaching faculty, staff, or examiners to exert influence for favorable evaluation or undue advantage. |
| 9 | Tampering with Answer Scripts | Smuggling out or into the examination hall any part of the answer script, tearing or inserting pages, or bringing externally written sheet. |
| 10 | External Assistance | Receiving materials from outside or inside the hall with the intent of copying. |



| | | |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Unauthorized Material | Being found in possession of unauthorized books, manuscripts or materials inside the examination hall. |
| 12 | Use of Unauthorized Aids | Using or referring to unauthorized materials mentioned in points 10 and 11 to answer in the exam. |
| 13 | Impersonation | Impersonating or allowing someone else to impersonate on one's behalf in the examination. |
| 14 | Deception and Fraud | Any act or omission intended to deceive or mislead an official or examiner to gain an unfair advantage in the examination. |
| 15 | Writing on Unauthorized Surfaces | Possession of written matter on the body, clothes, calculators, identify card, hall tickets, socks, scales, instrument boxes, etc. |
| 16 | Destruction of Evidence | Destroying or attempting to destroy evidence of malpractice-such as tearing answer scripts or absconding with them from the hall. |

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of Sai Tirupati University constitutes the malpractice/use of Unfair means shall be treated as malpractice/use of Unfair means.

5.1 Procedure for reporting malpractices/use of Unfair Means

The Controller of Examinations shall constitute a Flying Squad cell to ensure proper conduct of examination and for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the University.

- If the malpractice case is detected, the room invigilator/Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to Central supdtt. immediately in the prescribed form.
- When malpractice/use of unfair means is brought to the notice of the Centre Supdtt. either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then Centre Supdtt. will forward an unfair means report along with answer book and other incriminating material and other enclosures in a sealed cover to the Controller of Examinations. The student, the room invigilator, the concerned Squad Member (If the case was detected by the squad member) shall be required to



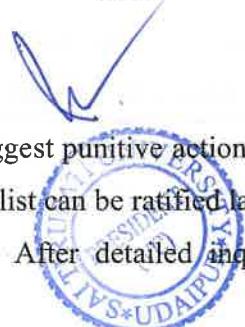
give their statement in the Performa for the same. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidence.

- The statement of all concerned shall be in their own handwriting.
- If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that the facts are recorded by the centre suptt. and/or the squad member.
- The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after noting the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, When, a student is caught under unfair means the following steps shall be strictly adhered to
- Mark the student 'UM' in that particular Course in which he/she has been caught under alleged unfair means.
- Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
- Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
- Permit the students to write the subsequent papers of the examination, if any and such answer scripts shall be sent to the Controller of Examination along with other answer scripts, without being marked as U/F Case anywhere.

5.2 Procedure for Imposing Penalties & Punishments

The UFM committee appointed by the President, consisting of the Senior Principal as the Chairman, and other members atleast one other principal, two professors shall be constituted to inquire into the unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.

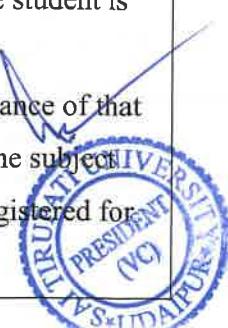
The above committee shall decide the venue and time to enquire and suggest punitive action on case-to-case basis as per malpractice Regulation. However, the final compiled list can be ratified later at the end on the examination, during the examination committee meeting. After detailed inquiry, the



committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.

- In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- The student is awarded punishment only once though he/she may have indulged in unfair means in several papers. This punishment is decided taking into consideration all unfair means during the Annual/Semester Examination.
- The Unfair means committee shall examine the evidence placed before it and inquire about the student for his/her involvement in the alleged unfair means. After ascertaining the severity of the case, the unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.
 - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc./written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject/materials or matter on hand, palm, calculator etc./written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying and copied the material to the answer book.
 - While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using means shall be taken into consideration to decide the severity of the case.
 - Repeated use of Unfair means during the Examinations.
 - Threatening with weapons and impersonation.

| S. No. | Nature of Unfair Means | Penalty/Punishment to be Imposed |
|--------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Misbehavior with official or any kind of rude behavior in or near the Examination Hall using obscene or abusing language. | <ul style="list-style-type: none">a. Evaluate the answer script of the particular paper.b. Denial of benefit of performance of that particular paper in which the student is using unfair means.c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations). |



| | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>d. Debarring the student from appearing for one or more subsequent Examination.</p> <p>e. Denial of review in any subject of that examination.</p> <p>f. Denial of Make-up examination benefit for any subject of that examination.</p> <p>g. Rusticate the student from university.</p> <p>The UFM committee shall recommend punishments based on severity of the case.</p> <p>a. Awarding zero marks for that paper in which Unfair means was detected.</p> <p>b. Awarding 'F' grade in the subject in which Unfair means was detected.</p> <p>Note : University authorities are not responsible for mobiles confiscated during examination and they will not be returned the student until permitted by President of the university.</p> |
| 2 | Writing on the Question paper/Admit card & or passing it to other students in the Examination Hall. | Same as above (following UFM committee decision based on severity) |
| 3 | Disclosing identity by writing any words or making peculiar marks. | Same as above. |
| 4 | Possession of electronic devices like mobile, programmable calculator, pen drive, or any other storage device in Exam Hall. | Same as above. |
| 5 | Communicating with any student or person inside/outside exam hall to seek/give assistance; having written matter on body, clothes, calculators, ID cards, hall ticket, scales etc. | Same as above. |
| 6 | Copying from another student's answers or | Same as above |



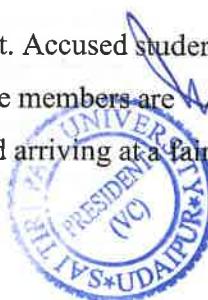
| | | |
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| | allowing copying in the exam hall | |
| 7 | Requesting favors, offering threats or bribes to invigilators or officials for favors. | Same as above |
| 8 | Approaching teaching staff, officials, examiners directly/indirectly to exert undue pressure or influence. | Same as above. |
| 9 | Smuggling out/in answer script pages or supplementary sheets, tearing, or inserting pages written outside the exam hall. | Same as above. |
| 10 | Receiving material from outside or Inside the exam hall for copying | Same as above. |
| 11 | Bringing or found in possession of unauthorized books, manuscripts, or other materials inside the examination hall. | Same as above. |
| 12 | Destroying evidence of unfair means such as tearing/mutilating answer scripts or running away with answer scripts. | Same as above. |
| 13 | Repeated indulging in malpractice/using unfair means | Same as above, with increased severity depending on repetition. |
| 14 | Impersonation or allowing another person to impersonate in the examination | Same as above. |
| 15 | Threatening with weapons or any means to invigilators, Flying squad, officers, officials of Examination Centers/University. | Same as above, with maximum punishment and possible rustication |

5.3 UFM meeting

The meetings will be scheduled on requirement, and all UFM (Unfair Means) cases will be addressed promptly. Each case will be reviewed upon admission, and immediate action will be taken against the concerned students as per university regulations.

In a UFM (Unfair Means) Committee meeting, Chairman leads the proceedings, ensuring fairness and adherence to university regulations, while the Member Secretary, often the Controller of Examinations or their representative presents the cases with relevant evidence, maintains records, and communicates outcomes, Course Experts provide academic insight, especially for technical or subject-related violations.

Invigilators or other witnesses may be called to present their account of the incident. Accused students are given a fair chance to explain their side and respond to questions. All committee members are responsible for objectively reviewing the evidence, participating in discussions, and arriving at a fair and just decision. The case shall be resolved within maximum 45 days.



CHAPTER VII

OTHER EXAMINATION MATTERS

7.1 Use of difference means of unfainmeans.

In an examiner suspects the use of unfair means during the valuation process, such as insertion of additional answer sheets, revealing identify, or enclosures like currency notes, the examiner must return the answer script with a written explanation to the Controller of Examination and refrain from further valuation of that candidate's scripts. If marks have already been awarded, they shall not be entered in the regular marks list but recorded separately in a sealed cover and forwarded to the Controller of Examinations for appropriated action.

7.2 Question Out of Syllabus/Wrong Question/Question with Incomplete Data.

If any question paper contains questions that are out of syllabus, incorrect, or other issue shall be brought before the Controller of Examination. The controller of examination will have the question paper examined by the Principal of the Concerned college. The Principal may also seek the opinion of subject expert. Based on the report and on the gravity of the problem the Controller of Examination will either reject the representation or direct the examiner to award full marks to student who have attempted such question or award the bonus marks to all student.

7.3 Leakage of a Question Paper.

In the event of leakage of a question paper, the University will cancel the examination for the particular course. The examination for the course will be conducted after the last scheduled examination is completed. A Enquiry Committee, appointed by the President will investigate the causes, reasons, and individuals responsible for the leakage. The Committee will submit its report to the Controller of Examinations and the President.

7.4 Storage of Answer Scripts.

All answer scripts of theory examination is securely stored by the university for a period of one year (equivalent to two semesters) from the date of the examination. This is to ensure availability for any examination-related process such as review, revaluation, or other official requirements. After the completion of one-year retention period, the answer scripts may be disposed of in accordance with the norms and procedures established by the University.

7.5 Printing and Distribution of Grade Sheets.

Following the declaration of review or revaluation results, the mark/grade sheets are printed and distributed to students through the respective Heads of the Institution. The Standard timeline for this process is within 15 days from the date of result declaration. Additionally, all relevant details pertaining to grades and results are made accessible to students through the official University website soon.

7.6 Special Arrangements for Writer in Examinations (as per UGC Norms).

The University Grants Commission (UGC) has laid down guidelines to ensure inclusive and fair examination opportunities for persons with disabilities (PwDs), particularly for those who require a writer. The following provisions must be followed by universities and institutions.

- a. Students with benchmark disabilities (as per RPwD Act, 2016) who are blind, have low vision, cerebral palsy, or locomotor impairment, or have learning disabilities that affect writing ability, are eligible. A candidate may be permitted to use a writer upon producing a medical certificate recommending the use
- b. The candidate may arrange their own writer or request the university to provide one. The writer's qualifications must be approved by the Controller of Examinations before the examination in consultation with Principal of the college.
- c. Candidates using a scribe are given an additional 20 minutes per hour of examination time. For a 3-hour paper, this totals an extra 60 minutes.
- d. The use of a scribe does not entitle the candidate to extra marks. The facility is only to ensure equity.
- e. Scribes must sign a confidentiality agreement and are not allowed to help with solving the paper. The examination center should provide a separate room or space to ensure the examination is conducted fairly.
- f. Students must submit a written request along with a medical certificate to the Controller of Examinations at least two weeks prior to the start of the examination.



CHAPTER VIII

ACADEMIC GRIEVANCE REDRESSAL

The Sai Tirupati University has a Grievance Redressal System, which actively interacts with students to help them to sort out any of their grievances related with examinations. The students are given freedom to lodge their complaints before Controller of Examinations or their Principals.

OBJECTIVE

The main objective of this system is to develop a culture of understanding, addressing and providing quick redress to grievances and to take steps to prevent recurrence of such incidents and secondly to ensure that there is a consistent response to grievances.

A. Sharing copies of Answer script

Student have the right to access their evaluated answer scripts, including the option to obtain photocopies or inspection of them after declaration of their results.

This ensures transparency in the evaluation process and allows students to understand their performance and identify areas for improvements.

Students can obtain photocopies of their answer scripts or inspection of answer scripts on submitting the prescribed form along with the prescribed fee per answer script. While students access or inspect their own answer scripts, they are not allowed to share these scripts with others or posting them on social media. This is to maintain the integrity of the examination process.

B. Re- totalling /Scrutiny of marks

The policy on Re-totaling /Scrutiny of marks in examination allow student to request a review of the totaling of their marks.

This ensure that the marks posted in result are same as awarded by the examiner i.e. correctly added & transferred.

In case a calculation error is found, the marks will be corrected and if no error is found the original marks will stand final.

To avail this facility, the student shall require to apply on prescribed form along with prescribed fee.

C. Re-evaluation



Many times this has been observed that students are not satisfied with the original marks awarded by the examiner. To overcome this situation, the facility of Re-evaluation of answer scripts shall be provided to the students. To avail this facility, the student shall have to apply on the prescribed form of the university and along with the prescribed fee per answer script within 7 days from date of declaration of the result.

This facility shall be allowed for theory papers only.

In case if marks are increased or decreased, his/her result will be revised accordingly and a fresh marks sheet shall be issued to such student after taking the old marks sheet issued to the student.

D. Faculty consultation on student performance

On regular basis colleges are organizing the faculty consultation sessions with students on their performance. These sessions are focused on individual student or classroom wide aiming to review student work, assessments, and classroom behaviors to understand individual strengths and area of needing support.

The main objective of such consultation is to enhance teaching effectiveness, create a more supportive learning environment and ultimately improve student performance.

Such consultation can help teachers to gain a deeper understanding of student learning styles, challenges and individual needs.

This will also help colleges to improve the classroom management and increase the confidence of students and that will result in improving the student outcomes.

E. Attendance

As per the ordinance of the University, Principals of the colleges are required to send an attendance completion certificate before the date of the commencement of the written examination. The student shall not be allowed to appear in the examination if he or she fails to complete the minimum required attendance criteria.



Form : 101

SAI TIRUPATI UNIVERSITY
APPLICATION FOR REVALUATION

Date:-.....

Roll No:-..... Enrollment No:

Name (Only Caps):-

Father's Name (Only Caps):-

Programme :-

Month & year of the Examination:-.....

Name of the Examination centre:-.....

I request you to kindly revalue my answer scripts for the following subjects.

| S. No | Course Name | Code | Marks Obtained |
|-------|-------------|------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Student's Signature

Amount Rs...../- (In Words Rs.....) Receipt No.....

Cashier Signature





Form : 102

SAI TIRUPATI UNIVERSITY, UDAIPUR

APPLICATION FOR THE SCRUTINY OF MARKS AND THE RECHECKING OF RESULTS

Note : The candidate may apply for the scrutiny of marks and the re-checking of his/her result on this application form, which must reach the within 7 days from the date of the declaration of his/her result by the University.

To,

The Controller of Examinations
Sai Tirupati University.
Udaipur

Sir,

I request that my marks be scrutinized and the result re-checked.
The Particulars are given below.

1. Name
2. Father's Name.....
3. Roll No.
4. Enrolment No.
5. Examination (Class) in which appeared
.....
6. Subject offered.....

| S.N o | Course Nomenclature | Course Code No. | Marks Obtained |
|----------|------------------------|--------------------|-------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

.....
Signature of the Candidate

For Office Use Only

.....
.....

.....
Ph.No._____

Permanent Address

Controller of Examination



SAI TIRUPATI UNIVERSITY
APPLICATION TO ACCESS THE PHOTOCOPIES OF ANSWER
SCRIPTS

Date:-.....

Roll No:-.....

Enrollment No:

Name (Only Caps):-

Father's Name (Only Caps):-

Programme :-

Month & year of the Examination:-.....

Name of the Examination centre:-.....

I request you to kindly provide my answer scripts for the following subjects or allow me to inspect the answer script/s of following subject/s.

| S. No | Course | Subject code | Paper | Marks Obtained |
|-------|--------|--------------|-------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

COE

Student's Signature

Amount Rs...../- (In Words Rs.....) Receipt No.....

Cashier Signature



SAI TIRUPATI UNIVERSITY
APPLICATION FOR INSPECTION OF ANSWER SCRIPTS

Date:.....

Roll No:.....

Enrollment No:.....

Name (Only Caps):-

Father's Name (Only Caps):-

Programme :-

Month & year of the Examination:-.....

Name of the Examination centre:.....

I request you to kindly allow me to inspect of my following answer script/s.

| S. No | Course | Cours code | Marks Obtained |
|-------|--------|------------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

COE**Student's Signature**

Amount Rs...../- (In Words Rs.....) Receipt No.....

Cashier Signature

SAI TIRUPATI UNIVERSITY

APPLICATION FOR THE SCRUTINY OF MARKS AND THE RECHECKING OF RESULTS

Note : The candidate may apply for the scrutiny of marks and the re-checking of his/her result on this application form, which must reach the **within 05 days** from the date of the declaration of his/her result by the University. The fee for scrutiny is **Rs.1000/- per paper.**

Date:-.....

To,

The Controller of Examinations
Sai Tirupati University.
Udaipur

Sir,

I request that my marks be scrutinized and the result re-checked. The Particulars are given below.

Roll No:-.....

Enrollment No:

Name (Only Caps):-

Father's Name (Only Caps):-

Programme :-

Month & Year of the Exam:-.....

I request that my marks be scrutinized and the result re-checked for the following subjects.

| S. No | Course | Course code | Marks Obtained |
|-------|--------|-------------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Student's Signature

Fee : Rs./-

Receipt No.....

Date:-.....

Principal Signature

Cashier Signature

For Office Use Only

On scrutiny of marks

the exam result remained changed | Unchanged

Controller of Examination

Enclosure:-

Original Marksheets



CHAPTER IX

REGISTERS TO BE MAINTAINED

a. Register for issuing the Marksheets used and issued on regular basis in the format given below

The office of the CE shall maintain a register showing the details of marksheets issued/printed

| Date | Detail | Receipt | Issued | Balance | Signature of the COE |
|------|--------|---------|--------|---------|----------------------|
| | | | | | |

b. Register for issuing the Degrees used and issued the office of CE shall maintain a register showing the details for Degrees issued/printed.

| Sr. No. | Date | Particulars | Received | Issued | Balance | Sign. |
|---------|------|-------------|----------|--------|---------|-------|
| | | | | | | |

c. Preservation of Document

| S. No. | Name of Document | Period of Preservation |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. | Tabulation Register | Permanent |
| 2. | Calendar of Examination | Permanent |
| 3. | Minutes of Examination Committee | Permanent |
| 4. | Stock Register of Mark lists, provisional degree certificate, degree Certificates and Rank certificate (in the Confidential section and concerned examination section) | Permanent |
| 5. | Despatch Register | Permanent |
| 6. | Answer books of Examinations | One year publishing of results |
| 7. | Application for Examinations-First and last year | 3 months after issuing Degree Certificate |
| 8. | Award sheets received from Examiners/Custodians | Two years |
| 9. | Registers of financial transactions such as Contingent Bill Register, Cheque Payment Register, Register of advance etc. | Permanent |



CHAPTER X

THESIS/DISSERTATION FOR PG COURSES

Thesis/Dissertation shall be submitted to the university preferably before one months prior to the commencement of the final year examination as per the notification or as per the course regulation

Approved by:

Pershant Neeraj

Sai Tirupati University, Omarda, Udaipur
PRESIDENT (VC)

