



Examination Process

1. Examination Schedule

- 1.1 CAT-1 Examinations and CAT-2 Examinations are scheduled as per Annual Academic Calendar notified by the Registrar.
- 1.2 CAT-1 schedule is communicated to the students at least 3 days prior to the commencement of the examinations by the concerned Department.
- 1.3 The Examinations Schedule for every programme is communicated to the students and all concerned at least one week prior to the commencement of the examinations by Controller of Examinations (COE).

2. Appointment of Examiners

- 2.1 Generally a Course Coordinator is appointed as the Question paper Setter by the HOD.
- 2.2 Question paper Moderators are also appointed by the HOD.
- 2.3 The Course Coordinator and Faculty Members teaching a particular course will be appointed as Examiners.
- 2.4 The Departmental Exam Coordinator is appointed by the HOD in consultation with the Director of the School.
- 2.5 The Departmental Exam Coordinator will assign Invigilation duties, with the approval of HOD in a ratio of 30:1 (i.e. 1 invigilator up to 30 students). The responsibilities of Departmental Exam Coordinators and Invigilators are given in Appendix 1.
- 2.6 One week before CAT-2, COE will appoint the Center Superintendent, Deputy Superintendent and Flying Squad for smooth and impartial conduct of examination. The responsibilities of Center Superintendent, Deputy Superintendent and Flying Squad are given in Appendix 2.

3. Printing of Question Papers

- 3.1 The Department - wise schedule of printing of question papers is notified to all concerned prior to the commencement of the examinations by COE.
- 3.2 Copies of question papers shall be taken from Exam Section only, by the Course Coordinator/ Paper Setter.
- 3.3 Printed question papers should be properly sealed in the envelope, super-scribing Course Name, Course Code, Date and Time of the examination and number of copies.
- 3.4 Course Coordinator/ Paper Setter should make sure that none of the material related to the question paper is left in the Exam Section and should destroy all the misprinted/waste copies of the question paper before leaving.
- 3.5 Course Coordinator/ Paper Setter should sign in the register/file maintained for record keeping (No. of copies taken, No. of envelopes used).
- 3.6 The sealed envelope should be submitted to the Departmental Exam Coordinator and is not to be kept with faculty members.



4. Answer Booklet Evaluation and Marks Entry

- 4.1 The concerned faculty members should get the answer booklets issued from the Department Exam Coordinator.
- 4.2 They should evaluate the answer booklets in a secluded place and should not leave them unattended anytime.
- 4.3 They should enter the marks obtained in each question on the top sheet of the answer booklet and sign in the space provided.
- 4.4 The department will prepare the schedule (date, time, venue, etc) for showing evaluated answer booklets to the students in accordance with the Academic calendar and notify the same to the students.
- 4.5 The answer booklets will be shown to the students **one by one, not collectively**. The students will only point out totaling mistakes or unchecked answers. After seeing their answer booklets, students will sign on them. The Examiner should not discuss answers with the students.
- 4.6 After showing the answer booklets to the students, faculty members should upload the marks in AMS and submit the checked answer booklets, along with 2 copies of the question paper, one copy of the marking scheme/ solution and properly filled and duly signed (on each page) marks list, to the Exam Section as per the schedule notified.

5. Grade Moderation

- 5.1 The Examination Section will get the initial grades calculated from AMS and send it to the departments.
- 5.2 A Grade Moderation Committee (GMC) is constituted in every department to modify/tweak the grade boundaries in a course, if needed, so that the result follows a near normal distribution.
- 5.3 The GMC comprises of the HOD and all Course Coordinator of that semester.
- 5.4 Grade moderation is a decentralized process and is carried out by departments independently.
- 5.5 After moderation the new grade boundaries and grades if any, are sent back to the Examination Section duly approved by Director and Dean, for final notification of result.

6. CAT-1 Term Examination

- 6.1 CAT-1 Examinations is conducted for each course as per the Annual Academic Calendar.
- 6.2 Re-Seasonal Examinations are conducted only for those students who are unable to appear in any one or both of the Mid Term Examinations due to some genuine reason, provided they have informed the concerned authorities before commencement of examination.

6.3 Guidelines for Re-Seasonal Examinations

- a. Re-Seasonal Examination will cover the complete syllabus till date.
- b. If a student is absent in both the MTE, the marks will be entered for any one of the MTE.

7. Make-up/CAT-3 Examinations

- 7.1 Make-up/CAT-3 Examinations are conducted along with the Regular CAT-2 of a semester only for the courses running in that semester.
- 7.2 Students who get F or I grade in their CAT-2, are allowed to take these Make-up /CAT-3 Exam.
- 7.3 In addition to the above, Make-up/CAT-3 Examinations for theory courses of both FALL/WINTER semesters are also conducted in the month of July every year.
- 7.4 Grades Applicable in Make-up/CAT-3 Examination



- The grade boundaries for Make-up/CAT-3 Examination courses conducted along with Regular CAT-2 will be the same as those for Regular CAT-2 courses.
- The grade boundaries for Make-up/CAT-3 Examination courses conducted in July will be the same as those in the immediately preceding CAT-2 for that course.
- All students who appear in these Examinations (except those having I grade in the CAT-2), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

8. Summer CAT-2 Examination

A summer semester of eight weeks runs every year, only for the 1st year of professional UG programmes. Only students with DT grade in any course (i.e., short attendance cases) are allowed to register for the summer semester. A course runs only if a minimum of 5 students register for it. Summer CAT-2 Examination is conducted for these courses in the month of July.

Grades Applicable in Summer CAT-2 Examination

- The grade boundaries for Summer CAT-2 Examination courses will be the same as those in the immediately preceding CAT-2 for that course.
- All students who appear in these Examinations (except those having I grade in the CAT-2), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

9. Result Declaration

- The Exam Section will notify the results within 15 days of completion of grade moderation after due approval from the Dean of the School /Vice Chancellor.
- The result of a student will be withheld based on the instructions of the competent authority if he/she has not paid his/her dues (fee and library) or there is a case of disciplinary action pending against him/her.

10. Miscellaneous

10.1 For open book examination, Course Coordinator/HOD is authorized to decide the number and combination of books/notes and shall inform students at the beginning of the session. The details of the same shall also be mentioned in the Question Paper.

10.2 Guidelines for use of a scribe/paper writer for visually handicapped/orthopedically handicapped students:

A Scribe/Paper Writer shall be allowed to the test/examination, on behalf of a visually handicapped student or/and orthopedically handicapped (whose writing speed is affected by Cerebral Palsy). In all such cases the following rules will be applicable:

- The student will have to arrange his/her own Scribe at his/her own cost and get prior approval from the Dean of Faculty.
- The academic qualification of the Scribe should not be more than XII class pass.
- Both the student as well as the Scribe will have to give an undertaking as per the format attached (Annexure-I), that the Scribe fulfills the stipulated eligibility criteria. In case it later transpires that the Scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, all the examinations will stand cancelled.
- Students who use a Scribe shall be eligible for extra time of 10 minutes every hour.

10.3 Guideline for malpractice cases are attached in Annexure –II.



Responsibilities of the Departmental Exam Coordinator

1. List of Course Coordinator, Question Paper Setter and Question Paper Moderator appointed by HOD should be sent to the Exam Section.
2. The Coordinator shall get the required number of answer booklets issued from Exam Section. If any booklet is found damaged, it should be returned to Exam Section.
3. Safe keeping of question paper
 - a. A Record should be maintained regarding receiving of sealed question paper envelopes from the paper setter.
 - b. He/ She should keep all the sealed envelopes under lock and key.
 - c. Also the exam cell room if any, should be locked at all times.
 - d. The seal should be opened in the presence of two faculty members.
 - e. A record should be maintained regarding the time the seal is opened and signature of the faculty members present.
 - f. Any tampering of the envelopes should be reported to Chief Superintendent/ HOD.
 - g. The envelope should be opened 30-45 min (depending on the no. of students appearing in the exam) in the presence of HOD/Course Coordinator.
4. For Open Book Examination, ensure that proper instructions regarding the number of books and bound notes are given on the question papers.
5. Exam Coordinator should report malpractice cases to concerned Chief Superintendent for CAT-2/ HOD for CAT-1 along with both answer sheets (before and after malpractice case reported).
6. One reliever may be appointed for invigilation for 4-6 rooms, if required. The reliever should be available for the complete duration of the exam.

Responsibilities of the Invigilators

1. The Invigilator shall collect the blank answer booklets, question paper and attendance sheet along with five Malpractice Forms from the Departmental Exam Coordinator at least 20 minutes prior to the commencement of the Exam.
2. He/ She shall ensure that all the answer booklets are in proper condition and carry the booklet number.
3. He/ She shall ensure that number of answer booklets and question papers are the same as the number of students listed in the attendance sheet.
4. He/ She shall ensure that students should enter answer booklet no. in the attendance sheet.
5. He/ She should reach the examination hall 15 minutes prior to the commencement of the examination, so as to ensure that students enter the exam room only in his/her presence.
6. He/ She must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.
7. All malpractice cases should be reported to Departmental Exam Coordinator in the prescribed form.
8. After the exam is over, he/she will collect the booklet from each student individually.
9. He/ She will arrange the answer booklets according to the sequence number in attendance sheet.
10. He/ She will deposit the answer booklets and attendance sheet to the Departmental Exam Coordinator.



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11. DOs and DON'Ts for invigilators:

DO	DO NOT
Wear your own ID card during invigilation	Allow students after 10/30 minutes of commencement of CAT-1/CAT-2 Examination
Check the identity card of student OR permission given in a prescribed format (Annexure-III) by COE/Chief Superintendent/HOD/ Departmental Exam Coordinator before allowing him/her to the exam.	Talk to or help the student directly or indirectly
Read the instructions printed on the answer books to all students prior to commencement of examination for every exam.	Permit other invigilators inside the exam room.
Verify the particulars such as name, registration number, date, month, year, subject of examination, etc. filled by the student on the answer sheet and attendance sheet.	Use mobile phones/electronics gadgets inside the exam room
Carry out vigilant supervision by moving in between the rows as much as possible and check that the student does not possess/use any electronic gadgets except scientific calculators.	Keep sitting all the time.
Refer to the Exam Coordinator/HOD/Chief Superintendent, in case of any doubts raised by the student in the question paper	Clarify or guide any doubts raised by the students in the question paper
Collect the answer sheets immediately after the examination from the students	Tell students to leave the answer books on the desk
Report suspected malpractice cases to Exam Coordinator. In case two or more students are involved in helping/talking/passing/copying, register the malpractice case against all of them.	
For Open Book Examination	
Permit use of books and bound notes only (with name and registration written on it) as per instructions given on Question Papers.	Permit use of loose material



Appendix II

Responsibilities of the Chief Superintendent/Deputy Chief Superintendent:

1. The team shall be responsible for smooth conduct of the examination in coordination with HOD / Departmental Examination Coordinators.
2. The team should ensure that the proper time schedule is being followed as notified.
3. While the Examination is in progress, the team should ensure that all the room Invigilators are discharging their duties properly and that there is no scope for malpractice.
4. In the event of the detection of cases of malpractice, the team shall investigate the case and forward their recommendations, as per guidelines framed for managing malpractice cases, to the Exam Section
5. The team should ensure that at the end of the Examination, collected answer books from Invigilators are being sent to the respective HODs/ Departmental Exam Coordinator and room wise students attendance sheets is being forwarded to the office of COE.
6. The team shall be present in the campus throughout the Examination. Under no circumstances, should any member of the team leave the premises of the center where Examination is in progress. In case he/she wants to avail leave from the duty then he/she has to inform at least 2 days in advance and seek prior permission of the Chief Superintendent/COE.
7. The team must take surprise rounds in examination rooms, to ensure that if any student has been found using unfair means, a malpractice case against him/her has been registered.
8. Both the answer sheets, along with unfair-means material and duly filled in malpractice case Registration Form with Chief Superintendent's Report are to be forwarded to the Exam Section.

Responsibilities of the Flying Squad:

1. To ensure that no student has been allowed inside the exam hall without his/her Identity Card.
2. To ensure that no student is in possession of any electronics gadgets, or unauthorized paper/material and to inspect/search any person/student in the event of suspicion in this regard.
3. To observe the conduct of functionaries deployed for examination duty. Any violation should be brought to the notice of the COE.
4. To check that no unauthorized person is moving/present in the examination halls. In case of suspicion, the identity of the person should immediately be checked and necessary action should be initiated.
5. To report any malpractice case caught by them to the Chief Superintendent.



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Annexure-I

Please fill up the DECLARATION and submit the same to Exam Section

DECLARATION

1. We, the undersigned, Mr./Ms.....,
Registration number....., Department..... and
Mr./Ms..... Writer (scribe) for the eligible student, do hereby
declare that:-

- (i) The Student is blind/low vision or affected by cerebral palsy with loco-motor impairment, his/her writing speed is affected and he/she needs a writer (scribe).
- (ii) The scribe is arranged by the student at his/her own cost.
- (iii) The academic qualification of the Scribe/Paper Writer is not more than XII class pass.

Particulars Scribe	
(i) Name of the last Examination passed in his/her academic stream	

Copy of academic certificate/mark sheet of the Scribe is enclosed in support of the above.

2. We jointly understand that the Scribe shall only record the answer as suggested by the student and shall not import his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer.
3. We undertake to comply with the directions of the invigilator at the Examination room and try not to disturb other examinees.
4. Any misconduct committed by the scribe shall amount to a misconduct committed by the student who is using the Scribe and is liable for disciplinary action as may be deemed appropriate.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that if at any stage we do not fulfil the eligibility norm and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the examination of the student will stand cancelled.

Signature of the Scribe

Signature of Student

Registration No:.....

Photo of the Scribe

Controller of Examinations)



Malpractice/Unfair Means

Level	Type of Malpractice	CAT-1 Examination	CAT-2 Examination	Practical Examination (PRE)
		Punishment		
1	1.1 Possession of mobile phones or other electronic gadgets 1.2 Chatting with other students 1.3 Possession of loose sheets/extra books/extra notes in open book exams 1.4 Doing rough work other than answer booklet provided	10% of the maximum marks shall be deducted from the marks obtained by him / her in CAT-1 of this course	10% of the maximum marks shall be deducted from the marks obtained by him / her in CAT-2 of this course	10% of the maximum marks shall be deducted from the marks obtained by him / her in PRE of this course
2	2.1 Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall ticket/id card, calculators, etc, but not found using it 2.2 Misbehaviors with officials 2.3 In open book examination carrying any material prohibited by the department like solution manual etc. but not found using it 2.4 Exchange of answer booklets, text books, notes and question paper etc., but not found using it	25% of the maximum marks shall be deducted from the marks obtained by him / her in CAT-1 of this course	0 mark shall be awarded in CAT-2 of this course	0 mark shall be awarded in PRE of this course
3	3.1 Carrying examination related material in mobile phones or in paper, scribbling on parts of body, hall tickets, calculators, etc, and found using the same 3.2 Taken away answer booklet without submitting to the room invigilator 3.3 In open book examination carrying any material prohibited by the department like solution manual etc. and found using it 3.4 Carrying of fake identity card (i.e carrying another student's id card to take own exam) 3.5 Found copying from fellow students answer sheets during examination 3.6 Refuses to give his/her statement in the malpractice case registration form 3.7 Repeated offence of activities under level 1	0 mark shall be awarded In CAT-1 of this course	F grade shall be awarded in this course	(i) F grade shall be awarded in this course (ii) 0 mark shall be awarded in PRE if the lab is inbuilt component of the Theory course.
4	Repeated offence of any type of malpractice in the same academic year (other than level 1)	0 mark shall be awarded in all the courses of current CAT-1.	F grade shall be awarded in all the courses & labs (if lab carries separate credits) of the current semester	
5	Impersonation, Threatening exam officials or fellow students, destroying answer booklet, disrupting examination.	Shall be debarred for one year (current semester and following regular semester)		



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Annexure-III

Date:

To,

Head of the Department

Sardar Patel University

Subject: Request to issue Duplicate ID Card for Exam

Sir/Madam,

Ilost/forgot to bring my ID Card. I request you to
permit me to give today's exam.

I declare that if I found ineligible to give the exam due to attendance and other requirements my exam shall
be cancelled without any notice.

Thanking you

Yours sincerely

(Name:)

Reg. No.

Permission to give exam

Permit **Mr./Ms.**to
Appear in today's examination.

Date:

(HOD/Departmental Exam Coordinator)

(Chief Superintendent)