

# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

**(Deemed to be University under section 3 of the UGC Act 1956)**



**Policy No. MRIIRS-IQAC-MNL-EXM/2017-18**

**MRIIRS General Rules for Examinations  
(Effective from the date of notification)**

**Notified vide MRIIRS/REGR/2018/005 dated: 2nd February 2018**

**MANAV RACHNA INTERNATIONAL INSTITUTE  
OF RESEARCH AND STUDIES**

**Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004**

**HARYANA**



# MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University  
Accredited by NAAC with A Grade in the First Cycle

## MRIIRS General Rules for Examinations

Number: MRIIRS-IQAC-MNL-EXM/2017-18

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# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

## **General Rules for Examinations**

### **1. PREAMBLE**

Any education system is incomplete without any evaluation process. Whatever methods may be followed, the knowledge delivered by the teachers and gained by the students needs to be evaluated or measured. Examination Branch is the umpire of the game and thus conducts the examination in the most impartial, objective and conducive environment. It helps in declaring the students as successful and also measures their success. Thus, Examination Branch helps the student to culminate their efforts in the most appropriate manner and provides them a launch pad for their further steps of life.

The Examination Branch came into existence with a small department at the inception in 2009 and expanded itself into a full-fledged branch with the passage of time and need. The two vital processes - conduct of internal and external examination and finally declaration of results are done in the most fair and meticulous way. The whole process is automated and thus unbiased and objective, thereby providing total transparency and wide visibility.

The Examination Branch works in tandem with Academics Branch thus the teaching learning principles are engrained and integrated into the processes. The inputs of the Academic branch provide the foundation of the further processes. The smooth and timely conduct of examination and declaration of results is the essence of the examination process. Registration Branch provides the registration data of the students and eligibility to appear in the end semester examination on the basis of attendance.

Examination Branch is committed to be an active partner in Evaluation and development at MRIIRS by conducting two vital processes towards fulfillment of the goals of the University. Firstly, by smooth conduct of Internal and External examination of the students and secondly, declaring the results, this whole process which is unbiased and objective culminates into providing the degrees to the successful students. The whole evaluation process thus measures and quantifies the knowledge gained by the students during the course of teaching learning process and thus contributes towards holistic growth of the students to meet the goals of the University and community.

The purpose of the examination policy document is to ensure the planning and management of examinations so that it is conducted efficiently and in the best interest of candidates, and to ensure the operation of an efficient examination system with clear guidelines for all relevant stake holders. The policy aims to ensure best practice in the conduct of examinations and assessments at MRIIRS and to provide an equal and fair opportunity for all candidates undertaking examinations and assessments. Its scope covers both internal and external examinations and assessments.

It is the responsibility of everyone involved in the examination processes to read, understand, follow and implement this policy and its documented processes in the true spirit.

## 2. DEFINITIONS:

In these Regulations, unless the context otherwise requires –

- I. **"MR NAT"** mean the Common Admission Test conducted by the University for admission to Academic Programme of the University.
- II. **"Academic Year"** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and examinations 1<sup>st</sup> July to 30<sup>th</sup> June of next year.
- III. **"Semester"** means a period of 06 months of teaching/learning/evaluation of student performance in an academic programme of the University.
- IV. **"Course"** is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified.
- V. **"MOOC Course"** means the courses offered by SWAYAM/NPTEL/Any other platform offering online course and approved by the University and incorporated in a program either as credit (transfer) Course or Value-Added Course.
- VI. **"Audit Pass Course"** means a Course Unit without any assigned credits but is mandatory to pass as a partial fulfillment for award of degree.
- VII. **"Course Code"** means a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- VIII. **"Course Credits"** mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of contact hours per week on all learning activities.
- IX. **"SGPA"** mean the Semester Grade Point Average.
- X. **"CGPA"** mean the Cumulative Grade Point Average.
- XI. **"Continuous Assessment"** means the continuous evaluation throughout e semester conducted internally by the assigned teacher and has components/parameters like Mid Terms Examinations/Sessional tests: T-1 & T2, Class and Home Assignments, quizzes, Class Performance, viva, presentations etc.
- XII. **"Maximum Registration Period"** means the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate is registered.
- XIII. **"Minimum Registration Period"** means the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate is registered.

- XIV. **"Attendance"** means the number of classes a student has attended for each registered course in a semester of the programme.
- XV. **"Detained"** means a student detained from appearing in the End Semester examinations.
- XVI. **"Make-up Classes"** means the classes arranged for the students who failed to meet the attendance criteria on the basis of medical emergencies / genuine reasons with the approval of Vice-Chancellor.
- XVII. **"End Term Examination"** means an examination conducted by the University at the end of year/semester as prescribed in Scheme of Evaluation of a programme
- XVIII. **"Supplementary Examination"** means an examination conducted for students who could not obtain the minimum grade to be declared as pass in that course.
- XIX. **"Improvement Examination"** means an examination conducted for the students to improve their Grade.
- XX. **"Special Examination"** means special examinations conducted for Detained/Sports/Time Barred students on the approval of Vice Chancellor.
- XXI. **"Examination Centre"** means any institution, or part thereof, or any other place, fixed by the university for the purpose of holding its examinations and includes the entire premises attached thereto.
- XXII. **"Superintendent of Examination Centre"** means a person appointed by the University to conduct and supervise its examinations held or to be held at a centre, and also includes Deputy Superintendent of such centre.
- XXIII. **"Invigilator"** means a person who assists the Superintendent of the Examination in conducting and supervising the university examinations at a center.
- XXIV. **"Center Clerk"** means a person who assists the superintendent of Examinations for preparation of seating plan, attendance sheet, handling of answer sheets, dispatch memos, record keeping etc.
- XXV. **"Answer Sheet"** means the document containing the answer(s) written by a candidate during examination to the question(s) contained in the question paper meant for the said examination.
- XXVI. **"Question Paper"** means a document containing the set of question(s) to be administered at an examination and to be answered by a candidate.
- XXVII. **"Open House"** means showing of answer sheets to the concerned students on a specified date and time.
- XXVIII. **"Moderation Committee"** means the Committee consisting of concerned Dean, HOD and COE to moderate the marks before the declaration of the results.

- XXIX. **"Unfair Means Committee"** implies a Committee constituted by the Vice- Chancellor to hear the unfair means cases (with COE as member secretary) and to propose the penalty keeping in view the gravity of the offence resorted by a student during the examinations.
- XXX. **"External Examiner"** means a person who is not in the employment of the MRIIRS and is appointed as an Examiner.
- XXXI. **"Internal Examiner"** shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University.
- XXXII. **"GRADING SCHEME"** means the grade reflected to a student's proficiency in the course.

### 3. EXAMINATION OFFICERS-DUTIES AND FUNCTIONS

#### 3.1 Controller of Examinations

The Controller of Examinations is the custodian of all examination records of all examinees. All the Examination related notifications are issued under his/her signature. The overall examination process, publication of results, preparation of degree certificates, medals and merit certificates for issuance in annual convocation are his/her responsibility.

#### 3.2 Deputy Controller of Examinations

The Deputy Controller of Examinations will act as representative of the Controller of Examinations and interface between University Examination Cell and Superintendent Exams. He/She performs all the functions related to examination matters as per guidelines issued by Controller of Examinations.

<b>Responsibility</b>	<b>Pre-Conduct</b>
COE ↓ Dy. COE ↓ Suptd.	1. Receipt of Academic Calendar 2. Preparation of Examination schedule/Date-Sheet 3. Obtaining Cut list (Main and Re-appear) 4. Preparation of question paper (Setting, Moderation, Printing and Packaging and Dispatch) 5. Preparation of Answer Sheets and allied material 6. Notification of conduct committees. 7. Notification of observer/flying squad. 8. Notification of Evaluation Committees
<b>Responsibility</b>	<b>Conduct</b>
COE ↓ Dy. COE ↓ Suptd.	1. Examiner List 2. Ensure proper seating plan 3. Timely and correct dispatch of Question paper 4. Ensure timely and smooth conduct of examination 5. Obtaining the Answer sheets 6. Timely dispatch of Answer Sheets to Evaluation Committee. 7. Ensure smooth conduct of evaluation 8. Process of reporting of Unfair Means Cases.
	<b>Post Conduct</b>
COE Dy. COE Dy. Suptd (Result)	1. Evaluation Process /Showing of Answer Sheets and corrections in open house. 2. Receipt of Internal and External Marks 3. Result compilation, Moderation and Declaration 4. Preparation of Grade Cards, Provisional Certificates and Degrees



#### **4. UNIVERSITY EXAMINATION COMMITTEE (UEC)**

There will an Examination Committee at the University level constituted by the Vice Chancellor to discuss/ find solution of any critical issue, change of any rule or any new idea for implementation. The recommendations of the committee are sent to the Vice Chancellor for approval. This committee also oversees the entire process of all examinations and actions taken in the office of the Controller of Examinations.

#### **5. DEPARTMENT EXAMINATION COMMITTEE (DEC)**

Each Department will constitute an Examination Committee to oversee the examinations at the concerned Department. The composition of the Committee shall be as under:

- I. Head of Department - Chairman.
- II. Two senior faculty members of the department – Members

##### **5.1 Functions of the Department Examination Committee**

- III. To prepare tentative date sheet of examination and submit the same to the Controller of Examinations for approval and notification through proper channel.
- IV. To prepare panels of paper setters, examiners, evaluators and submit the same to the Controller of Examinations.
- V. To submit the Question Papers for Sessional Exams and other components of internal assessment to Exam Coordinator nominated at Faculty Level.
- VI. To submit the Question Papers to the Controller of Examinations for end-semester examination.
- VII. To scrutinize the supplementary / improvement examination forms (submitted online /offline) of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- VIII. To ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- IX. Fixing the dates for open house for showing of evaluated answer sheets.
- X. Liaison with the examination branch to resolve the awards / results issues of the students, if any.
- XI. Configuration of the study scheme at EMS for smooth conduct of classes and internal examinations

#### **6. QUESTION PAPER SETTING**

- I. The syllabus in each paper shall be fragmented into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.
- II. The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.

- III. The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he had memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory as per Bloom's Taxonomy. The questions shall elicit student's original thinking, design concepts, logical thinking, computational techniques, general mental ability and awareness.
- IV. The examiners shall be free to include questions (20-30%) of previous examinations without them being verbatim.
- V. This is necessary in order to ensure that students do not leave out important portions of the syllabus.

## 7. APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- I. On the recommendations of the BoS, the Head of Department shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer sheets, head examiners, external experts for end-semester examinations.
- II. The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the HODs. COE may at his discretion add or delete the name(s) from the panel sent by the HOD.
- III. The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. VC may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the nominated examiner possesses the minimum qualifications and experience as prescribed in these regulations.
- IV. At least 25% question papers (Theory) in each semester shall be invited from the external examiners.
- V. At least 20% answer sheets shall be evaluated by the external examiners.

The qualifications of the paper-setter/ Examiners/Evaluators shall be as follows:

Table -1. Qualification of paper setter/Evaluator

S. No	Examination	Qualifications
1	Post Graduate Examinations	Experience of teaching the subject at the post graduate level for at least five years; OR Experience of teaching the subjects at the under graduate level for at least seven years together with research / teaching experience at the degree and/post graduate level or seven years of industry experience
2	UG examinations	Five Year Teaching experience at UG/Post Graduate

		level or Professional experience of at least seven years in relevant area.
3	Degree in Architecture/Planning	Master's Degree with five years teaching experience in the relevant area.

- I. Ordinarily at least three Paper-setters shall be appointed for every subject. They shall normally belong to different Departments.
- II. No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.
- III. No external examiner shall ordinarily be given examiner ship for more than two external practical. Provided, however, the Controller of Examination may relax the condition.
- IV. In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.
- V. In case of written examinations an examiner shall not ordinarily evaluate / value more than 250 scripts.

## **8. MODERATION BOARD FOR MODERATION OF QUESTION PAPERS**

There shall be a Moderation Board constituted of the following for one or more courses:

- I. Head of Department – Chairperson (Concerned Department)
- II. Professor & Associate Professor – Member (Concerned Department)
- III. Deputy Controller of Examinations - Member Secretary

### **8.1 Functions of the Moderation Board shall be:**

- I. To ensure that question papers are strictly in accordance with the course contents and the instructions;
- II. To remove ambiguity in the language of questions and semantic errors, if any.
- III. To moderate/reframe the questions so as to give opportunities to students of varying abilities as per the Bloom's Taxonomy;
- IV. To ensure proper coverage of course contents and indicate weightages / marks for each question or part/parts thereof, time prescribed and to correct errors.

## **9. Conduct of Examination**

- I. The examinations shall be held for all such academic programs as approved by the Academic Council and as it may be notified from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi approved by the Academic Council.
- II. The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of internal examinations including practical will be notified through the Departments.
- III. A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card or fails to satisfy the Exam Supdt. that it will be produced before the next exam.

- IV. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- V. Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- VI. Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the COE. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

## **10. ELIGIBILITY FOR APPEARING THE EXAMINATION**

- I. A Student shall be eligible to appear in End semester examination in a course/subject, provided he/she is registered student in that subject and attends at least 75% of the classes held in that subject. The attendance for this purpose shall be calculated from starting date of classes in that semester.
- II. A student who has been absent for short duration due to participation in extracurricular activities, sports, NCC, NSS, other academic/official assignments in the interest of University with prior written permission of the Head of the Faculty may be permitted a maximum of additional concession of 10% attendance for appearing in the examination.
- III. A student who has been absent for short duration due to health ground (duly supported by medical certificate) or any extraneous situation may be permitted a maximum of additional concession of 10% attendance for appearing in the examination.
- IV. Student shall be allowed to any examination of the University only if he/she has paid the prescribed fee by the date specified by Controller of Examinations.
- V. Student shall be allowed to sit in examination only after he/she is issued an admit card for relevant examination by the University, after obtaining the eligibility certificate from the Head of Faculty.

## **11. EXAMINATION FEE**

The Registrar / COE shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared. Fee for various grade cards and various exams.

Table – 2. Examination Fee

Sr. No.	Particulars	Fee
1	Grade Card (Duplicate)	As approved by the Competent Authorities
2	Degree	
3	Transcript	
4	Provisional Grade Card	
5	Confidential Result Fee	
6	Admit card (duplicate)	
7	Supplementary fee	
8	Improvement fee	
9	Mercy Exam Fee	
10	Special Exam	
11	Migration Certificate	
12	Identity Card	
13	Migration Fee	
14	Document Verification Fee	

## 12. FUNCTIONS OF INVIGILATOR

- I. Ordinarily there will be one invigilator for up to 20 candidates, two invigilator for upto 40 candidates and three invigilator more than 40 candidates.
- II. Invigilators shall report to the Superintendent half an hour before the commencement of the examination.
- III. The invigilator shall remain in the Examination Hall during the time allotted to each paper and shall not leave the Hall without the permission of the Superintendent.
- IV. In case, the invigilator is unable to be present due to unavoidable circumstances, he/she will make an alternative arrangement for invigilation duty and will inform the Superintendent accordingly before hand.**
- V. Invigilator shall distribute the question papers, blank answer books, etc. to the candidates and shall collect the answer books at the close of the Examination. He/she shall perform such other duties as may be assigned to him/her by the Superintendent.
- VI. The invigilator must see that every candidate takes his/her seat according to the seating plan and writes his/her Roll No. and other particulars required of him/her in the appropriate columns of the title page of the answer sheet.
- VII. The invigilator shall get the signature of the candidate on the attendance list and must see that he has filled the correct answer sheet Serial Number against his/her Roll No. in the correct column.**
- VIII. He /she should verify the identity of the candidates by comparing the signatures and photograph with those on the Admit Cards.
- IX. The invigilator shall sign on the title page of the answer sheet in the space provided for this purpose as a token of completion of activities mentioned at S. No. 7, 8 and 9.**

- X. When the students are properly seated, prescribed announcement must be made by the invigilators daily in each session:
- XI. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.**
- XII. No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.**
- XIII. **No continuation sheets will be issued to the candidates under any circumstances. Candidates must plan and manage in such a way that he/she answers all the questions on the main answer sheet only.**
- XIV. The invigilator shall keep moving about his/her room and should not read a book or newspaper or magazine while supervising. They should not engage themselves in conversation.
- XV. The invigilators are responsible for the delivery of answer books of the candidates supervised by them to the Superintendent. They will ensure that no candidate leaves the Examination Hall without delivering his/her answer book, even if no question is attempted.
- XVI. The invigilators shall see that no candidate makes use of notes, attempts to copy from other candidates or has in his/her possession or in his/her desk any unauthorized paper. If he/she happens to find a candidate using unfair means, he/she shall take possession of any book or article so used and report the matter to the Superintendent.**
- XVII. The invigilator will maintain the proper record of the attendance of the candidates on each day of examination on the attendance sheets provided by the Superintendent. **Whenever a candidate is absent, the word ABSENT be written against the Roll No. concerned on the Attendance Sheet by the invigilator under his/her signature with date.**
- XVIII. No candidate suffering from any infection/contagious disease, e.g., small-pox, is allowed to sit for the examination. In such a case the invigilator must inform the Superintendent so that suitable separate arrangements for seating in a room could be made.
- XIX. In case of any other difficulty or emergency not covered by the above instructions, the Superintendent may be consulted and his/her decision obtained.

### **13. INSTRUCTIONS TO CANDIDATE/EXAMINEE**

- I. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question paper and all candidates must be in the hall by the time specified.
- II. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
- III. No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.
- IV. A seat with Roll No. shall be allotted to each candidate.
- V. Before attempting his/her question paper, each candidate shall write on the title cover of his/her answer book, his/her Roll No., the examination, the name and code of the

- subject and fill all the blanks. Candidates must ensure that their answer books have been duly signed by the invigilator.
- VI. On receiving the question paper, the candidate shall immediately write his/her Roll No. on the question paper.
  - VII. No continuation sheets will be issued to the candidates under any circumstances. Candidates must plan and manage in such a way that he/she answers all the questions on the main answer sheet only.
  - VIII. Candidates are forbidden to write answers or anything on the question papers, which may lead to the cancellation of his/her examination in that paper.
  - IX. Rough work and calculation must be done in the answer books only, and not on the examination table or question paper or anywhere else. Any violation of this instruction will involve the candidate concerned in unfair means case.
  - X. Any candidate found in his/her possession or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of examination of that day or not; writing during examination hours on any paper other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with or without his/her consent or giving help to him/her or receiving the help from a person who is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examination or any other official with the object of influencing him in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:
    - (i) Smuggling in another answer book or taking out or arranging to send out an answer book;
    - (ii) Impersonation;
    - (iii) Obtaining admission to the Examination Hall on a false representation;
    - (iv) Forging another person's signature;
    - (v) Failing to deliver his/her answer book to the persons In charge before leaving the Examination Hall; and
    - (vi) Refusing to obey the Superintendent of Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with examination any time before or after the examination, shall be disqualified according to the rules.
  - XI. No pages should be torn from the answer book.
  - XII. Answer Book contains 36 pages. Candidates are advised to count the pages before starting answering question on the answer sheet. Any discrepancy, if any, should be brought to the notice of the invigilator.
  - XIII. Write on both sides of the answer sheet.
  - XIV. This answer sheet must be delivered to the invigilator, even if no question has been attempted.
  - XV. Candidates are not permitted to carry mobile phone/ other electronic gadgets inside the Examination Hall.

- XVI. Candidates must bring their own material like calculator, pencil, rubber, scale or protractor etc. They shall not be allowed to borrow the material from any other candidate.
- XVII. The candidates should search their pockets, desk, benches and around their seats in the examination room on each day of examination before starting to answer their papers of examination and hand over to the invigilator, if any incriminating paper which is either in the possession of any examinee or is lying in his/her desk or under or near his/her seat.

#### **14. APPOINTMENT OF SCRIBES FOR WRITING EXAMINATION**

- I. SCRIBES shall be provided on request made by a student to the Head of Department/COE on the recommendations in advance duly supported with a Medical Certificate from authorized Medical Officer under the following cases:
- II. Candidates having impairment of movement in arms and hands, can read independently but have problem in writing.
- III. Locomotors impaired and cerebral palsy students.
- IV. Sudden illness rendering the candidate unable to write.
- V. An accident involving injury rendering the candidate unable to write
- VI. The scribe must be a student of atleast one lower grade of education than that of the candidate and any honorarium to the scribe will be borne by the student concerned.
- VII. A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- VIII. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

#### **15. INSPECTION OF EXAMINATION CENTRE-EXAMINATION DISCIPLINARY COMMITTEE**

- I. Every examination centre shall be open to inspection by the Vice Chancellor, Pro-Vice Chancellor or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in their behalf.
- II. There shall be the Observers/Flying Squads who shall be required to visit centres allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

#### **16. LOSS OF ANSWER SHEET**

- I. If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person, the candidate may be required to reappear in that particular paper in which the answer book was lost, on a date fixed by the COE.



- II. If an answer book of a student received by the Controller of Examinations or the Officer authorized on his behalf or by an evaluator is lost, the Vice Chancellor shall have the power to decide:
  - (a) Whether the student be given in lost paper, the average of marks earned by him in other papers.
  - (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- III. The following formula shall be applicable for determining the average of lost paper(s)
  - (a) Compulsory paper(s): Average of other Compulsory Papers
  - (b) Elective Paper(s): Average of other Elective Papers
  - (c) Practical Paper(s): Average of other Practical Papers
- IV. In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof.

## **17. EVALUATION AND SHOWING OF ANSWER SHEETS**

### **17.1 Evaluation of Answer sheets**

The process of evaluation of answer sheets shall comprise the following constituent steps:

- I. A central spot evaluation centre has to be established. The spot evaluation process for all the Faculties shall be carried out in this centre.
- II. Each Dean of the respective Faculty shall nominate one senior teacher from his faculty to act as Incharge of spot Evaluation for his Faculty. The responsibility of safe custody of answer sheets to be evaluated shall solely rest with the Incharge of Spot Evaluation.
- III. On each day of examination, the written answer books shall be delivered to the spot evaluation centre by the Centre Superintendent along with a dispatch memo in sealed cloth lined envelopes.
- IV. The number of answer sheets in each packet received shall be verified as per dispatch memo by the respective Incharge Spot Evaluation or his nominee.
- V. An evaluation committee consisting at least two teachers (one teacher in case only one teacher is engaged in teaching the particular subject) in respective of each subject shall be constituted by the Dean for spot evaluation. Lists comprising names of members of different evaluation committees shall be sent by the Dean to the COE and respective Incharge Spot Evaluation under sealed cover before commencement of the End Term Examination.
- VI. Members of the evaluation committee for each Faculty shall be invited by the respective Incharge Spot Evaluation to carry out evaluation in the spot evaluation centre.
- VII. In the normal run of circumstances, teachers will proceed on vacations only after having completed their assigned spot evaluation work
- VIII. Spot evaluation shall ordinarily be completed within 10 days from the day of examination. Each evaluator shall fill the marks awarded by him in the award list. Thereafter, marks in respect of all subjects shall be filled in the Excel Sheet

(template sent by the COE). Both hard copy (filled and signed by the evaluators) and the Excel Sheet shall be transmitted by the respective Dean of each Faculty to the COE.

- IX. After the spot evaluation, evaluated answer books shall be sent to the Examination Branch in sealed covers.

### **17.2 Showing of Answer Sheets to students:**

After evaluation the answer sheets will be displayed to the students on the notified dates by the Dean(s)/HoDs as per the following procedure:

- I. Strict vigil be exercised at all levels to ensure that the student does not resort to any over-writing or tempering of the original marks in the answer scripts.
- II. The award-list in the prescribed format (in hard copy) be sent to COE office, as per previous practice, prior to the schedule for showing of answer scripts to the students is announced. This is essential to guard against any misdoings at any stage by anybody.
- III. A uniform Observation Form to invite the objections, if any, from the students is attached for implementation.
- IV. After obtaining objections from students in the prescribed format, the Team Coordinator will submit the subject-wise tabulated Rectification-Sheet in *Annexure-B* to the Supdt. Evaluation, who in turn, shall examine/check the objections received and shall carry out the necessary rectifications, if needed, in the evaluation record.
- V. The final soft copy of the award sheets along with the Rectification-sheets duly signed in original be sent to COE office without any delay to enable the office to declare the results in time.
- VI. The above, as also the instructions already issued on the subject be followed religiously. The efforts shall be made to shift this module to EMS for online verification of marked answer sheets and student shall be allowed to mark the observations in terms of totaling error and any unmarked question on EMS itself. The observation shall be made visible to the COE for subsequent decisions.

### **18. REMUNERATION TO EXTERNAL EXAMINER**

The examiners, evaluators, moderators, invited as external experts for Examination work shall be paid remuneration as notified by the University from time to time.

Sr. No.	Name of Head
1	Theory Paper Setting (External Examiner)
	Theory ( 1 set)
	Theory ( 2 set)
	Postage
2	Practical Examination (External Examiner)

	Practical (Paper set on spot-1 Set)
	Practical Examination (per student)
	Minimum remuneration -re-appear (UG-PG)
	Minimum remuneration -main (UG-PG)
	M.Tech./MPT Thesis (Evaluation and Viva) per student
	Minimum remuneration M.Tech/MPT Dissertation/ Thesis (Evaluation and Viva)
	B.Tech final year Project (Per student)
	Minimum remuneration B.Tech (Final year Project)
3	Evaluation (Answer sheets)
	External evaluator (Per student)
	Minimum remuneration for evaluation to external examiner
4	Ph.D. thesis evaluation (per examiner)
	Ph.D. viva-voce examination (External)
	Travelling allowance (External examiner)
5	Refreshment
	Theory examination (Invigilators and Staff put on duty)
	Evaluation (Faculty and staff)

## 19. MISCONDUCT/MALPRACTICE /UNFAIR MEANS CASES

Any candidate found in possession of or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of examination of that day or not; writing during examination hours on any paper other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with without his/her consent or giving help to him/her or receiving the help from a person who is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examination or any other official with the object of influencing him in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:

- I. Smuggling in another answer book or taking out or arranging to send out an answer book;
- II. Impersonation;
- III. Obtaining admission to the Examination Hall on a false representation;
- IV. Forging another person's signature;

- V. Failing to deliver his/her answer book to the persons In charge before leaving the Examination Hall; and  
 Refusing to obey the Superintendent of Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with examination any time before or after the examination, shall be disqualified according to the rules.

## 20. COMMITTEE FOR UNFAIR MEANS CASES

Unfair Means Committee is constituted by the Vice- Chancellor to hear the unfair means cases (with Deputy COE as member secretary) and to propose the penalty keeping in view the gravity of the offence resorted to by a student during the examinations. Offence and the range of punishment is given below:

Table – 4. Committee for unfair means

Category	Offence	Range of Punishment
I	Student is found talking in the examination hall to another student and / or to have deliberately changed his / her seat or in possession of any unauthorized gadget.	Warning / Imposition of fine
II	Possessing unauthorized materials in any form but not able to make use of it in the examination	Imposition of fine / Cancelling the particular paper of the offender
III	Making use of unauthorized materials by himself / herself or through assistance of others	Cancellation of the particular paper / Cancellation of entire semester for the offender
IV	Student is reported to have influenced the examiner / invigilator during the examination or cheating in the evaluated script or disrupting the smooth conduct of examination in any way.	Cancellation of examination for the semester / Debarring from academic programme for two more semesters.
V	Student is found to be impersonating using threatening or foul language etc or manhandling	Cancellation of examination for two semesters / Debarring from academic programme for two more semesters.

## 21. MODERATION COMMITTEE FOR RESULTS

There shall be a Moderation Committee constituted of Pro-Vice-chancellor, Dean Academics and Controller of Examination for moderation of results. The Committee would decide regarding the moderation of results based on pass percentage of students, results condition and any other social/academic factors. The moderation shall comprise rationalization of marks based on global average of a class of students so as to pull out the influence of extraneous factors, varying degree of difficulty of question papers, if any. This shall be

executed by the software without any manual intervention. Further, rationalization of marks shall be based on relative marking rather than absolute marking. The committee would take decision in impartial manners and in best interest of students.

## 22. GRADING SCHEMES

Table – 5 Grading Scheme (2017 onwards)

Grade	Grade Point	Description of Performance	Range of Marks in Percentage
O	10	Outstanding	95-100
A+	9	Excellent	85-94.99
A	8	Very Good	75-84.99
B+	7	Good	65-74.99
B	6	Above Average	55-64.99
C	5	Average	45-54.99
P	4	Pass	40-44.99
F	0	Fail	0-39.99
ABS	0	Absent	
AP		Audit Pass	

$$\text{SGPA} = \frac{\sum(C \times G) \text{ for each course with atleast pass grade in a particular semester}}{\sum(C) \text{ for each semester}}$$

$$\text{CGPA} = \frac{\sum(C \times G) \text{ for each course with atleast pass grade in all completed semesters}}{\sum(C) \text{ for all completed semesters}}$$

Note: Conversion of SGPA / CGPA to Percentage Marks:  
SGPA / CGPA obtained by a student shall be multiplied by a factor of 10.0 to convert it to percentage marks.

Example: SGPA / CGPA of 6.4 is equivalent to  $6.4 \times 10 = 64\%$  marks.

## 23. PUBLICATION OF RESULTS

- I. The Result of respective End Semester Examinations/Supplementary Examinations are to be declared with in preferably a period of 12 days not exceeding 15 days from the last date of examination.
- II. The recommendations of result committee after its meeting are approved by Vice Chancellor for publication of the results in university portal and hard copy is made available to all the heads of school with the signature of Controller of Examinations.

## **24. PROCESS OF RE-EVALUATION/RECHECKING OF ANSWER SHEETS**

The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, is not satisfied with his results, he may apply for re-checking of his answer sheet in one or more papers as the case may be on payment of prescribed fee within twenty days from the date of declaration of results.

- I. In re-checking or re-evaluation of the answer sheet, shall be checked for the following:
  - (a) There is no mistake in the grand total on the title page of the answer sheet.
  - (b) The total of various parts of a question has been correctly made at the end of each question.
  - (c) All totals have been correctly brought forward on the title page of the answer book;
  - (d) No portion of any answer has been left un-evaluated;
  - (e) Total marks in the answer book tally with the marks sheet;
  - (f) The answer book or any part thereof has not been changed/ detached;
  - (g) The handwriting of the candidate supplementary answer sheet tally with the main answer book.
- II. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified.
- III. If in the re-evaluation there is increase of more than 10 marks then the answer sheets will be evaluated by the third examiner and the average of second and third evaluation will be taken into account for declaration of the result. In case students scored less than the marks of already awarded at the first instance then his/her declared result will stand as it is.
- IV. If any such student refuses to surrender his previous grade sheet this shall be treated to have misbehaved and shall be dealt with by the UMC under the relevant provisions.
- V. The Vice Chancellor shall also have the powers to effect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

## **25. RULES FOR IMPROVEMENT OF SGPA/CGPA**

Improvement of grades is applicable for all the Programmes of the University. Student shall be allowed to choose maximum two courses in case of PG and four courses in case of UG programme for improvement of his/her Grade /CGPA during the entire duration of the programme or within one year of his/ her passing out, by either of following process:

- I. By re-appearing in the End Semester Examination for the course in which he/she wants to improve Grade without any improvement in his/her Internal Continuous Assessment. For this only one chance shall be given. In this case his/her earlier scored marks for internal assessment shall remain valid. The student shall be required to pay the re-appear fee only, as per laid down norms of the Institute.
- II. By re-registering for the course in which he/she wants to improve Grade (for improvement both in Internal Continuous Assessment and End Semester performance). Such a course shall be indicated as 'Grade Improvement' course during the Course Registration. In this case his/her earlier scored marks shall be treated as null and void. The student shall pay appropriate fees for re-registration of the courses as laid down by the Institute from time to time.

- III. The final grade considered for CGPA calculations will be the better of the two grades that student has obtained for the course opted for improvement of its grade.
- IV. No re-exam or retest will be allowed for the class improvement, in case of such students misses any of the tests or examinations. Absentee for end semester examination will automatically lead to the consideration of old grades of that subject and candidate will not be entitled for re-examination in such cases and the fee deposited for the purpose shall be forfeited.
- V. Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- VI. In case the syllabus / contents of the course, for which the candidate wants to improve, gets updated / changed and is running with modified course code at the time of registration for the improvement by the candidate, then the candidate shall have to register / appear with new existing course code running at that time.
- VII. The student who improves his/her CGPA will be issued fresh grade card by the institute. with star (\*) against the subjects for which he/she has appeared for grade improvement and will state "Grade Improvement" course. The date on the new mark lists will be that as issued for other students appearing in those subjects.

## **26. SUPPLEMENTARY EXAMINATION RULES AND REGULATIONS**

- I. **Odd Semester:** Previous Supplementary shall be scheduled with regular courses during the end semester exam in Nov/ Dec. Exam for Supplementary in current semester shall be conducted in Dec/Jan
- II. **Even Semester:** Previous Supplementary shall be scheduled with regular courses during the end semester exam in May/June. Exam for Supplementary in current semester shall be conducted in July

## **27. PROMOTION TO HIGHER SEMESTER/CLASSES**

- I. Student shall be allowed only for 2 supplementary chances to convert the F (Fail) Grade/Absent into a P (Pass) Grade. The two chances must be availed by the student within 1 year of declaration of F Grade / Absent- 1st chance immediately after the Main exam and the 2nd chance after the very next semester.
- II. For a core course, if the grade is not converted to a pass grade in 2 attempts, the student shall have to re- register for the course on priority whenever the course is offered by the department. Whereas for an elective course, student being unable to pass in 2 attempts, may register for any other elective of his/her choice as a replacement course.
- III. Student while registering for the 3rd, 5th, 7th, 9th semester courses must register for those courses of 1st, 3rd, 5th, 7th semester respectively that he/she was unable to clear even in the two chances provided by the university.
- IV. Student while registering for the 4th, 6th, 8th, 10th semester courses must register for those courses of 2nd, 4th, 6th, 8th semester respectively that he/she was unable to clear even in the two chances provided by the university
- V. This shall be followed by registration for current semester courses meeting the course pre-requisites and availability of slots in the time table.
- VI. Student shall register for courses within the maximum notified credit limit.

## **28. GUIDELINES FOR REGISTRATION OF COURSES**

### **28.1 Methodology for registration of the courses:**

- I. Priority-1. Register for Backlog courses (if any, either due to detention in a semester due to short attendance or due to F grade and unable to clear in 2 chances)
- II. Priority-2. Foundation/ Core Courses of the semester\* (out of the lot of compulsory courses)
- III. Priority-3 Other electives (being offered)
- IV. It shall be responsibility of the student to plan and register for the backlog courses as and when offered. The time table shall be announced well in advance before the registration dates so that students are able to make conscious choices after taking advice from the faculty mentors

\*Pre requisites: A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course, if specified.

### **28.2 Adding / Dropping of Courses:**

- I. A student shall have the option to add or drop courses from the list of registered courses in a semester on or before a date notified in the Academic Calendar.
- II. A student is allowed to add/withdraw a course within one week after the commencement of the Semester and his attendance shall be monitored from the day he registers for the
- III. course. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the University after taking necessary approvals from the Head of the department.
- IV. At the time of completing the registration process or any subsequent change in the registration, every student shall consult his/her faculty adviser/nominated mentor appointed by the Departments.

### **28.3 Minimum Number of Students to be registered in Elective Course:**

An undergraduate elective course shall run only if there is a minimum registration of 10 students/ 40% of the class strength, whichever is higher, in that course. However, Vice Chancellor may allow variation to this rule. The maximum strength for a group for any elective shall be 60 students and in case the enrollment is more than 60 for a particular elective course across University, a new section shall be created as per available resources.

**The maximum limit of credits for registration in a particular semester shall be 30 credits.**

## **29. TRANSFER OF CREDITS TO FACILITATE INTER- UNIVERSITY MIGRATION**

Following are the Standard Operating Procedures (SOPs) to deal with Migration Cases of Students from other Universities/Institutions to Manav Rachna International University



- I. The Candidate seeking migration from other Universities/Institutions to Manav Rachna International University (MRIIRS) for any programme shall apply for the same with an application duly signed by him/her duly endorsed by his/her parents along with following documents in the office of Registrar, MRIIRS at least 15 days before the start of semester in which he/she wants to seek admission through migration: i) Self-attested copies of all Detailed Marks Sheets/Grade Cards for all the courses studied during all semesters studied in his/her previous University/Institution. ii) Self-attested copies of approved contents details of all courses studied during all semesters studied in his/her previous University/Institution.
- II. The Registrar Office shall scrutinize the application of the candidate as per the provisions made in the University Ordinance 10 of MRIIRS titled as "Migration of Students" and also verify the credentials of the Universities/Institution, from where the candidate wants to seek migration to MRIIRS. If found satisfactory, the Registrar Office shall send the same to the office of Dean of Faculty concerned to which the programme appertains, is running at MRIIRS, for mapping of the courses studied and qualified by candidate in his last attended University/Institution and courses which have been offered in that programme at MRIIRS.
- III. The Dean of the Faculty concerned shall get the mapping of the courses done by constituting a committee comprising three members with HoD of the concerned Department as Chairman. While mapping the courses, the following guidelines may be considered for making the recommendations: i) Only those courses studied by the candidate studied in the donor university are considered to be at par with courses being offered at MRIIRS, whose minimum 75% of the course contents match with each other. The nomenclature of the course (course name) may vary from University to University. ii) Those subjects which are part of the Study Scheme in the programme for which the candidate is seeking admission through migration, but are not considered mandatory because of their allied nature i.e. Holistic Wellness and Life Skills, Professional Communication, if not studied by the candidate in the donor university, may be ignored. iii) In case of FET, basic Labs in 1<sup>st</sup> year i.e. Physics Lab, Chemistry Lab and Computer Programming Lab if not studied/ cleared by the candidate in the donor university, may be ignored.
- IV. The committee constituted at Faculty level shall submit its report in the attached format (Annexure-A "Format for Mapping of Courses for Migration") through Dean concerned to the office of Registrar with its remarks keeping in view the following guidelines: i) Those courses which are Core / Specialized in nature but have not been studied / cleared by the candidate in the donor university shall be required to be cleared in MRIIRS as per syllabus prescribed in the curriculum of that programme through self study as per MRIIRS Examinations Rules. No classes for such courses shall be held for such candidates. ii) If a candidate has generally more than 30% arrears / supplementary, his / her request for admission is not to be recommended.
- V. The mapping of the courses received from the concerned Dean of Faculty shall be got examined by the committee of following members constituted by Vice-Chancellor to give its final recommendations for final approval of Vice-Chancellor, MRIIRS: a. Pro-Vice Chancellor, MRIIRS b. Dean- Academics, MRIIRS c. Registrar, MRIIRS

- VI. All such candidates whose migration is finally approved by the Vice Chancellor shall be required to submit No Objection Certificate, Character Certificate and shall produce the original DMC/Grade Card issued by their Donor University for migration to Manav Rachna International University and shall be required to furnish an undertaking that they will clear the courses (not covered/not cleared in his/her previous University/Institution) recommended by the committee through self-study after re-appearing in the
- VII. concerned course as per curricula prescribed by MRIIRS for theory and lab subjects, as the case may be. All such candidates shall pay the requisite examination fee as per MRIIRS rules and shall also be governed by the University Ordinances / Rules in terms of progression etc.
- VIII. All such candidates shall be required to apply online after paying Rs. 1200/- for the Admission Brochure and a Migration Fee of Rs. 5000/- in addition to other applicable fees. 8. For Award of Grade Cards and Degree to the Migrated Students, the following guidelines shall be followed: (i) No separate Grade Card shall be issued for the courses/ semester cleared by the candidate in his/her previous University. However, for the courses which have been cleared by such students as per the recommendations of the Committee as stated above at para 6, a separate Grade Card shall be issued by MRIIRS as per MRIIRS Examination and Grading Scheme for the semesters in which these courses are covered as per study scheme of that programme for the batch in which the student has been admitted through migration. (ii) To calculate SGPA or CGPA, the due weightage of all courses covered and cleared by the migrated student which have been mapped with MRIIRS courses for specific semester, shall be given on the following pattern:
- a. The course covered and cleared by migrated student and duly mapped with any course of MRIIRS shall be given the same number of credits as has been assigned to that course of MRIIRS with which it has been mapped. However, the grade point for that course shall be taken which has been awarded by his/her previous University. In case, the previous University is awarding the marks and not following the grading scheme, then the marks scored/awarded shall be converted to the Grades and Grade Points as per MRIIRS grading scheme and minimum pass marks as notified by previous University shall be taken as D Grade of MRIIRS with grade point as 4.
  - b. The SGPA and CGPA shall be calculated on the basis of only those courses which have either been studied and/or cleared at MRIIRS or the courses which have been covered and cleared by migrated student in his/her previous University and has been duly mapped with any course of MRIIRS. Due to above relaxation as stated above at para 3 (ii and iii), there may be difference in the total number of credits earned by the migrated student and student admitted in very first year for a particular programme in that batch.
- IX. In the final compiled transcript for all semesters of a Programme or Grade Card of final semester (where total credits earned during the entire programme is mentioned) to be issued by MRIIRS, it shall be clearly mentioned that "Out of the total earned credits mentioned above, \_\_\_ number of credits have been earned by the student in his previous \_\_\_\_\_ University. He/ She was admitted in this Programme in \_\_\_

semester through migration as per this University Migration Policy”.

- X. This University shall not be responsible for a deficiency, if any, or authenticity of the result declared by the Donor University.

### **30. GUIDELINES ON DISPOSING OF ANSWER SHEETS**

- I. The Guidelines for disposing the answer sheets are formulated by a committee constituted by the COE.
- II. In usual practice, the answer sheet of any examination are to be disposed by University after two years from date of publication of results of concerned examination. The procedure of disposing after could be conducted only after the approval of COE.
- III. In view of above, no student or any external agency will have any claim, whatsoever or can have access to answer sheets under any circumstances after this time limit.

### **31. REGULATIONS APPLICABLE TO PHD SCHOLARS WITH REFERENCE TO ASSESSMENT/ EXAMINATION**

PhD is one of the prestigious programs of MRIIRS. The objective of this Program is to provide students with skills to identify and research in the prevalent and latest topics in various fields. For admission to Ph.D. course, candidate should possess a Master's degree in Engineering / Technology / Science / Humanities / Commerce / Medicine / Law / Education / Pharmacy / Management of a recognized Indian University, or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed)

The PhD admission is based on entrance test which is multiple choice questions based test with an objective to test their aptitude. This test consists of 80 questions (40 questions for subject chosen and 40 questions on research). The merit list is drawn after scaling the marks to 70 which is followed by DRC interview and presentation for 30 marks. The final merit list is announced with a total of 100 marks.

In case of exempted category (applicant with UGC-NET/JRF/MPhil certificate) the candidates are evaluated out of 100 marks in the DRC presentation. Based on the performance in DRC the result is recommended with allocation of proposed Supervisor and Broad area of research. The result is submitted to the Vice Chancellor for approval and announced. To qualifying for admission the candidate needs to score minimum 50% in both the stages.

#### **31.1 Course Work**

All candidates admitted to the Ph.D. Program are required to complete the course work prescribed by the university during the initial one or two semesters (6 months or 1 year) after joining the university (As prescribed by UGC and duly approved by Academic Council). The scholar has to obtain a minimum CGPA of 6.0 in the coursework to proceed further. For Internal assessment the course instructor carries out viva, class assessments during the coursework. Total credits for coursework examination are 9. The candidate needs to have minimum 75% attendance in the coursework classes to appear in the examination.

The course work comprises of the following subjects:

Table -6. PhD course work and credits and external assessment marks

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S.NO	Course Title	Credits	Total Marks	External and Internal assessment marks
1	Research Methodology	3 Credits	100	75 External Assessment 25 Internal Assessment
2	Quantitative Methods and Computer Applications / Quantitative Techniques <b>With SPSS Tool</b>	3 Credits	100	75 External Assessment (60 Theory +15 SPSS Assessment) 25 Internal Assessment
3	One or more Elective Subject(s) related to the area of research.	3 Credits	100	75 External Assessment 25 Internal Assessment

The research scholars after completion of their course work are required to appear in Literature survey and Research Plan presentation on the specific topic. In which they wish to pursue their research. On successful presentation and submission of progress reports, scholar is assigned with credit/grades as per university policy.

Table - 7. Grading criteria for literature survey, seminars and progress reports

S.NO	Course Title	Credits	Grade
1	Literature Survey	1 Credit	Graded by DRC
2	Seminars for Short Synopsis and subsequent Progress Reports	1 Credit	Graded by DRC

The scholar has to publish research papers in an International refereed and Indexed Journal and obtained an additional score of 10 on the parameters as given here under:-

Table-8. Scores of Publications

S.NO	Type of Publication/ Presentation	Score
1	Publication in an International Journal	10
2	Publication in National Journal	5
3	Paper in International Conference (Abroad)	4
4	Paper in International Conference (in India)	3
5	Paper in National Conference	2

Research Scholar should score minimum 20 marks based on the criteria as given above. The DRC scrutinizes the eligibility of the Research Scholar for Pre-Ph.D Presentation and Long Synopsis as per criteria.

### 31.2 Pre-PhD Presentation

On completion of the research work and complying with the submission requirements, the candidate submits it to the Supervisor(s), a copy of the Long Synopsis of his/ her research work in the prescribed format. If Supervisor(s) is / are satisfied that the research work has been completed as per pre-defined objectives and the Research Scholar meets the eligibility criteria for Pre-Ph.D Submission including published work, he/she/they forward the same with the certificate to Dean of the Faculty concerned for verification. Dean of the Faculty concerned forwards the Long Synopsis of the Research Scholar after countersigning the certificate given by the Supervisor(s) and Convener, RAC, to the Doctoral Research Board (DRB).

Once Doctoral Research Board (DRB) declares a Research Scholar eligible for Pre-Ph.D Presentation

Table – 9. Pre-PhD grading criteria

S.NO	Course Title	Credits	Grade
1	Seminar for Pre-Ph.D Submission	1 Credit	Graded by DRC

After Pre PhD Seminar , The Research Scholar has to submit a draft copy of the Thesis to the Supervisors(s) within a period from 15 days to 6 months from the date of Pre-Ph.D Submission Presentation by the Research Scholar after incorporating the changes as suggested by DRC and approved by BOS.

### 31.3 Final thesis Submission

After **Pre** PhD the scholar submits the draft thesis to the DRC for approval. The DRC evaluates the thesis and it is sent for DRB approval. The DRB sends the draft thesis once again for expert evaluation before the board recommends the thesis for final submission.

A panel of at least six experts in the subject area of research work from the different States in India would be suggested by the Supervisor(s) and placed before the DRC at the time of Pre-Ph.D Submission Presentation for its recommendations to BOS. The BOS may add/ delete any of the name(s) proposed and forward the same to Dean of the concerned faculty. (ii) A person from the same University / Institutions/ industry where the candidate is employed cannot be appointed as an external examiner

On receipt of the copy of Thesis and Long Synopsis, the Dean concerned sends the panel of examiners to Chairman CDP as approved by the BOS. Chairman CDP examines list before putting it to the Vice- Chancellor, along with copy of Thesis and Long Synopsis, who will appoint the Board of Examiners for the Thesis.

The Board consists of 3 examiners in total -one internal examiner from amongst the Supervisor(s), and two external examiners. The examiners are normally by chosen by the Vice Chancellor in consultation with Chairman CDP, from the panel of examiners recommended by the BOS.

### 31.4 Evaluation of Thesis And Viva Voce Examination

COE sends the three copies of Thesis to the two external examiners as finalized along with one internal member. Each examiner is requested to submit to the COE, a detailed assessment

report and his/her recommendations on a prescribed proforma within four months of the date of receiving the Thesis. In the event that the assessment report is not received from an examiner within four months, a reminder is sent to the concerned examiners by COE. Even if the report is not received after additional two months, the Vice-Chancellor may appoint another examiner from the panel of examiners for evaluating the Thesis. The panel of examiners would be exhausted in this manner, if the report is not received from the subsequent examiners. The examiners are required to state categorically whether in their individual opinions, the Thesis should be: a. Accepted for the award of Ph.D. degree, or b. Referred to the Research Scholar for presentation in the revised form, or c. Rejected.

The external examiner has to state the reasons for recommending resubmission/rejection of the Thesis. If resubmission is recommended, the examiner specifically indicates the modifications that need to be made in the Thesis by the Research Scholar. On receipt of reports from all the examiners, COE places these reports before the Dean concerned, who peruses the reports and advise one of the following:

- If the examiners are unanimous that the Thesis be accepted for award of the degree, the Research Scholar shall be required to appear for viva voce.
- If the examiners are unanimous that the Thesis be rejected or that the Thesis be submitted in a revised form the result be declared accordingly, and the Research Scholar be informed to submit the Thesis in a revised form.

If there is no unanimity between examiners, an additional external expert is appointed as examiner to examine the Thesis. The report of the additional examiner, along with all the earlier reports is considered by the Dean concerned, and a recommendation made to Controller of Examination, either to accept/reject the Thesis for award of degree or advise the Research Scholar to submit the Thesis in the revised form.

In the event of the candidate being required to submit a revised Thesis, he/she submits the same within a period of one year from date of communication in this regard from the COE. However, in exceptional circumstances this period may be extended by BOS by one more year but the total revision time will not exceed two years.

The revised Thesis is sent for assessment to the original panel of examiners. In the event of one or more or original external examiners not being available, an additional external examiner may be appointed by Vice- Chancellor for this purpose in consultation with Chairman of the concerned BOS. The preset procedure is followed for the same.

In case, the Thesis has been unanimously rejected by both the external examiners, the Research Scholar would be required to re-register for the research work as a fresh candidate, if he / she so desires.

### **31.5 PhD Thesis Presentation and Viva**

A Research Scholar, whose Thesis is recommended for acceptance in accordance procedure laid in the ordinance 8(B) on the basis of Thesis evaluation, is required to defend his/ her Thesis work before the external examiner (to be appointed by the Vice Chancellor amongst the evaluators) in the presence of Dean concerned, Head of the Department concerned, and the Supervisor(s) of the candidate.

The other Faculty members and the Research Scholars may also attend the viva voce

examination, may ask questions to the extent of their clarifications. However, decision regarding successful defense is vested with the external examiner. If none of the external examiners is available for the conduct of the viva voce, an alternative external examiner will be appointed by Vice Chancellor for this purpose in consultation with Chairman of the concerned BOS.

The external examiner invited for viva voce and submits his report to the COE. On completion of all above stages of examination, the COE then puts up the case to a committee consisting of the Vice Chancellor, Dean and HOD concerned to study the reports of the evaluation and to approve one of the following:

- a. That the degree be awarded,
- b. That the candidate be re-examined at a later specified time in a specified manner,
- c. That the degree not be awarded,

The COE in consultation with the committee provides to the Research Scholar a list of all corrections and modifications required in the Thesis, including suggestions made by the examiners during the Thesis evaluation. The Research Scholar thereafter submits two hard-bound copies of the Thesis, incorporating all necessary corrections/modifications.

Table -10. Examination fee for PhD Course work

Sr. No.	Course Code	Course Name	Credits of the course	Fee per course (In Rs.)	Remarks
1	RM-1/ Ph.D-CW -001	Research Methodology	3	1000/-	Cancelled, Absent, E, F, Improvement in Grade.
2.	QT-1/ Ph.D-CW-002	Quantitative Techniques	3	1000/-	-do-
3.	SBRP-1/ Ph.D-CW-003	Subject Based Research Problem	3	1000/-	-do-
4.	Ph.D-CW-004	Research & Publication Ethics	2	1000/-	-do-
5.	Re-registration as PSC	Courses mentioned at Serial No.1 to 3.	3 credits each	5000/- for each course	Detained, Improvement in internals as PSC.
6.	Re-registration as PSC	Course mentioned at Serial No. 4	2	3500/-	-do-

### **32. AWARD OF DEGREE AND MAXIMUM TIME LIMIT FOR COMPLETION OF A PROGRAMME**

- I. A Student for whatever reason is not able to complete the program within normal duration Prescribed for the program may be allowed two years period beyond the normal period to clear the backlogs to be qualified for the degree.
- II. The general formula is Time Span = N +2 years for completion of program where N stands for the normal duration for completion of exam.

- III. In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances should be spelt out clearly by relevant statutory body concerned.

### **33. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS**

- IV. The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, DCI, MCI, and such other Statutory Bodies.
- V. The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates shall be signed by the Controller of Examinations.
- VI. A student shall be awarded a degree/diploma, if:
- (a) He has registered himself, undergone the course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;
  - (b) There are no dues outstanding in his/her name to the University/Department.
  - (c) No disciplinary action is pending against him.
- VII. The Registrar / COE shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.
- VIII. Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Board of Management for its concurrence.
- IX. The degree shall be awarded to the successful candidates at convocation.
- X. In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor.

### **34. WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS**

- I. If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Vice Chancellor.
- II. In order to take action the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand to the candidate. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.



- III. If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record.
- IV. Every proposal for the withdrawal of a degree shall require prior approval of the Vice-Chancellor.

**35. WITHHOLDING CONFERMENT OF ANY DEGREE / DIPLOMA OR AWARD OF ANY CERTIFICATE**

Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or regulations, the Academic Council may, on the recommendations of the Vice - Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or conviction for an offence involving violence or moral turpitude.

**36. PROCEDURE OF DUPLICATE DEGREE, GRADE CARDS AND TRANSCRIPTS:**

**a. For Degree Programs :**

If the degree of a student is lost, then the concerned student can apply for the duplication degree with the following procedure:

- (i) Original Copy of FIR for lost of degree.
- (ii) Application with Affidavit.
- (iii) Dean/HoD recommendation.
- (iv) No dues Certificate from CAD.
- (v) Payment of prescribed fee and outstanding, if any at CAD.

In case of torn of degree document, it has to be surrendered to University for issuance of duplicate degree.

**b. For Grade Cards:**

- (i) Application with recommendations of HoD.
- (ii) Payment of prescribed fee and outstanding, if any at CAD.

**c. For Transcripts:**

- (i) Application with recommendations of HoD.
- (ii) Photocopies of all grade cards.
- (iii) Payment of prescribed fee and outstanding, if any at CAD.

**Student Observation Form**

Subject Code..... Subject Name.....

Roll No. ....

Nature of Observation/Objection

(i) Totaling Error (Marks Given) : .....  
 (Actual Marks) : .....

(ii) Total No. of Non Evaluated answers : .....  
 Q/Answer No. : .....  
 A. Script Page No. : .....

Date.....

Signature of the Student

Name.....

**Rectification Sheet to be filled by Supdt. (Evaluation)**

Bag. No.....Subject Code.....Subject Name.....

Sr. No.	Fictitious Roll No.	Earlier Awards	Corrected/Modified Marks	Reasons of Error (Totaling or Unchecked Questions)

Date

Signature of concerned Faculty.....  
 Name.....

Counter Signed by:  
 .....  
 Center Superintendent

Name .....

**Manav Rachna International Institute of Research and Studies**

(Deemed to be University under section 3 of the UGC Act,1956)

**EXAMINATION BRANCH****INSTRUCTIONS TO THE SUPERINTENDENT**

1. The Superintendent-in-chief may appoint a Deputy Superintendent to assist him/her or superintendent in performing of his/her duties.
2. The Deputy Superintendent will assist the Centre Superintendent in all matters pertaining to the arrangements for the efficient, timely, smooth and fair conduct of the Examination. In the absence of Centre Superintendent, Dy Superintendent will exercise all powers of Centre Superintendent and will be fully responsible for fair and smooth conduct of the Examination.
3. **The Superintendent will not leave the Examination Centre without prior permission of the superintendent-in-chief and without making suitable alternative arrangements.**
4. The Superintendent in Chief shall be liable to face such disciplinary action as may be decided by the Vice Chancellor, Manav Rachna International Institute of Research & Studies, which may include disciplinary action through departmental agencies or legal action by the Institute or other agencies constituted by law:-
  - (a) if he/she leaves an Examination Centre without prior permission of the University and proper arrangements;
  - (b) misuses his/her position; and
  - (c) engage himself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of the examination.
5. The Superintendent should make the necessary arrangements one day before the scheduled date of the commencement of the examination. The seating plan of each day of examination should be prepared, the rooms should get cleaned and marking of Roll No. on the desks/benches should be done a day before besides other arrangements viz. organization of attendance sheets, deployment of sufficient number of invigilators on each day of examination, setting of Control Room, drinking water facility etc.
6. The Superintendent shall get plans of the seating arrangement typed showing the order of the seats allotted to the candidates and the direction they face. A copy of the seating plan and the date sheet should be pasted at a conspicuous place outside the Examination Hall/Room a day before the Examination. A copy of the plan is also to be sent to the Examination Branch in case of UMC.
7. The Roll No. of each candidate shall be written on each table/desk/board in a conspicuous place so that a candidate may readily find his/her place.
8. The Superintendent will ensure that the specific announcement of the University guidelines have been made to the invigilators.
9. Carrying of mobiles, blue tooth, pagers or any other electronic gadgets to the Examination Hall is strictly prohibited. Neither the University will make any arrangement for the safe custody of any of these items nor it will be responsible for loss of any such items. The

candidates should be advised not to bring at all any such items to the examination centre so that they do not run the risk of losing such item(s). However, the candidates are allowed to use non-programmable calculators, wherever it is allowed.

10. The Superintendent shall get marked stamps of a secret code on the answer books daily before the commencement of the question paper on that day. The code can be one or more than one English Capital alphabets. The code shall be different on all the different days of examination. The Superintendent shall keep a record of the codes used on different days. That code must be put on the dispatch memo of the answered answer books.
11. The Superintendent of each centre shall get required answer books issued from the Examination Branch two days prior to the date of commencement of examination.
12. All other stationery items required for the smooth conduct of Examination can be procured or get issued from the Central Store.
13. The Superintendent shall keep a record of the number of answer books used on each day of examination in a proper proforma. He will submit this record along with the unused answer books to the Examination Branch on the last day of examination.
14. The answer books are serially numbered. The Superintendent will keep them in a safe place under lock to avoid any misuse. He shall ensure that nobody uses answer books as a rough note books.
15. The sealed question paper envelope(s) shall be delivered to the Superintendent personally on the previous evening before the paper of the date sheet. The Superintendent shall ensure that all the question paper envelope(s) are properly sealed and all the question papers for that day of examination have been received in sufficient number.
16. The Superintendent shall get the envelope(s) of the question papers opened in his presence and minimum of two invigilators. He shall get the signatures of the invigilators on the sealed envelope(s) certifying that the sealed packets were opened in their presence and the seals were intact at the time of opening the sealed packets.
17. The Superintendent may admit a candidate provisionally entirely at the candidate's own risk in case his name does not appear in the confidential list or the candidate is not able to produce the admit card due to one or the other reason. In all such cases of provisional admissions, the Superintendent must obtain a declaration form filled by the candidate explaining the circumstances under which he is unable to produce the admit card.
18. The Superintendent shall get prepared duty chart of the invigilators and other supporting staff for each session of each day and shall inform them well in advance to report on duty, on the day and time mentioned, in the Control Room half an hour before the commencement of examination on that day.
19. The superintendent should carefully see that the arrangements for toilets to be used by the students, are available near the Examination Halls.
20. The Superintendent will take frequent rounds to make the invigilators remain alert on the duty and will enforce the checking of candidates' particulars viz. admit cards, attendance sheet and all the entries on the first page of the answer sheet by the invigilators. He/she will also randomly check the particulars of the candidates, admit cards and other relative entries.
21. The superintendent will maintain the proper record of the attendance on each day of examination on the attendance sheets. He will send this attendance record of the whole examination to the Examination Branch immediately at the end of examination. The

attendance sheet of all the staff on duty viz. The Superintendent, Dy Superintendent, Invigilators and other supporting staff should be prepared on daily basis and be kept in record for verification of the Supervisory Officers.

22. Any case of using Unfair Means/misbehavior, possession of mobile/any kind of electronic gadget/pager/book/recovery of incriminating material by the candidate should immediately be reported and proper statement recorded by The Superintendent and invigilator in proper Performa along with the answer books of the candidate should be sent in a sealed cover to the Examination Branch on daily basis.
23. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
24. No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.
25. The superintendent will maintain the proper record of the attendance of the candidates on each day of examination on the attendance sheets. He will send this attendance record of the whole examination to the Examination Branch immediately at the end of examination. Whenever a candidate is absent, the word **ABSENT** be written against the Roll no. concerned on the attendance sheet by the invigilator under his/her signature with date.
26. The Superintendent shall prepare three copies of dispatch memo of each paper branch-wise and examination-wise. One copy is to be kept with the answer books to be evaluated, second copy is to be sent to the Examination Branch at the end of the day and the third one is to be retained by the Superintendent for his record.
27. At the end of the examination the answer books will be sorted out for each paper department-wise and examination wise. They will be arranged Roll No. wise and counted properly. This number should match with the number of answer books mentioned in the dispatch memo. The counted answer books and the dispatch memo must be sealed in a cloth bag along with two copies of question paper.
28. After the end of examination, Centre Superintendent will send the following to the Examination Branch:
  - (i) Complete Attendance List for all days of End Semester Examinations.
  - (ii) Unused Answer books along with the record of answer books used.

**DUTIES OF INVIGILATOR**

1. Ordinarily we may have one invigilator for upto 30 candidates, two invigilators for upto 60 candidates and three invigilator more than 60 candidates.
2. Invigilators shall report to the Superintendent half an hour before the commencement of the examination.
3. The invigilator shall remain in the Examination Hall during the time allotted to each paper and shall not leave the Hall without the permission of the Superintendent.
4. **In case, the invigilator is unable to be present due to unavoidable circumstances, he/she will make an alternative arrangement for invigilation duty and will inform the Superintendent accordingly before hand.**
5. Invigilator shall distribute the question papers, blank answer books, etc. to the candidates and shall collect the answer books at the close of the Examination. He/she shall perform such other duties as may be assigned to him/her by the Superintendent.
6. The invigilator must see that every candidate takes his/her seat according to the seating plan and writes his/her Roll No. and other particulars required of him/her in the appropriate columns of the title page of the answer sheet.
7. **The invigilator shall get the signature of the candidate on the attendance list and must see that he has filled the correct answer sheet Serial Number against his/her Roll No. in the correct column.**
8. He /she should verify the identity of the candidates by comparing the signatures and photograph with those on the Admit Cards.
9. **The invigilator shall sign on the title page of the answer sheet in the space provided for this purpose as a token of completion of activities mentioned at S. No. 7, 8 and 9.**
10. When the students are properly seated, prescribed announcement must be made by the invigilators daily in each session:
11. **No candidate who is late by more than half an hour shall be admitted to the Examination Hall.**
12. **No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.**
13. The invigilator shall keep moving about his/her room and should not read a book or newspaper or magazine while supervising. They should not engage themselves in conversation.
14. The invigilators are responsible for the delivery of answer books of the candidates supervised by them to the Superintendent. They will ensure that no candidate leaves the Examination Hall without delivering his/her answer book, even if no question is attempted.
15. **The invigilators shall see that no candidate makes use of mobile phones/Electronic gadgets, notes, attempts to copy from other candidates or has in his/her possession or in his/her desk any unauthorized paper. If he/she**

**happens to find a candidate using unfair means, he/she shall take possession of any book or article so used and reports the matter to the Superintendent.**

16. The invigilator will maintain the proper record of the attendance of the candidates on each day of examination on the attendance sheets provided by the Superintendent. **Whenever a candidate is absent, the word ABSENT be written against the Roll No. concerned on the Attendance Sheet by the invigilator under his/her signature with date.**
17. No candidate suffering from any infection/contagious disease, e.g., small-pox, is allowed to sit for the examination. In such a case the invigilator must inform the Superintendent so that suitable separate arrangements for seating in a room could be made.
18. In case of any other difficulty or emergency not covered by the above instructions, the Superintendent may be consulted and his/her decision obtained.

**DIRECTIONS TO CANDIDATES FOR EXAMINATIONS**

1. The Examination Hall shall be opened each day **at least fifteen minutes** before the time specified for the distribution of the question paper and all candidates must be in the hall by the time specified.
2. **No candidate who is late by more than half an hour shall be admitted to the Examination Hall.**
3. **No candidate shall be permitted to leave the Hall until the expiry of half the time of the duration of question paper.**
4. A seat with Roll No. shall be allotted to each candidate.
5. **Before attempting his/her question paper, each candidate shall write on the title cover of his/her answer book, his/her Roll No., the examination, the name and code of the subject and fill all the blanks. Candidates must ensure that their answer books have been duly signed by the invigilator.**
6. On receiving the question paper, the candidate shall immediately write his/her Roll No. on the question paper.
7. Candidates are forbidden to write answers or any thing on the question papers, which may lead to the cancellation of his/her examination in that paper.
8. Rough work and calculation must be done in the answer books only, and not on the examination table or question paper or anywhere else. Any violation of this instruction will involve the candidate concerned in unfair means case.
9. **Any candidate found in his/her possession or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of examination of that day or not; writing during examination hours on any paper other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with without his/her consent or giving help to him/her or receiving the help from a person who is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examination or any other official with the object of influencing him in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:**
  - (i) **Smuggling in another answer book or taking out or arranging to send out an answer book;**
  - (ii) **Impersonation;**
  - (iii) **Obtaining admission to the Examination Hall on a false representation;**
  - (iv) **Forging another person's signature and admit card;**
  - (v) **use of Mobile phone/blue tooth/electronic gadgets;**
  - (vi) **Failing to deliver his/her answer book to the persons In charge before leaving the Examination Hall; and**



**(vii) Refusing to obey the Superintendent of Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with examination any time before or after the examination, shall be disqualified according to the rules.**

10 No pages should be torn from the answer book.

11 Answer Book contains 36/24 pages. Candidates are advised to count the pages before starting answering question on the answer sheet. Any discrepancy, if any, should be brought to the notice of the invigilator.

12 Write on both sides of the answer sheet.

13 This answer sheet must be delivered to the invigilator, even if no question has been attempted.

**15 Candidates are not permitted to carry mobile phone/ other electronic gadgets inside the Examination Hall.**

16 Candidates must bring their own material like calculator, pencil, rubber, scale or protractor etc. They shall not be allowed to borrow the material from any other candidate.

**17 The candidates should search their pockets, desk, benches and around their seats in the examination room on each day of examination before starting to answer their papers of examination and hand over to the invigilator, if any incriminating paper which is either in the possession of any examinee or is lying in his/her desk or under or near his/her seat.**

**DECLARATION FORM**

The Controller of Examinations,  
Manav Rachna International Institute  
Of Research and Studies,  
Faridabad.

(THROUGH CENTRE SUPERINTENDENT)

Sir,

I had applied for taking End Term Examination June/December.....and have paid my fees. I have completed all the requirements to take the examination as per provisions laid down in the Ordinances relating to examinations of the University. I am taking examination at my own risk. I understand that I shall have no claim about my examination if my statement is proved otherwise. I shall abide by the decision of the University in this regard.

I shall be grateful if you kindly grant me permission to take the End Term Examination.

Thanking You,

Yours faithfully,

(Signature of the Student)

Name of the Student.....

Regn. No.....

Faculty.....Department.....

Semester.....Paper Code.....

Examination Centre.....

Date.....

**Remarks**

Centre Superintendent

**ANNOUNCEMENT**

*(To be made before commencement of examination)*

Every candidate is required to search his/her pockets/belongings/ underneath of desks to ensure that no unauthorized material/notes/books etc are in his/her possession or vicinity. If any unauthorized material is found in a candidate's possession or is accessible to him/her or if a candidate is found talking to another candidate or consulting notes/books within or outside the Examination Hall, it shall be considered as a case of unfair means.

Invigilator's Name and Signatures:

1-----

Room No. -----

Date-----

Session-----





**DISPATCH MEMO**

Examination Centre.....Date.....

Faulty.....Department.....

SubjectTitle.....Paper Code.....

Semester.....

Total No. Of Answer Books Packed.....

Total No. of Candidates absent (with roll no).....

Stamp Code on answer books:

**RECEIPT**

Received ..... Packet of answer sheets from the centre superintendent

MRIIRS, Block – ..... for dated ..... Session.....

**Auth. Signatory  
Examination Branch, MRIIRS**

### FORM FOR REPORTING CASE OF UNFAIR MEANS

**(TO be filled in by the official detecting the case and to be forwarded by the Superintendent, after recording the statement of the candidate, to the Deputy Registrar (Exams) by name in a sealed cover along with the answer book on the very day of the detection of the case in cloth lined envelope)**

1. Name of the Examination.....
2. Centre of Examination.....
3. Programme.....
4. Paper Code.....
5. Subject.....
6. Date and Time.....
- 7 Name of the Candidate.....
- 8 Name of the Candidate's father.....
- 9 Roll No.....
- 11 Permanent address of the Candidate.....
- 12 Total no. of incriminating papers recovered.....
  - (a) No. of printed papers.....
  - (b) No. of hand written papers.....
  - (c) Torn book Pages.....

*Note: - The detector should sign the recovered objectionable material*

- 13 The material was recovered from the candidate under reference as indicated below (*please strike the columns which are not applicable*):-
 

(i) in candidate's hand shoes or socks	(ii) in candidate's pocket	(iii) in candidate's
(iv) under the clothes worn by the candidate		(v) on candidate's table/desk
(vi) in candidate's answer book		(vii) under candidate's answer book
(viii) under candidate's question paper		(ix) under candidate's feet
(x) near candidate's seat on the ground at a distance of.....		
(xi) any other place.....		
- 14 The candidate, Roll No./Regd No.....was found giving/receiving help to/from
 

Candidate	Roll	No./Regd	No.....	who	was	sitting
front/behind/left/right		or	the	candidate	Roll	No./Regd
No.....						

15 Any other mode of use of unfair means. Please explain:

.....  
.....

Signature of the candidate (In case of his refusal  
To do so, signature of another member of staff  
Certifying this fact)

Signature of the Detector  
Designation.....  
Date.....

Room No..... Date.....

### **REPORT OF THE CENTRE SUPERINTENDENT**

I am enclosing the following evidences in the support of the allegations of the use of unfair means by this examinee in the University Examination:-

(i) The incriminating material recovered from the candidate as mentioned in column No. 13 on pre-page.

(ii) The scripts (Answer books) of the candidate:

Serial	No.	of	the	original	and	replaced	Answer	Books
.....								

(In case the candidate refused to have second answer book, this fact be stated specifically)

(iii) A copy of the seating plan of the room in which the candidate was sitted.

Signature of the Superintendent (full).....

Name of the Superintendent .....

Name of the Centre.....

Date.....

### **STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTRE TO BE RECORDED BY THE CENTRE SUPERINTENDENT**

Note: - The superintendent will give a hearing to the candidate and record his statement. He may allow the student to question the detector and the question and answer will also be recorded. If the candidate refuses to make any statement, this fact will be recoded by the Superintendent.



Name of Applicant:  
 Father's Name:  
 Name of Institute/University (Presently Studying):

Details of Faculty, Program and Semester in which applicant wants to seek admission through migration:

Faculty:                      Programme:                      Semester:

S.No.	Courses offered at MRIIRS	Credits	MRIIRS Courses mapped with ..... UNIVERSITY (Name of the Donor University)	Credits Earned	Grade Obtained by the student at Donor University	Courses of MRIIRS not studied/not cleared by student	Additional courses studied by student at Donor University
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Semester-I

--	--	--	--	--	--	--	--

Semester-II

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Total No. of courses offered for the above program at MRIIRS upto ..... semester:

Total No. of courses studied and cleared upto ..... semester by the candidate in his/her previous University, which get duly mapped with MRIIRS courses for the said program:

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Name & Signature of the Committee Members at Faculty Level

1							
2							
3							

Recommendation of Dean of Faculty Concerned

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES  
END TERM EXAMINATION DEC/MAY/AUG.....**

**ATTENDANCE SHEET**

Room No:

FACULTY

COURSE

SEMESTER

S.No	ROLL NO	NAME	DATE	
			SUBJECT	
			ANSWER BOOK S.NO	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
PRESENT				
ABSENT				
SIGNATURE OF INVISILATOR				



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**Semester – V**

S.No.	Subject Code (To be filled Correctly)	Subject Name	Grade

**Semester - VI**

S.No.	Subject Code (To be filled Correctly)	Subject Name	Grade

**Semester - VII**

S.No.	Subject Code (To be filled Correctly)	Subject Name	Grade

**Semester - VIII**

S.No.	Subject Code (To be filled Correctly)	Subject Name	Grade

Student's Signature: \_\_\_\_\_

(Please read instructions on the next page)

(For Use in the CAD)

**Verified the details of particulars of the student, reappear paper(s) and fee receipt.  
Certified that the prescribed Examination fee has been paid by the student.**

<b>Fee Receipt No.</b>	
<b>Amount paid</b>	

Signature (CAD)With Stamp

(For Use in the Examination Branch)

(Name) \_\_\_\_\_  
 (Course/Semester) \_\_\_\_\_  
 University Roll No \_\_\_\_\_  
 Admitted to reappear in the following paper(s) in the Supplementary Examination : MAY/DEC \_\_\_\_\_

Semester	Subject Codes
<b>I</b>	
<b>II</b>	
<b>III</b>	
<b>IV</b>	
<b>V</b>	
<b>VI</b>	
<b>VII</b>	
<b>VIII</b>	

Signature of Verifier

**STUDENT'S COPY**

**Instructions**

- Fill all the details legibly and submit the Form at CAD Counter only.
- Fill all the grades already obtained by you in the papers in which you wish to appear.
- A student is allowed to take examination of any paper for improvement irrespective of his/her earlier grade **only once** during the prescribed duration of his/her course.
- Further, a student remains absent from appearing in that improvement paper, that shall not be taken as a chance exhausted.
- A student is allowed to appear for improvement in a maximum of **five** papers in any one End Semester Examination.
- Once a student qualifies to be awarded degree, he/she shall be allowed to appear **only once** for improvement of grades but only in the end semester examination immediately following the end-semester examination in which he/she had cleared all papers. For example, if a student clears any one or more of his/her papers in the End Semester Examination held in May, 2017 and qualifies to be awarded degree, then he/she can appear for improvement only in the Dec. 2017 examination.
- In case of Attempt to improve the grade obtained in a paper, higher of the two grades i.e. original grade and grade obtained in the improvement paper, shall be considered for computation of SGPA.

**Acknowledgement Receipt**

*(Student's Copy)*

Re-appear/Improvement **May /Dec** \_\_\_\_\_ Date: \_\_\_\_\_  
 University Roll No \_\_\_\_\_ Name of the Applicant: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Course: \_\_\_\_\_  
 Total No of Subjects \_\_\_\_\_ Subjects Codes : \_\_\_\_\_

Fee Receipt No. \_\_\_\_\_ Date \_\_\_\_\_  
 Amount(In Rs.) \_\_\_\_\_ Amount (In Words) \_\_\_\_\_

Signature of Student

**CAD STAMP**

Authorised Signatory (CAD)

Name: \_\_\_\_\_



