

NOTIFICATION

The Academic Council in its 21st meeting held on 11th November, 2022 vide Resolution No. – 65/AC-21/22 has resolved to approve the “**Examination Manual of CUSB**”.

This decision of Academic Council has further been approved by the Executive Council in its 46th meeting held on 5th December, 2022.

The above referred decision taken by the Statutory Bodies of Central University of South Bihar has been implemented w.e.f. AY 2022-23 and the same is hereby notified for information of all concerned.


(Col. Rajiv Kumar Singh)
Registrar


Copy to :-

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. The Librarian, CUSB
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**Central University of South Bihar
Gaya, Bihar**



Examination Manual

Recommended by the

Examination Reforms Committee

Examination and Promotion

1.0. General Rules and Regulations of Examination and Evaluation Pattern-

- (A) The examination of all the courses required for the UG/PG Degree shall be internal in nature and generally consisting of Continuous Internal Assessment and End-Semester Examination. For the preparation of the final grade in a particular course, the Continuous Internal Assessment (Formative in nature) and the End-Semester Examination (Summative in nature) shall have a weightage of 30% and 70%, respectively.
- (B) Each course, irrespective of credits assigned to it, shall be evaluated out of 100 points. These points should not be confused with the traditional system of marks. The points obtained by a student in a course are indicators of the percentage of marks and not the raw marks. Since, the University has adopted the system of grading; hence, the marks shall not be reflected in a grade sheet of a student. However, for wider uses, and if required, the students or the prospective employer or end user may take the following reference for calculating maximum marks and obtained marks for a Programme / Course:

For Maximum Marks –

1 Credit = 25 marks

2 Credit = 50 marks

3 Credit = 75 marks

4 Credit = 100 marks

and so on.

For obtained marks –

The obtained points may be converted into marks by taking them as a percentage of marks. For example:

- (i) If a student has obtained 80 points in a 4 Credit Course, then it may be converted as *80 marks out of 100*.
- (ii) If a student has obtained 80 points in a 2 Credit Course, then it may be converted as *40 marks out of 50*.

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- (iii) If a student has obtained 80 points in a 1 Credit Course, then it may be converted as *20 marks out of 25*.

In such course(s), where direct numerical grades are awarded in place of points, these numerical grades shall be converted into marks by using the following formula:

$$\text{Marks in the Course} = \text{Numerical grade in the Course} \times 10$$

However, any change may be recommended in this pattern by the competent authority, from time to time.

1.1. Continuous Internal Assessment:

1.1.1. The Continuous Internal Assessment of the students' learning and performance shall be carried out by the Course Teacher(s). Considering the nature of the course, the teacher(s) shall decide the mode of Continuous Internal Assessment, which may include one or more assessment tools, such as student's class performance, assignments, class tests, take-home tests, term paper(s), presentations, oral-quizzes, case studies, and laboratory work, etc. It is recommended that a variety of assessment tools and methods should be used for holistic evaluation.

1.2. Each Course Teacher shall design the Continuous Internal Assessment system for the course she/he offers with the approval of the Departmental Committee (DC). This approved design of Continuous Internal Assessment shall be announced to the students of the respective courses at the beginning of each semester by the concerned teacher.

1.3. Generally, each course shall be taught by one teacher only, who shall maintain all the records related to attendance, teaching, and assessment in a systematic manner. In an exceptional case, if a teacher is assisted in teaching by other teachers, the teacher (in-charge of the course) shall be responsible for coordinating teaching and assessment, including the award of the final grade.

1.4. In case a student fails to appear in any Continuous Internal Assessment, it will be taken care of by the concerned Course Teacher at her/his level. In case if represented before the DC, the concerned DC may take it into consideration.

1.5. The Internal Assessment marks shall be awarded as per the academic regulations of the University.

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1.6. As the nature of continuous and comprehensive evaluation, this should be carried out by the concerned course teacher in order to ensure the holistic development of the student.

1.7. Continuous assessment (irrespective of the nature) shall be organized just after the completion of one unit of the course.

1.8. Concerned course teacher shall be responsible for carrying out a continuous assessment which must be spread out thorough out the semester. Pooling of continuous assessment shall not be accepted in any way for any reason.

1.9. Making and maintaining of record of continuous assessment shall be the sole responsibility of the concerned course teacher.

2.0. End-Semester Examination:

2.1. Generally, an End-Semester theory question paper shall include a limited number of very short answer-type questions followed by short and long questions covering the entire syllabus in such a way that the question paper ensures assessing students' knowledge, understanding, application, and analysis-synthesis/reflection of the subject. Thus, a standard model format of the End-Semester Examination paper consisting of 70 points shall be as under –

Section-A: 10 very short questions of 01 point each = 10 points
(Short specific questions covering the entire syllabus to be given which should be answered in approximately 25 words by the examinee or as per the nature of the question).

Section-B: 06 short questions of 05 points each = 30 points
(08 short questions to be given out of which 06 questions are to be attempted in approximately 300 words by the examinee).

Section-C: 02 long questions of 15 points each = 30 points
(03 long questions to be given out of which 02 questions are to be attempted in approximately 1000 words by the examinee).

However, a different format of the End-Semester question paper for some particular course (e.g., project, dissertation or laboratory/field work, etc.) may be prescribed by

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the Board of Studies (BoS) of the Department which shall come into force only after the approval of the competent authority of the University.

2.2. The duration of the End-Semester theory examination generally shall be of three hours for CBCS courses and two hours & thirty minutes for non-CBCS courses.

2.3. The paper setter and the moderator(s) shall ensure and certify that the question paper is comprehensive to cover all important topics/themes/course and fit for assessing the mastery of the entire course. They shall also ensure and certify that not more than 10% of questions from the previous year's question paper have been repeated.

2.4. In exceptional cases, depending upon the nature of a particular course, a totally different mode of assessment and evaluation may be prescribed by the BoS of the Department for the course, which shall come into force only after the approval of the competent authority of the University. However, it must be reflected in the detailed syllabus of the course and be available to the students at the beginning of the semester.

2.5. Any partial or complete change in the system of examination (Assessment & Evaluation) may be recommended by the UATEC which shall be implemented only after the approval of the competent authority.

2.6. A student is required to secure a minimum of a 'P' grade in the Continuous Internal Assessment and in the End-Semester Examination, taken together, in a course.

3.0. Setting of Question Paper

Question Papers shall be in the following modes-

- a) 70 marks/points shall be for the written examination
- b) 30 marks/points shall be for CAT (Continuous Assessment Test)
- c) Total Marks of Course Examination: $70+30=100$ marks/points

3.1. Mode of Question Paper-

3.1.2. Written Examination:

The question paper shall have three sections: A, B, and C, as shown in the following table:

TABLE

CREDITS	Section A (Very Short/Objective type questions)	Section B (Short Questions)	Section C (Long Questions)	Total Marks/Points
4	1x10= 10 Points/Marks	5(out of 6)x6= 30 Points/Marks	2(out of 3)x15= 30 Points/Marks	70
3	1x10= 10 Points/Marks	4(out of 5)x7= 28 Points/Marks	2(out of 3)x16= 32 Points/Marks	70
2	2x5= 10 Points/Marks	4(5)x10= 40 Points/Marks	1(out of 2)x20= 20 Points/Marks	70

3.1.3. Continuous Internal Assessment (CIA):

The continuous Assessment Test (CAT) will be of 30 marks/points. The results of the three best answers in CIA assessments will be considered.

- Mode of the assessments will be written tests/ presentations/ assignments/quizzes/ group discussions/seminars/practical etc.
- The Course Instructor may decide the mode of the assessment.

At least two modes of Assessment may be adopted by the course instructor.

4.0. Moderation of Question Paper:

- There shall be a Moderation Committee in the Department.
- The Moderation Committee shall be as follows-
 - Head of the Department – Chairperson
 - 01 member nominated by the Vice-Chancellor- Member
 - 01 Faculty member nominated by the HoD- Member
 - Examination Coordinator- Member Secretary
- The moderation of the question paper shall be done at the Departmental level and it shall be done at the concerned Department.
- At least 25 days before the commencement of the examination, the Moderation Committee shall ensure the moderation of the Question Papers. The submission of the same will be done to the CoE office at least 20 days before the commencement of examinations.
- At every Department, one Examination Coordinator/ Committee shall be appointed by the concerned HoD to ensure the smooth conduction of examination and the related works. There may also be an Examination Committee constituted by the concerned HoD to assist the Examination coordinator as per the requirement.

f) Examination Coordinator shall shoulder entire responsibilities related to the Examination, including CIA (Continuous Assessment Test).

(g) The dates of the setting and the moderation of the Question Papers may be decided at the meeting of the CC/DC before the commencement of the semester classes.

h) Examination Coordinator shall prepare the Exam Time Table at least 15 days before the commencement of the examination in the light of the Centralized consolidated Time Table prepared at least 20 days before the commencement of the examinations.

i) The CoE office will ensure the circulation of the Question Paper to the concerned Department (HoD/Examination Coordinator) one hour before the commencement of the examination of the concerned course.

j) A format for the moderation of the Question Papers may be developed, covering certain details-

i. Whether the entire syllabus of the course had been covered in the Question paper or not.

ii. Whether the Question Papers justify the level of the Programme or Not.

iii. Question Papers shall be set in strict compliance with the given template

4.1.Preparation of Question Bank:

A Question Bank of each course will be prepared by the faculties at each Department; the records of the same will be maintained by the Examination Coordinator. The prepared Question Bank will be used by the moderators, in case they need to change any of the questions, during moderation, related to the concerned course.

5.0. Making Evaluated Answer-Scripts available to the Students:

5.1. All the examination answer scripts shall be made available to the students after evaluation by the respective teachers as per the schedule decided by the concerned teachers or the University. In the case of the End-Semester Examination, the evaluated answer scripts shall be made available to the students within 2 days of the last examination for the semester. All the answer books along with the statement of marks shall be sent by the Department to the Office of the Controller of Examinations within 2 days after the meeting of the BoE for declaration of the results.

5.2. If a student is not satisfied with the evaluation of her/his answer script, s/he must submit a written objection to the concerned Head of the Department (offering the course) within 8 days from the last examination for the semester. Such complaint shall be looked after by a panel of three faculty members, including the concerned teacher, to be nominated by the concerned Head of the Department, whose decision shall be final. The revised points, if any, shall be submitted by the panel to the concerned Head of Department who shall further submit it to the Controller of Examinations. This complete process of grievance redressal by the panel and the further submission of marks by the Head of Department, generally, should not take more than 7 days from the date of receipt of the grievance. However, in case of any controversy, the matter shall be referred to the Vice-Chancellor for final decision and action.

5.3. Once evaluated answer books are submitted to the Controller of Examinations, there shall be no re-evaluation/re-totaling thereafter.

6.0. Evaluation of Dissertation (If offered by the Department)

The evaluation of the dissertation shall be done by the Dissertation Committee with the concerned supervisor in the following manner:

The soft copy of the dissertation shall be checked for plagiarism. Only after getting clearance from this phase, the dissertation shall be evaluated.

- a) The evaluation of the dissertation work shall include-
 - i) Evaluation of dissertation report - 70% weightage
 - ii) Viva-voce – 30% weightage
- b) The total marks for the dissertation work shall be 100, which shall be converted into the grade/ grade point as per the University's evaluation norms. For finalizing the marks of the student in the dissertation work, the average marks of all the members of the Dissertation Committee along with the concerned supervisor shall be taken into consideration.
- c) The candidate shall secure at least 50% marks in the dissertation (both in dissertation report and viva-voce together) in order to pass in the dissertation course.
- d) The Dissertation Committee shall –
 - i. either award 50% marks
 - ii. or, suggest revision of dissertation
 - iii. or, reject the dissertation

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- e) If the Dissertation Committee suggests the revision of the dissertation, the student has to revise the dissertation and resubmit the same within a fortnight from the date of recommendation of the revision. If the student fails to resubmit the dissertation within a fortnight from the date of recommendation of the revision, he/she may be allowed to submit the dissertation within a period of six months as per the approval of the department. If the student does not pass in the same revised resubmitted dissertation, he/she shall be declared as fail in the concerned Programme.
 - f) If the Dissertation Committee rejects the dissertation at the time of evaluation, in such case the student has to work on a new topic of research or shall bring major modifications to the existing topic of the dissertation, and submit the report of research to the department within six months from the date of the rejection of the dissertation. If the candidate does not pass in this dissertation, he/she shall be declared as fail in the concerned Programme.
 - g) The candidate shall submit one digital and four hard copies of the dissertation to the department for the purpose of evaluation and as per the directions issued by Dissertation Committee.

6.1. Evaluation Pattern

6.1.0. Letter Grades and Grade Points:

An absolute grading system shall be adopted to grade the students.

6.1.1. Under the absolute grading system, points shall be converted to grades based on pre-determined class intervals.

6.1.2. In the End-Semester theory or practical examinations, the examiner shall award the points and these points after adding the points of Continuous Internal Assessment shall be further converted into Grades/Grade points in accordance with the provisions of this ordinance.

6.1.3. Detail Grade Sheet issued by the Controller of Examinations office at the end of the semester shall carry points /percentage and equivalent grades (numerical and letter) both.

6.1.4. The 10-point Grading System, with the Letter Grades as given under shall be followed:

Letter Grade	Numerical Grade Point	Class Interval (in %)
O (Outstanding)	10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 80 and ≤ 90
A (Very Good)	8	Above 70 and ≤ 80
B+ (Good)	7	Above 60 and ≤ 70
B (Above Average)	6	Above 50 and ≤ 60
C (Average)	5	Above 45 and ≤ 50
P (Pass)	4.5	40 to 45
F (Fail)	0	< 40
Ab (Absent)	0	Absent

Note:

- (i) F= Fail, and the students graded with 'F' in a Programme or Course shall be required to re-appear in the examination.
- (ii) The minimum qualifying points for a course shall be 45% (i.e., 'P' grade).
- (iii) The students shall have to qualify in the Continuous Internal Assessment and the End-Semester examinations taking together.
- (iv) Before awarding numerical grade to the points obtained in a course, only the total of Continuous Internal Assessment and End-Semester Examination shall be rounded off to remove the decimal point. Thus, no separate rounding off shall be done of the points obtained in different components of Continuous Internal Assessment and End-Semester Examination.
- (v) There shall be rounding off of SGPA/CGPA up to two decimal points.
- (vi) The SGPA/CGPA obtained by a student shall be out of a

maximum of 10 points.

- (vii) In order to be eligible for the award of the Degree of the University, a student must obtain CGPA of 4.50 at the end of the Programme.
- (viii) Provided that the student who is otherwise eligible for the award of the Degree but has secured a CGPA of less than 4.50 at the end of the minimum permissible period of semesters may be followed by the Department to repeat the same course(s) or other courses of the same type in lieu of in the extra semesters provided in Clause 11 related to the duration of Programme.
- (ix) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/ Division
Above 9	Outstanding
Above 8 to 9	First Class (With Distinction)
6 to 8	First Class
5.5 to < 6	High-Second Class
5 to < 5.5	Second Class
4.5 to < 5	Third Class

6.2.0. Re-appear in the End-Semester Examination:

6.2.1. Once a student has fulfilled the attendance requirements in a course as per the provisions mentioned in this ordinance but has failed to score the minimum grade required to qualify for the Course or failed to appear in the End-Semester Examination of the course, may be allowed to re-appear in the End-Semester Examination, in such course, in the extra semesters provided subject to the duration of Programme.

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6.2.2. Such student may avail the chance to re-appear only within the maximum duration of the Programme. The re-appearance shall be permitted only in the End-Semester Examination of the concerned course(s) and the marks obtained by the student in the Continuous Internal Assessment conducted earlier for the particular course(s) shall be carried forward to be added with the marks obtained by her/him in the latest End-Semester Examination of the respective course(s).

6.2.3. The re-appear examination of even semesters shall be conducted along with the End-Semester Examinations of even semesters. Similarly, the re-appear examinations of odd semesters shall be conducted along with the End-Semester Examinations of odd semesters.

6.2.4. The re-appear examination shall be based on the syllabi of the course in force at the time of initial registration to the course.

6.2.5. A student who is re-appearing for the End-Semester Examination as per the clause above; can re-appear in the subsequent semester(s), whenever the examination of a particular course is held, on payment of Rs. 2000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable, within the maximum permissible duration for the Programme.

6.2.6. A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in the End-Semester Examination.

6.3.0. Re-appear in the End-Semester Examination for Improvement of Grade(s):

6.3.1. If a student wishes to improve her/his grade(s) in any course (s), s/he can re-appear in the End-Semester Examination in the subsequent odd/even semester(s), whenever the examination of the particular course(s) is held, on payment of Rs. 2000/- (may be revised time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable, within the maximum permissible duration for the Programme of study of the student.

6.3.2. A student may improve her/his points/grade by reappearing in the End-Semester Examination of a course as per the provisions of reappearing mentioned above. In such cases, points obtained by the student in the Continuous Internal Assessment of the particular course shall be carried forward to the subsequent

End-Semester Examination of the course. However, in such cases, the points/grades obtained on the basis of the latest appeared End-Semester Examination shall be considered for the calculation of the final CGPA of the Programme.

6.3.3. The re-appear examination of a course for improvement of grade shall be based on the syllabi of the course in force at the time of initial registration to the course.

6.3.4. A student who has got the Migration/Transfer Certificate issued from the University shall not be allowed to re-appear in any examination for improvement of grade.

6.4.0. Repeating course (s):

6.4.1. A student having an attendance shortage in any course may repeat the course by taking re-admission in that course in subsequent odd/even semester(s), whenever the course is being offered, within the maximum permissible duration of the Programme.

6.4.2. If a student repeats a course she/he has to fulfill all the desired requirements afresh including attendance, Continuous Internal Assessment, and the End-Semester Examination. In such cases, the course content shall be based on the syllabi of the course in force at the time of the repeat of the course. However, at the time of repeating, if the same course is not being offered by the Department due to any reason, the student may choose any other course of similar nature and credits from the available courses on the recommendation of the Mentor and approval of the concerned Head of Department.

6.4.3. If a student repeats a course, she/he has to submit a fee of Rs. 3000/- (may be revised from time to time by the University) per course in addition to the prescribed semester fee of the semester in which she/he has been promoted/provisionally promoted, if applicable.

6.5.0. Promotion Rules:

6.5.1. A student shall be declared as '**Promoted**' to the next semester when s/he earns a 'P' Grade or above in the last concluded semester examination, maintaining the spirit and pattern of the semester system and covering the mandatory components, such as Continuous Internal Assessment and End-Semester Examinations in all the courses for which s/he was registered till date.

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6.5.2. A student shall be **'Provisionally Promoted'** to the next semester if she/he secures less than a 'P' grade in a **maximum of three courses** out of the total courses registered by her/him till date.

6.5.3. A student shall be deemed as **'Failed'** in a semester when she/he gets below 'P' Grade in **more than three courses** or does not appear in the End-Semester Examination of **more than three courses**, after fulfilling the attendance requirements as per this ordinance, out of the total courses registered by her/him till date. In such case(s), a student has to re-appear in the End-Semester Examination of the course(s) in subsequent odd/even semester(s) within the maximum permissible duration of the Programme on payment of Rs. 2000/- (may be revised time to time by the University) per course. Since such student does not need to attend the classes of the course(s) again; the marks of Continuous Internal Assessment obtained by her/him in the course(s) earlier shall be carried forward to be added with the marks obtained by her/him in the latest End-Semester Examination of the respective course(s).

6.5.4. A student shall also be deemed as **'Failed'** in a semester when she/he failed to appear in the End-Semester Examinations of more than three courses due to the attendance criteria followed by the university. Such a student has to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the existing clause.

6.5.5. Under no circumstances, any student shall be permitted to register in a new course if she/he is having less than 'P' Grade in more than three courses.

6.5.6. A student shall be declared to have passed the Programme of study and award of the degree if she/he has secured the required credits with at least 'P' grade.

6.5.7. The re-examination of the End-Semester Examination of the failed or provisionally promoted students shall be as per the clauses/sub-clauses mentioned above. However, only in a case where a student of the final semester (within the minimum prescribed duration of the Programme) fails to appear or to achieve a 'P' grade in a maximum of three courses including all backlogs after the result declaration of the final semester, the Department may ask the concerned course Teacher(s) to conduct re-examination of End-Semester Examinations of such course(s) within a month from the commencement of the next semester relaxing

the condition of odd/even semester as given in 14.8.3 the student shall have to pay a fee of Rs. 2000/- per course.

6.5.8. If a candidate is repeating a course in an academic session, whatever may be the reason, it shall not be counted in the total number of seats and shall not affect the fresh intake of the Programme in that academic session.

6.6.0. Minimum Credit Requirements:

For a two-year Degree Programme, the credit requirements shall be 80 credits, including core and elective courses as prescribed in the detailed syllabus attached to this ordinance and regulations. A minimum of 8 credits and a maximum of 16 credits shall be from elective courses offered by other Department(s). The calculations of credits will be in strict compliance with the recommendations given in the Rules and Regulations of the University.

6.7.0. Computation of SGPA and CGPA:

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

6.7.1. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits of all the courses undergone by a student in that semester, i.e.,

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

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

6.7.2. The CGPA is also calculated in the same manner taking into account all the considerable courses as per the provision laid down in this ordinance out of the total courses undergone by a student over all the semesters of a Programme, i.e.,

$$CGPA = \sum (C_i \times G_i) / \sum C_i$$

Where, C_i is the number of credits of the i^{th} course (which is to be considered for the award of the PG Degree) and G_i is the grade point scored by the student in the i^{th} course.

6.7.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

6.7.4. Since, the calculation of CGPA is not based on all the courses undergone by student, rather it is governed by other provisions laid down in this ordinance like,

clause 7.2.3, 13.5 etc., the CGPA may differ from the corresponding calculations based on SGPA only.

6.8.0. Illustration of Computation of SGPA and CGPA:

6.8.1. Illustration for computing SGPA:

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	$3 \times 8 = 24$
Course II	4	B+	7	$4 \times 7 = 28$
Course III	3	B	6	$3 \times 6 = 18$
Course IV	3	O	10	$3 \times 10 = 30$
	Total credits for the semester = 13			Total Credit points Earned = 100

Thus, SGPA = $100/13 = 7.69$

6.8.2. Illustrations for computing CGPA:

Courses Considered for the Award of the Degree	Completed in the month (Year)	Credit	Grade Letter	Grade Point	Credit Point
Course I	Dec 2018	4	A	8	$4 \times 8 = 32$
Course II	Dec 2018	4	B+	7	$4 \times 7 = 28$
Course III	June 2019	4	B	6	$4 \times 6 = 24$
Course IV	June 2020	4	O	10	$4 \times 10 = 40$
		Total credits for the			Total Credit points

		semester =16			earned= 124
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Thus, $CGPA = 124/16 = 7.75$

Note: Formula to calculate percentage from CGPA/SGPA = CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10,

e.g., In case of example mentioned in Table 16.2, the percentage of CGPA = $7.75 \times 10 = 77.50\%$

6.8.3. Transcript (Format): Based on the above, letter grades, grade points, and the SGPA, the Transcripts/Detail Grades Certificates (DGCs) shall be issued to the candidates for each semester and a consolidated transcript on completion of the Programme indicating the performance in all the courses considered for calculating the CGPA. Along with the CGPA, the percentage of marks obtained in the Programme shall be reflected in this consolidated transcript on the basis of the CGPA. However, this system may be changed by the University at any point of time without prior notice to the stakeholders as per the need.

7.0. Removal of Student Name from the Programme:

The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

- (a) A student who has failed to fulfill the minimum grade point requirements prescribed for the Programme during the maximum duration of the Programme.
- (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree.
- (c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Disciplinary Committee/ Proctorial Board or any other procedure deemed fit by the University.
- (d) A student who has failed to attend the classes as stipulated under the clause of attendance requirements in this ordinance.

8.0. Attendance Rules:

8.1. A student is required to attend 100% of the classes held in a course in the



specific semester in order to be eligible to appear in the End-semester examination of that particular course.

8.2. Waiving of attendance deficit up to a maximum of 25% is permissible to accommodate the following situations:

- (a) Representing the University in any inter-collegiate, inter-University, local, national or international events;
- (b) Participating in an activity of the University with prior permission of the Competent Authority;
- (c) Participation in NCC/NSC/NSS Camps duly supported by certificate.
- (d) Participation in Educational Excursions, which form a part of teaching in any subject, conducted on working days duly certified by the concern Course Teacher/ Head of Department /Dean; and
- (e) to cover all unforeseen reasons like illness, hospitalization, personal engagements elsewhere or other personal reasons which compel a student to absent herself/himself from attending the classes.

8.3. Hence, it shall be mandatory/compulsory to every student to have attendance in 75% classes held in particular course. No waiver, for whatsoever reason, shall be given. Accordingly, no application requesting waiver below 75% attendance shall be entertained by the University. However, a further relaxation up to 10% or the days spent (whichever is lesser) may be considered by the Vice-Chancellor as per the Ordinance of the university.

8.4. A student, however, shall not be allowed to appear in the End-Semester Examination of the courses which are not covered under above mentioned clauses. Such a student shall be permitted to repeat the courses in the subsequent odd/even semester(s), whenever the courses are being offered, within the maximum permissible duration of the Programme, on payment of the prescribed fees as per the relevant clause. However, in the first semester, for repeating the courses, it shall be mandatory for a student to have minimum 40% attendance in aggregate (taken together all the courses registered by her/him in the semester). If a student does not put in at least 40% of aggregate attendance in the first semester, she/he shall have to leave the Programme without claiming refund of any fees, and her/his admission shall be treated as canceled.

8.5. The attendance of a newly admitted candidate shall be counted from the date of her/his admission/registration or date of beginning of classes, whichever is later. In the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However, if a new student is admitted late after the commencement of the classes, s/he must get herself/himself registered in the desired courses following the due procedure within 5 working days after the admission failing which her/his attendance shall be counted after 5 working days from the date of admission.

8.6. In the case of changed registration, the total classes held for calculating percentage of attendance in the newly registered course for a particular student shall be counted from the fresh registration in that particular course.

8.7. Monthly records of attendance of students in each of the courses taught by a teacher is to be prepared and submitted by the concerned teacher to the Office of the Head/In charge of the Department (HoD) and the Controller of Examinations' (CoE) office by the 10th day of the next month after displaying it to the students in the course and taking their signatures. The teacher will keep the original record of attendance with her/him and submit it finally to both the offices with her/his remarks regarding the eligibility of a student for appearing in the end semester examination within three working days after the last class or teaching day in the semester, whichever is later. Any failure in compliance in this matter must be informed by the concerned teacher to the Head of Department and the Controller of Examinations with justification.

8.8. There shall be an Attendance Monitoring Committee in the Department under the Chairmanship of the Head or her/his nominee for proper monitoring of attendance records and taking suitable action(s) as per the requirements.

9.0. Statutory Structure for the Supervision and Conduction of Examinations-

Vice Chancellor

Controller of Examinations

Heads of the Departments

Examination Coordinator

Invigilators

Central University of South Bihar is following 100% internal evaluation pattern and question paper has been also prepared by the internal faculty members. Vice



Chancellor shall be the supreme authority for taking the decision regarding any examination matter. He/she shall take decisions at their own discretion in any dispute. The controller of Examinations shall report to the Vice Chancellor directly regarding the examination matter. The controller of Examination shall prepare the examination schedule in consultation with the Heads of the Departments as per the need. Every department shall appoint an examination coordinator or constitute an examination committee if required under the examination coordinator for the smooth conduction of the exams. The examination coordinator and committee if required shall be constituted and notified by the respective Head of the Department and intimated to the CoE. In the case of the examination committee, the structure of the examination committee shall be decided by the Head of the Department as per the manpower available in his or her department.

10.0. Powers and Functions of the Controller of Examinations (COE)

10.1. The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and the declaration of the results. He/she shall be a full-time salaried officer of the university and shall work directly under the directions and control of the Vice-Chancellor.

10.2. The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations.

10.3. The Controller of Examinations shall be responsible for the maintenance of records, maintenance of marks lists, and valued answer scripts. The valued answer scripts shall be preserved for **five years at least** after the announcement of results. He/she shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.

10.4. He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events

10.5. He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.

10.6. He/ She shall arrange to prepare the eligibility list of candidates and presentation lists for convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.

10.7. He/ She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list as and where needed.

10.8. He/ She shall be responsible for the proper custody and maintenance of marks statements and other valuable and permanent records of the section.

10.9. He/ She shall arrange for the photocopy of valued answer scripts, re- totaling in case of any reported totaling mistakes, re-valuation, redress the grievances of students.

10.10. He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees and existing rules and regulations of the University.

10.11. The Controller of Examinations shall take disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations as per the existing regulation or in guidance of Vice Chancellor.

10.12. The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the competent authority for appropriate action.

10.13. He/ She shall arrange for printing of question papers and supply them to examination committees of the respective department.

10.14. He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates.

10.15. He/ She may make any structural changes in the examination administration as and when required

10.16. He/ She shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

10.17. He/ She shall be responsible for the conduction of BoE in consultation with the respective department.

11.0. Conduction of Examinations



11.1. Schedule of Examination:

11.1.1. The Controller of Examinations shall prepare the examination calendar for every academic semester, well in advance, in consultation with respective departments, and shall publish the same in the public domain. The information regarding the same shall be passed on to the Heads of all Departments.

11.1.2. All examinations of the semester shall be conducted as per the examination calendar.

11.1.3. The CoE shall issue the timetable of various examinations in every semester, at least 15 days before the commencement of the End Semester Examinations.

12.0. Registration to the Examination:

12.1. All students admitted to a programme (UG & PG) with remittance of the prescribed fee are eligible for the forthcoming semester examinations.

12.2. Online application for registration to the various End Semester Examinations shall be forwarded to the CoE in the prescribed format.

12.3. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.

13.0. Preparation of Hall Tickets

13.1. The hall ticket of the eligible candidates shall be generated through SAMARTH with the name, registration number, and a recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters with the date of the examination in chronological order. The registration number shall be the number allotted to a candidate on his/her registration for the first-semester examination. The hall ticket shall be issued to the students one week before the commencement of the examinations.

14.0. Preparation of Answer Books:

14.1. The main answer books to be supplied for the examination shall be prepared well in advance with the required quantity and different serial codes by the CoE.

14.2. The required number of blank answer books shall be handed over to the Examination Coordinator of the respective departments or the person nominated by the Examination coordinator for the purpose of the examinations.

15.0. Question Paper

The required question papers shall be packed in sealed covers with details regarding the name of the examination, the month and year of the examination, the name of the subject, the date and time of the examination, and the number of copies of question papers enclosed.

Sealed paper of required question paper shall be provided/ handed over to the Examination Coordinator just 01 hour before the commencement of the examination on the day of examination.

15.1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be handed over to the Examination Coordinator one hour before the commencement of the examination.

15.2. Examination Committee/ coordinator should verify that the seal and cover of the parcels are intact and that descriptions on the cover of each sealed cover agree with those in the memorandum of content received.

15.3. Safe custody of the question paper packets and also the answer books supplied from the CoE's office for the concerned semester examination on each day will be the responsibility of the Examination Coordinator.

15.4. The number of question papers for each examination room is counted and packed in a separate cover and distributed to the invigilators 10 minutes before the commencement of examination at their respective examination rooms by the Examination Coordinator.

15.5. The invigilator shall distribute the question paper to the students exactly at the time of commencement of the exam as mentioned in the examination schedule. The answer booklets shall be collected back after the end of the examination.

15.6. The unused answer booklets and the copy of the attendance sheet shall be collected from the hall 45 minutes after the commencement of the examination and kept under the safe custody of the Examination Committee.

16.0. Roles and Responsibilities of Examination coordinator/ Committee

The Examination Coordinator shall be responsible for the efficient conduct of examinations at the venue. The following guidelines may be followed for the smooth conduct of the examinations.

16.1. Examination Coordinator/ Committee shall ensure that (a) the list of candidates appearing for the examination (b) the required number of answer books

and (c) the stationery required for packing answer books are received at the venue 3 days prior to the commencement of examinations, and kept under safe custody.

16.2. Examination Committee/ coordinator should ensure that the question papers are received an hour before the commencement of examination for each session, from CoE.

16.3. The following arrangements are made for the conduct of the examination.

16.3.1. Seating arrangement for the candidates

16.3.2. Examination room is clean, and properly lit, and no writing is there on the desks/walls or board.

16.3.3. Room/hall-wise seating plans for candidates are displayed at a prominent place.

16.3.4. Selection of an appropriate number of invigilators from among the faculty members of the departments, well in advance as per norms.

16.4. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats 10 minutes before the commencement of the examination.

16.5. Similar timings shall be followed for examinations commencing at 02:00 PM. The above schedule of timings shall be appropriately modified for examinations commencing at other times.

16.6. In the unforeseen event of late commencement of the examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, under any circumstances.

16.7. Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of the examination and that they proceed to the examination room.

16.8. Mobile phones, programmable calculators, and other electronic gadgets should not be allowed into the examination room even if they are switched off. If any student brings such materials to the examination hall, they have to be taken into custody by the invigilator and submitted to the Examination Coordinator/ Committee at the earliest.

16.9. Keep utmost vigil throughout the examination process. The Coordinator/ Examination Committee may frequently visit the examination hall and ascertain

that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.

16.10. A candidate shall not be allowed to write the examination if he/ she does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, or could not bring, the Coordinator Examination Committee, after receiving a written request from him/her along with required fees, shall forward it to the CoE office through a messenger (not the candidate).

16.11. All used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.

16.12. All packets should be sealed using cello tape.

16.13. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.

16.14. In case of using answer papers of different series; the Coordinator Examination Committee shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.

16.15. The Coordinator is responsible for keeping proper accounts for the stock and use of the answer books.

16.16. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.

16.17. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.

16.18. He /She shall report to the Examination Committee/ coordinator at the centre 30 minutes before the actual commencement of the examination.

16.19. He /She shall personally supervise, along with the Examination Committee, the opening of the sealed question paper packet.

16.20. He /She shall ensure proper distribution of correct Question Papers to students.

16.21. He /She shall ensure no candidate is permitted to enter the examination hall after the commencement of the examination.

16.22. He /She shall verify whether the seating arrangement is as per the sequence mentioned in the attendance sheet.

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16.23. He /She shall certify any damage/variation in the Answer Books.

16.24. He /She shall ensure "No candidates or No person of any order leaves the examination hall in the first half-hour after the opening of the question paper packets.

16.25. He /She shall verify and certify the number of invigilators, room superintendents, clerks, typists, peons, etc., as per the specification of the Examination Manual and ensure their cooperation for the smooth conduct of the examination.

17.0. Backlog Examinations

17.1. Declaration of Backlog to any student-

17.1.1. After the declaration of End term examination, a list of the students identified for backlog examinations shall be prepared and circulated by the office of the Controller of Examinations.

17.1.2. Students who will be identified for the backlog may appear in the backlog examinations as per the existing rules and regulations.

17.1.3. Special backlog examinations for the passing out batches shall be notified by the Controller of Examinations.

17.1.4. Notification and conduction of the backlog examinations shall be the responsibility of the concerned course teacher. He/ She shall arrange backlog examinations within one month of completion of End term examination and communicate the result to the office of the CoE through the respective Head of the departments.

17.1.5. Decision of the Vice-Chancellor shall be acceptable to all in any special circumstances for the conduction of backlog examinations.

18.0. EVALUATION PROCESS

18.1. Evaluation of the Student's Performance-

18.1.1. The performance of each student, enrolled in a course, will be assessed at the end of each semester.

18.1.2. The result of each course will be prepared on the basis of the marks scored in Continuous Internal Assessment [i.e., Internal Examinations] and marks secured in the end semester examination; which will be in the ratio of 30:70 in all courses.

18.2. Components of the Continuous Internal Assessment [CIA]

18.2.1. A UG or PG programme may comprise any three of the following components: theory examination, laboratory courses, fieldwork, block placement, project, project presentation, Moot Court, home assignment, dissertation, surprise test, seminar, viva-voce, industrial training, etc. as

prescribed by the concerned Departmental Committee(DC)of the department and approved by the Board of Studies (BOS). Provided that where the programme is regulated by any regulatory bodies like the Bar Council of India (BCI) or PCIetc and the said components will be decided as per rules or regulations of the said bodies.

18.2.2. At the beginning of the semester, each department shall send one copy of the minutes of the DC within 4 days after the conduct of the meeting of DC (containing the above components and other relevant information) to the Controller of Examination(COE) for taking further necessary action in this regard.

18.2.3. Each component will carry 10 Marks/Points. Each department shall choose any three components as per the necessity of that Department for Under Graduate (UG) and Post Graduate (PG) Programmes.

18.3.0. Continuous Internal Assessment (CIA)-

18.3.1. The Continuous Internal Assessment in a theory course may comprise written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Departmental Committee (DC) from time to time.

18.3.2. In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve the documentation of the practical exercise/ experiment, precision in the performance of the experiment, viva voce examination, etc.

18.3.3. In the case of fieldwork, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision and Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.

18.3.4. The modalities of evaluation of various components shall be decided by the concerned Departmental Committee of each Department from time to time and shall be duly approved by the concerned Board of Studies.

18.3.5. The concerned Teacher/the Department shall maintain all records in respect of the Continuous Internal Assessment of the students and shall update the marks at SAMARTH portal of the University.

18.3.6. The concerned Teacher/ Department shall also preserve the answer scripts/projects/score sheet etc. of the internal examination of the students along with main answer scripts for the period of 5 years from the date of declaration of the result in the said semester. Provided that in case of any judicial proceeding the duration of preservation of any answer scripts may be extended beyond 5 years as per direction of the Vice-Chancellor of the University or under the existing rule of the University in this regard.

18.3.7. All the faculty members of each Department/Centre/School shall complete the internal assessment tests, viva-voce etc15 days before the commencement of the End Term examination of the respective Department. The results of the internal examination shall be uploaded by the faculty members in the SAMARTH Portal at least 10 days before the commencement of the End Term Examination in any semester.

18.3.8. The concerned Department/ Centre/School shall ensure fairness in completing the internal examination and unfair means should be strictly prohibited in all components of all internal examinations.



18.3.9. Faculty members shall follow the procedure of plagiarism check in all project work of the students as per UGC rules prescribed for a research work.

18.3.10. In case of the use of unfair means resorted to by a student, s/he shall be meted out punishment in compliance with the procedure laid down in ordinances/rules/regulations of the University.

19.0. Guidelines and Procedure to be followed for the Grant of Scribe (Writer) and/or extra time to Physically Challenged/Physically Disabled/Differently Abled candidates in the Examination-

19.1. The University will follow UGC Guidelines for conducting the written examination for Persons with Benchmark Disabilities.

[See Annexure-1]

20.0. Appointment of Board of Examiner (BOE)

20.1. The constitution of the BoE for each department shall be proposed by the CoE and approved by the Hon'ble Vice-Chancellor.

20.2. The structure of the BoE shall be at the discretion of the Vice-Chancellor.

20.3. The BoE shall review the quality of the questions to ensure /cross-check whether these cover the syllabus, and the level of markings (under-marking and over-marking) in the answer scripts. The BoE will ensure fairness of evaluation by going through the evaluated answer scripts of the End semester examination randomly and assignments/projects of internal or continuous assessment etc. The BoE shall also conduct viva-voce/practical, if necessary, as required by the nature of the course. The evaluation/grades approved by the BoE shall be considered final. The BoE shall submit a confidential report to the Controller of Examinations which will be further submitted by the CoE to the Vice-Chancellor.

20.4. If a confidential report contains any instance of gross dereliction of duties on behalf of any faculty at the time of evaluation of answer books or otherwise as the case may be, the Vice Chancellor on the recommendation of HOD and COE, may either cease the authority of the concerned faculty to examine or evaluate answer scripts on any subject or all subjects or may take other disciplinary action against her/him as per the provisions laid down in the statute or ordinance of the university.

20.5. External BOE members, if any, shall be paid remuneration as per the existing norms of the University and shall also be provided TA, DA, and accommodation facilities as per the university norms.

21.0. Declaration of Results-

21.1. The results of the semester examinations will normally be declared in the months of December/January and June/July each year, subject to the completion of examinations in time, or as decided by the university from time to time.

21.2. The office of the Controller of Examination of the university shall take all necessary steps to declare the results of each semester and of each examination.

21.3. The course teacher of each department shall upload the result on the SAMARTH portal before the declaration of the result by the office of Controller of Examination and the concerned teacher shall be required to send, through the concerned HOD, one signed copy of the same result sheet to the office of the Controller of examination.

21.4. Result of each department shall be submitted/uploaded on the SAMARTH portal within one week (7 days) of the completion of the examination and shall be declared by the office of the Controller of Examination within ten days (10 Days) from the date of the completion of the examination.

22.0. Rules for Preservation of Various Records Concerning Academic and Examination Matters.

Sl. No.	Name of Records/Documents	Period of Preservation in the office of Controller of Examination/Department	Mode of Preservation (i.e. Soft copy/Hard Copy)
1.	Files containing the approval of admissions to various courses	7 Years	Soft Copy
2.	i) Personal files of students along with their applications for admission: a) Who are awarded degrees by the University; b) Who discontinue without completing their studies; ii) Application of rejected candidates.	(a). Permanently after the Convocation in which the degree is awarded to the concerned students; (b). 3 years after withdrawal of admission (ii). 1 year after closure of admission	Both Soft and Hard copies in all cases
3.	Legal Cases concerning Admission	Permanently by the office of COE	Both
4.	Prospectus	Permanently [2 copies for each year by COE, DR(Academic), Library and office of Registrar]	Hard
5.	Enrolment Register	Permanently	Hard/Soft
6.	Counter Foils of: A) Transfer Certificate B) Migration Certificate C) Character Certificate	7 Years after the date of issue	Hard/Soft
7.	Attendance Records of Students	To be preserved by the respective Department/ Academic Section and destroyed after Two years of completion of the prescribed period of studies by the concerned students	Hard/Soft
8.	Question Papers for the Entrance Examination	To be preserved by (a).The library (2 sets); (b).The COE (2 sets) (c). The respective Department(2 sets);	Hard/Soft

9.	Year Book concerning students' Admission, Enrolment, Award of Scholarship etc	To be preserved permanently by [One Copy Each]: (a). DR(Academic); (b). COE; (c). Library; (d). The respective Department/School/Centers (2 sets);	Hard/Soft
10.	Disciplinary Cases	Permanently by: (a). DR(Academic); (b). COE; (c). The respective Department(2 sets);	Hard/Soft
11.	Examination Application/Registration Form	2 Years after completion of the semester examination	Hard/Soft
12.	Tabulation/Result Files	Permanently by COE	Hard/Soft
13.	Result Notifications (Final Notifications)	Permanently by COE	Hard/Soft
14.	Counterfoils/Computerized Record of : (a). Marks Sheets; (b). Provisional Certificate; (c). Consolidated Marks sheet; (d). Printed Mark Sheet/Degrees [Undistributed/Undelivered]	Permanently by COE until these are delivered or distributed	Hard
15.	Cancelled Degrees	1 year after the Convocation and thereafter to be counted and destroyed by the COE in the presence of at least 3 officers which will be recorded in a separate register along with signature of these witnesses	Hard
16.	General Correspondence regarding Marks Sheets, Provisional Certificates, Degrees, Award of Degrees in absentia	1 year after the Convocation	----
17.	Order of presentation of Degrees at the Convocation duly signed by the Vice-Chancellor/Chancellor	Permanently by CoE	Hard
18.	Order of presentation of degrees at the Convocation duly signed by the Vice-Chancellor/Chancellor	Permanently by CoE	Hard/Soft
19.	General Correspondence regarding Manufacture and Award of medals	Permanently by CoE	
20.	Answer Book of Semester Examinations [Internal and End Term or Practical etc]	To be destroyed after five years of the semester exam under direct supervision of the Head of the Dept./Dean of the School concerned	Hard
21.	Examiner's Reports on M.Phil./LL.M./Ph.D. Dissertation/Project Report/Thesis	Permanently by COE [Only reports in bound volume/s subject wise]	Hard/Soft
22.	Question Papers of the Semester Examinations	One set of question papers for each academic year to be preserved by the	Hard/Soft

		School/ Department/Centre/Library for the period of 15 years	
23.	Printing of Question Papers for the Entrance Examination	All records to be destroyed after completion of the concerned examinations under the direct supervision of the Controller of Exams, in the presence of at least 3 Offices	Hard/Soft
24.	Copies of Thesis/Dissertation of Ph.D/M.Phil/M.Tech/M.Sc./LL.M.Prog rammes	One copy in the respective Department and one copy in the Library	Hard and Soft
25.	Minutes of the Academic Council/Executive Council/ University Court [Along with copies of Notice of Meeting]	Permanently	Hard and Soft
26.	Minutes of the School Board/ BOS of the Department or School or Centre	Permanently by – (a). COE (b). The respective Department/School/Centers	Hard and Soft
27.	Minutes of the Departmental Committees(DC) and DRDC or URDC	Permanently by the respective Department/School/Centers	Hard/Soft

23.0. Appointment of Departmental Examination- Coordinator and Duties of the Invigilators–

23.1. Head of each department of the university shall appoint a faculty member as the Departmental Examination- Coordinator for a period of one year from the date of his/her appointment on a rotational basis. However, he/she may be assisted by another co-coordinator of the examination or an examination committee if it is necessary.

23.2. The Examination Coordinator shall discharge all such functions which are necessary to conduct the examination fairly and smoothly in the respective department.

23.3. Besides the main answer script, no supplementary answer script will be distributed to the students.

23.4. The Examination Coordinator shall take the necessary steps to arrange the seating plan as per the enrolment number of the students. However, s/he may follow the attendance sheet to arrange the seating plan.

23.5. After the completion of the evaluation of answer scripts, each examiner will upload the marks of each course on the SAMARTH portal and one signed copy of the result sheet shall be submitted through the concerned HoD to the office of the Controller of Examination.

23.6. The Examination Coordinator shall arrange two copies of the attendance sheet of each course and get it signed by the examinees. One copy of the attendance sheet shall be preserved in the Department, and the other copy shall be sent to the office of the Controller of Examination by each examiner at the time of submission of result sheets.

23.7. The Examination Coordinator shall maintain an examination register to record the number of answer books/answer scripts received from the office of the Controller of Examination and issued to the invigilator.

23.8. The coordinator shall take necessary steps to moderate the question papers in consultation with the Head of the department and as per the provisions of this regulation.

23.9. Each invigilator shall receive the answer book and question paper by putting his/her signature in the examination register and shall return the excess/unused answer book and question paper, if any, to the office of COE through the Examination Coordinator.

23.10. Each Examiner shall receive the answer books/answer scripts from the Examination Coordinator for evaluation purposes by putting his/her signature with the date in the said register. The number of answer scripts received shall also be mentioned in the register.

23.11. The examination Coordinator shall prepare the examination schedule in consultation with the Head of the department and communicate the same to the office of the Controller of Examination.

23.12. During the preparation of the examination schedule, a reliever shall also be appointed along with the invigilator(s).

23.13. During the appointment of invigilators, each faculty member shall discharge her/his responsibilities irrespective of their designation and post in order to successfully complete the examination.

23.14. The Head of the department shall also be assigned examination duty on the date of examination of his/her own subject, if any, which he/she has taught in the respective semester. Provided that at the time of discharging any other responsibility, s/he may be relieved by the reliever.

23.15. No invigilator shall leave the examination room/hall during the examination without arranging an alternative invigilator or reliever.

23.16. The examination Coordinator may also be appointed as a reliever during the examination.

23.17. Each invigilator and reliever shall report to the examination hall at least 15 minutes before the commencement of the examination.

23.18. The examination Coordinator shall also take necessary steps to carry out the act of frisking before the commencement of the examination. However, male and female faculty members may be engaged in frisking separately the examinees of the respective gender.

23.19. No invigilator shall carry any laptop, books, or copies in the examination hall and they are not supposed to use mobile phones during the examination except in an unavoidable situation. They must keep their mobiles in silent mode during the examination.

23.20. Examination Coordinator shall take the initiatives to disseminate examination rules or the Do's and Don'ts to the students before the commencement of examination.

24.0. Constitution and Functions of the Flying Squad-

24.1. Constitution of Flying Squad-

24.1.1. A flying squad is to be constituted to facilitate the smooth functioning of the examination and also to ensure fairness in the examination.

24.1.2. Flying squad will be constituted by the Vice Chancellor of the University.

24.1.3. There will be four groups of flying squads containing four members in each group.

24.1.4. Proctor of the University will be the ex-officio Chief- Coordinator of the flying squad and s/he will nominate one member in each of the four groups from amongst the members of the Proctorial board.

24.1.5. Proctor of the University or the Chief Coordinator of the squad shall report to the office of the Vice-Chancellor about the details of the examination.

24.1.6. Controller of Examination will take the necessary steps to finalize the names of the members of the flying squad.

24.1.7. Name of the other 3 members of the flying squad in each group will finally be decided by the Vice-Chancellor of the University.

24.1.8. The tenure of the Flying squad will be six months and it will expire at the time of completion of the semester.

24.1.9. Discharge of examination duties shall receive precedence over the duty rendered in the flying squad. If a teacher is assigned with both the duties, i.e., of an invigilator and that of a member of the flying squad at the same time, then s/he shall discharge the duties of the invigilator. The concerned faculty member will be relieved from the duty of the flying squad in order to discharge the duty of the invigilator.

24.2.0. Functions of the Flying squad-

24.2.1. The members of the squad shall ensure fairness in the examination.

24.2.2. The squad will discharge such other functions as are necessary to ensure fairness in the examination and to prevent unfair means in the examination.

24.2.3. If any unfair means is detected during the examination by the members of the squad, the Member-Secretary of the group will take necessary steps to fill-up the unfair means form and collect the signature from the concerned student and invigilator and complete the process as per the provision of this ordinance.

24.2.4. Member-Secretary of each group will collect unfair means form and other relevant documents, if any, from the Examination Coordinator or HoD of each department.

24.2.5. Member-secretary will report to the chairperson, Flying Squad, and submit the unfair means forms and other relevant documents to him/her.

25.0. USE OF UNFAIR MEANS [UFM] IN THE EXAMINATION AND ITS PREVENTION, PUNISHMENT, AND PROCEDURE –

25.1. Unless the meaning of the text of this clause explains otherwise, the terms/words which are used in this clause mean as below:

(a). 'Candidates' means all the students enrolled with the Central University of South Bihar to pursue any programme offered by the any Department/School of the University.

(b). 'Course' (i.e. Paper) means a segment of subject matter to be covered in a semester.

(c). 'Competent Authority' means the Vice Chancellor of the University.

(d). 'Examination' means and includes End Semester, Mid Term (if any), Class Test, Viva Voce and Practical Examination or any other examination of the same nature conducted by the University.

(34)

(e). 'Examinee' means a bona fide registered student of the university who is allowed to appear in the examination of the university by the University Examination department.

(f). 'Programme' means the entire course of study and examinations.

(g). 'Regulatory Bodies' means and includes UGC, NCT AICTE, BCI and MCI or any other body of the same nature.

(h). 'University' means the Central University of South Bihar, Gaya.

(i). 'Semester' means a term/period consisting of around 90 teaching days.

26.0. Prohibited Conduct During the Examinations-

- (a) No candidate shall bring with him/her in the examination room/hall any book, paper, notes, mobile phones, --pads, electronic storage devices or any other type of electronic gadget or hearing aid or smart watch or blue tooth or other materials which may be used by him/her in connection with the examination, nor shall s/he communicate to or receive from any other candidate or person any information in the examination room or hall. However, the use of non-scientific calculator is allowed, if the nature of course or subject warrants that, and if it is permitted by the concerned department of the university.
- (b) No student will be allowed to go to the urinal or lavatory more than once during the 3 hrs examination schedule, except in the case of an unusual physical illness or necessity.
- (c) No examinee shall note or write anything on the desk, question paper (except Roll Number) or on any other object/material, except the answer book supplied to him/her.
- (d) No examinee shall assist or receive assistance from any other candidate or person in an examination or make use of any dishonest or unfair means in connection with the examination.
- (e) In case, a person, who is not a bona fide candidate, is found to be taking an examination on behalf of a bona fide candidate, it will be assumed that impersonation is being done at the instance and with the connivance of the bona fide candidate and action against such person and such bona fide candidate would be taken as per the punishment prescribed under these regulations.
- (f) No candidate will be allowed to change his/her seat except with the prior permission of the invigilator(s).
- (g) No candidate shall be allowed to exchange his or her answer script with any other candidate or any other material(s) during the examination.
- (h) No candidate shall consult with the invigilator or any other staff of the University/Outsider for answering the questions during the examination.

27.0. Cases which fall under the 'Use of Unfair Means' [UFM] in the Examination-

The following acts/cases shall be deemed to be the act of unfair means[UFM]:

- (a). Carrying incriminating material or materials related or unrelated to the subject/course of the concerned examinations.
- (b). Copying either from the possessed material or neighboring candidate(s).
- (c). Trying to assist to the other candidate(s).
- (d). Found consulting with neighboring candidate(s).
- (e). Appeal by the candidate in the answer script in any form to show mercy or to create individual identity to get more marks.
- (f). Carrying/using mobile phones, i-pads, electronic storage devices or any other type of electronic gadget(s).
- (g). Non-Compliance with the guidelines or instructions of the examiner and the examination.
- (h). Impersonation.
- (i). Mass Copying/ Walk-out/Boycott/Disruption or protest in any manner in and/or during examination.
- (j). Misconduct or/and disorderly conduct in any form during the examination.
- (k). Keeping and using any incriminating materials or book or copy or mobile phone or any other electronic devices outside the examination room or in the toilet or lavatory during the examination.
- (l). Writing anything, in any form, on any of the palms of the examinee or in any part of the body of the examinee during the examination.
- (m). Writing anything on the top or surface of the table, chair or bench or in any other furniture or on the wall of the examination room before the examination and using it during the examination.
- (n). Use of any other technique or method by the examinee during the examination, which are not mentioned in this clause, but vitiates the sanctity and purpose of the examination will also amount to use of unfair means[UFM].

28.0. Steps to be taken by the Invigilator(s) on Detection of Unfair Means -

28.1. As soon as an examinee is suspected by the invigilator or any other authorized person of having resorted to unfair means, s/he shall immediately take possession of the answer book along with the relevant material(s) found with the examinee. In the meantime, a new answer-book shall be provided to the examinee concerned, to further write answers of the rest of the questions. The papers, notes, books, electronic devices etc, found in possession of the examinee shall be duly signed by the concerned examinee and the invigilator; and the same will be attached with the seized answer-book of the examinee. In case an examinee is found to have written something on any body part/clothes, a photo of the same shall be taken and the print out of the same shall be attached as an evidence of unfair means. In case an examinee indulges in unfair means other than possession of unauthorized material (e.g. talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student outside the hall etc.), the nature of offence must be duly recorded by the invigilator, clearly ~~in~~ on a piece of paper and attached with the answer-book.

28.2. The Examination Coordinator of each department must arrange the sufficient number of printed Unfair Means Forms and other necessary documents in this regard and provide to the invigilator.

28.3. The invigilator shall get the prescribed Unfair Means Form duly filled and signed by the examinee and give his/her comments on the same at the prescribed place.

28.4. In case of detection of the use of unfair means by a large number of examinees or in the event of refusal by the examinee(s) to give statement, the Invigilator/Superintendent shall submit a confidential report to that effect to the Controller of Examinations and the university shall take suitable disciplinary action against the examinee(s) on the basis of confidential report. In such cases the names of the invigilator/other authorized representative making the report shall be kept confidential.

28.5. The Co-invigilator, if any, shall also sign as a witness to the above case of unfair means.

28.6. No extra time will be given for completing the examination as a result of this procedure.

28.7. After the examination is over, these answer books along with the material found in the possession and the prescribed form duly filled and signed by all concerned shall be delivered separately to the Controller of Examinations, preferably under a sealed cover for further necessary action.

28.8. Where the violation relates to acts which interfere with the proper conduct of examinations, the invigilator in consultation with the Examination Coordinator of the department and Head of the Department may, after satisfying themselves that the circumstances so demand, shall order the concerned candidate to vacate the examination premises forthwith.

29.0. Disciplinary Actions against the use of Unfair means-

Notwithstanding any other punishment provided by any other clauses of this regulation, any examinee charged with use or attempt to use of unfair means in an examination shall be punished as per the following table:

29.1. CATEGORY-A (Not Adhering to Guidelines)

Sl. No.	Nature of Unfair means	Disciplinary Actions
(a)	Taking assistance from any other examinee/person in any unauthorized manner whatsoever in answering the question paper during the examination	Cancellation of the concerned Course/subject /Paper
(b)	Assisting any other examinee in any unauthorized manner whatsoever in answering the question paper during the examination	Cancellation of the concerned Course/subject /Paper
(c)	Deliberately disclosing one's identity or making any distinctive mark in the answer-book for that purpose	Cancellation of the concerned Course/subject /Paper
(d)	Deliberately changing his/her seat/question paper/admit card in the Examination Hall without the permission of invigilator	Cancellation of the concerned Course/subject /Paper
(e)	Found to be talking to a person outside the Examination Hall before submission of the answer sheet (e.g. while going to the wash room or toilet)	Cancellation of the concerned Course/subject /Paper
(f)	Writing anything on the desk or other furniture of the Examination Hall or wall of the Examination Room or on the question paper	Cancellation of the concerned Course/subject

	(except the Roll Number)	/Paper
(g)	Attempt to influence an examiner; if reported by the concerned examiner	Cancellation of the concerned Course/subject /Paper and other suitable disciplinary action as decided by the unfair means committee
(h)	Writing anything on the any of the palms or on any other part of the body or clothes	Cancellation of the concerned Course/subject /Paper

I. CATEGORY-B(Carrying Unfair Means Objects or Materials)

Sl. No.	Nature of Unfair means	Disciplinary Actions
(a)	Carrying into the examination room/hall or having any book, piece of paper, xerox copy of notes, notes, answer-book of some other examinee, mobile phone, i-pads, electronic storage devices or any other type of electronic gadget or any other material whatsoever which is/are likely to be used directly or indirectly by the candidate in connection with the examination of any course/subject	Cancellation of the respective Course/Paper/ Subject

29.2. CATEGORY-C (Use of Unfair Means Objects or Materials)

Sl. No.	Nature of Unfair means	Disciplinary Actions
(a)	Found copying from any book, paper, xerox copy, notes, answer- book of some other examinee, mobile phones, i-pads, electronic storage devices or any other type of electronic gadget or any other material in answering the question paper during the course of the examination	Cancellation of all the subjects/courses/papers of the concerned semester examination

29.3. CATEGORY-D (Misconduct(s) During the Examinations)

Sl. No.	Nature of unfair means	Disciplinary Actions
(a)	Smuggling of an answer-book or any other examination related articles or papers from the invigilator or any other University Employee	Cancellation of the entire examination of the Reported Semester [i.e.,cancellation of all subjects/courses/papers of the said semester]
(b)	Taking out or arranging to send out answer-book or its any page or supplementary copy out of the University	Cancellation of the entire examination of the

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		Reported Semester [i.e. cancellation of all subjects/courses/papers of the said semester]
(c)	Replacing or getting replaced an answer-book or its any page or supplementary copy of the University during or after the examination is over	Cancellation of the entire examination of the Reported Semester [i.e. cancellation of all subjects/courses/papers of the said semester]
(d)	Refusal to make statement on the Unfair Means Form	Cancellation of the entire examination of the Reported Semester [i.e. cancellation of all subjects/courses/papers of the said semester]
(e)	Walk-Out*	No Re-Examination. However, the competent authority of the University may decide otherwise in consultation with the Unfair Means Committee
(f)	Boycott**	No Re-Examination. However, the competent authority of the University may decide otherwise in consultation with the Unfair Means Committee
(g)	Disruption***	No Re-Examination and debarring from any University Examinations for the period of 2 Years. However, the competent authority of the University may decide otherwise in consultation with the Unfair Means Committee

Explanation:

***WALK-OUT-**

Where the examinees, after having entered and taken their seats in the examination hall/room/any other place meant for the purpose, and after the distribution of the answer-books or question papers or both, decided not to give the examination on one or more of the pleas that the question paper was difficult, out of syllabus, not taught or change in the trend etc, and further decide to leave without making a protest of any kind, with or without signing the attendance sheet, with or without submitting the answer-books to the invigilator or the University authority of the concerned

examination and without creating any disruption in the examination, the act shall be said to have staged a "WALK OUT" in the said examination.

**** BOYCOTT**

On or before the day of an examination, if the examinees individually or jointly, refrain from appearing in the examination, to compel the authorities to accede to any demand, they are said to 'BOYCOTT' the said examination. Provided that, an absence from the examination for a purpose other than the above, shall not be deemed to 'BOYCOTT' in any examination.

*****DISRUPTION**

Where an examinee/any person individually, jointly or in collusion with other examinees or any other person, either before or after having entered the examination hall/room/any other place meant for the purpose, and either before or after distribution of answer-book and the question paper does/do any act or instigate any other examinee/person for the commission of an act, such as, assaulting, manhandling, using of abusive language, creating rowdyism, doing vandalism, snatching and tearing of answer-books and such other similar activities, so as to cause disturbance in the smooth conduct of the examination either in the center in which s/he is scheduled to appear or is appearing, or in any other centers of the examination, there shall be said to have caused a 'DISRUPTION' in the said examination.

29.4. CATEGORY-E (Impersonation)

Sl. No.	Nature of Unfair means	Disciplinary Actions
(a)	If the impersonator is identified to be a student of the University	Cancellation of the admission and expulsion from the University. S/he may also be handed over to the Police/Magistrate for taking further legal action as per provision of law.
(b)	If the impersonator is identified to be other than a student of the University	Cancellation of the admission and expulsion from the University. S/he may also be handed over to the Police/Magistrate for taking further legal action as per provision of law.
(c)	In case of both (a) & (b) above: In respect of the student for whom the impersonator was appearing	Cancellation of the admission and expulsion from the University. He/She may also be handed over to the Police/Magistrate for taking further legal action as per provision of law.

29.5. CATEGORY-F (In Case of Repeated Offence)

Sl. No.	Nature of Unfair means	Disciplinary Actions
(a)	In Case of Repeated offences as mentioned in Category A to D	Cancellation of the admission and expulsion from the University.

30.0. Procedure of Reporting of the case of Unfair Means -

- (i). Unfair Means Committee shall consider only those cases which are reported by the Flying Squad Member(s) or invigilator(s) of the concerned examination, any other authorized person(s) on duty of the concerned examination and any other competent authority of the university.
- (ii). In case of any other person involved in helping/promoting/supporting or facilitating unfair means during examination, the UFM committee shall, in compliance with the University Rules and Regulations, recommend to the Vice Chancellor of the University for the appropriate disciplinary action.
- (iii). The Head of the department, on the report of invigilator(s) or otherwise, shall submit his own report to the Controller of Examination, CUSB, along with the statement of the student(s) in prescribed format, stating the details of classification of detected unfair means with the Name of the Course, Code and Date of Examination.
- (iv). The COE, CUSB, shall place all the unfair means cases before the Unfair Means Committee with the pieces of evidence, which were submitted by the Head of the department.
- (v). The erring student shall be given an opportunity to present her/his defense before the UFM Committee. After considering the pleas made in her/his defense, the UFM Committee shall recommend for the disciplinary action, based on the nature of the offence.
- (vi). On receipt of complaint of the case of unfair means from the office of COE, the Chairperson of the Unfair Means Committee may obtain explanation, if so required, by issuing a show-cause notice to the reported candidate and may give him/her an opportunity to give reply in person before the committee.
- (vii). If no explanation is received within the specified period, it shall be assumed that he/she/they do not have anything to say and the committee shall recommend appropriate action against him/her/them as prescribed under these regulations.

30.1. Constitution of Unfair Means Committee [UFM Committee]-

- (a) A Committee (Standing Committee) appointed by the Vice Chancellor shall enquire into cases of unfair means in the Examination. Composition of the Committee shall be as under:
 - (i). Chairperson [Nominated by the Vice Chancellor];
 - (ii). Dean of the Concerned School;
 - (iii). Head of the Concerned Department;
 - (iv). One Professor/Associate Professor from the School of Law and Governance nominated by the Vice Chancellor.
 - (v). Controller of Examinations or his/ her Nominee [Member Secretary]
- (b). The Committee shall thoroughly examine the cases on the basis of the material/documents placed before it and give hearing to the student and the concerned Invigilator, if so required. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

31.0. GENERAL RULES AND REGULATIONS REGARDING EXAMINATION -

- i. Students must be punctual and regular in appearing at class tests, internal examinations, submission of projects or any other components.
- ii. Non-submission of assignments and unjustified absence from tests /internal examinations are to be discouraged and the concerned faculty member will arrange another date, if it is practicable, in an exceptional circumstance which arises from sudden physical illness.
- iii. Use of mobile phone or taking recourse to any other form of dishonesty during class tests or internal examinations shall be considered as unfair means in the examination and shall also be punished as per existing examination rules of the University in this regard.
- iv. Resorting to any kind of malpractices (copying, impersonation, use of unfair means, exchanging answer-sheets) during the internal or end term examinations will not be tolerated and will be dealt with severe punishment.
- v. Students should carefully follow the notices put up on the notice board (both online and offline). No excuse will be considered if notices put up on the board or circulated on-line notices are ignored.
- vi. Students are expected to come to the university ~~with decent~~ in a proper dress ~~dresses~~ suitably maintaining decency and decorum. However, they must follow the dress code during examination in the departments where a dress code is in vogue.
- vii. Students must wear and display visibly their Identity Cards and Admit Card/Hall Ticket at the entrance gate of the examination centre.
- viii. Students are not allowed to loiter or shout on the verandas or corridors of the university before the commencement of the examination.
- ix. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited in the university at all times including during the examination. Violation of this rule will invite disciplinary action.
- x. Any damage or defacement of university property during, before or after the examination is a punishable offence. If the university property is found damaged before, during or after the examination is over, the loss may be recovered by a

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fee to be imposed upon the whole class if the students responsible for such damage cannot be detected.

- xi. Habitual misconduct/repeated breach of the University Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.
- xii. Examination time table shall be accessed through online/offline individually. Students must regularly check their online time table for updated information.
- xiii. Students arriving more than 30 minutes late for an examination will not be allowed to sit in the examination.
- xiv. Students arriving within the first 30 minutes of the ~~an~~ commencement of the examination will not receive any lost time.
- xv. Students are not allowed to leave the examination room 45 minutes before the end of the examination.
- xvi. No student will be allowed to return after having left the room unless they have been accompanied by an Invigilator.
- xvii. What students should bring to the examination Room/Hall:
 - (a). University student ID card;
 - (b). A small and clear bottle of water;
 - (c). Appropriate stationery for each examination;
 - (d). Admit Card/Hall Ticket;
- xviii. The University shall not be responsible for the provision of pens, pencils, rulers etc.
- xix. Stationery must be in a clear pencil case or bag.
- xx. The University does not provide calculators for examinations. Students must bring their own calculator to the examination, where its use is permitted. Calculators that incorporate an alphabetic input are not permitted.
- xxi. Examinees are not allowed to use their mobile phone as a calculator.
- xxii. Calculators must not be preprogrammed and the memory must be clear. Sharing of calculators is not permitted.
- xxiii. What students should NOT bring to the examination:
 - (a). Food is not permitted, unless students have a specific medical condition which has been outlined on an Action Plan issued by Student Support. Students

must switch off their mobile phones and place face up underneath their examination desk.

(b). Smart watches or any other electronic devices are not allowed in the examination hall/room.

(c). Students are strongly advised not to bring bags, books and other personal belongings into the examination.

(d). If these are brought to the examination, they must be left in the area designated by the invigilator.

- xxiv. During the examination, students should read all instructions in the question paper thoroughly before commencing work.
- xxv. Students are not allowed to write, highlight, underline or make notes in the answer script/answer book unless otherwise stated.
- xxvi. All rough work must be completed in the answer book and crossed out.
- xxvii. Pages must not be torn from answer books to be used for rough notes.
- xxviii. Students ~~that~~ who have a query/clarification must attract the attention of the invigilator by raising a hand.
- xxix. If an examinee wishes to leave the examination hall before the specified finish time, s/he must raise his/her hand and wait until the invigilator has collected the candidate's ~~your~~ completed script as per existing rules.
- xxx. Misconduct and irregularities in the examination include, but is not limited to, the following:
 - 1. Communicating with another student by oral, electronic, or written means;
 - 2. Copying from another student;
 - 3. Bringing any written or printed materials in the examination hall;
 - 4. Introducing any electronically stored information unless expressly permitted by the Examination Board or programme regulations.
 - 5. Any action by a student contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.
- xxxi. It is the responsibility of the student to fill all the entries of the front page of the answer script.

- xxxii. Students are required to verify the total number of pages in the answer booklet. If the answer booklet is found to be defective, ask the invigilator for replacement of the defective booklet within first five minutes of the receipt of such script. Once the student starts writing on the booklet, it will not be replaced.
- xxxiii. Students are required to verify the question paper whether all the questions are printed visibly or not. If there are any issues related to the quality of printing and visibility of the question paper, the candidate is required to ask for the replacement immediately.
- xxxiv. Invigilators shall be required to be present in the examination hall at least 20 minutes before the examination time and the students are expected to be in the hall 15 minutes before the commencement of the examination.
- xxxv. Invigilators are requested to maintain norms by not carrying textbooks and other personal material to the examination hall.
- xxxvi. Invigilators are requested to keep on moving and watching the students carefully in the examination hall without sitting at one place, to prevent copying.
- xxxvii. Invigilators shall desist from using the cell phones and talking in the examination hall to avoid inconvenience to the students.
- xxxviii. Use of mobile phones and i-Pods are strictly prohibited in the examination hall by the invigilators, except in case of an emergency.
- xxxix. It is always better to prevent copying rather than finding fault while copying.
- xl. In case of overlapping of examination duty and any other academic duties, examination duty shall prevail over other academic duties. In case of conflict, the invigilation work shall be ~~adjusted~~ assigned to any other staff of the same cadre under unavoidable circumstances with intimation to HoD and the Examination Coordinator of the Department.

ANNEXURE-(FORMAT OF UFM FORM)

CENTRAL UNIVERSITY OF SOUTH BIHAR

FORM FOR REPORTING CASES OF UNFAIR MEANS/ UNFAIR PRACTICES/ ACT INTERFERING WITH THE PROPER CONDUCT OF EXAMINATIONS

-----Examination, 20-----

PART-I

(To be Filled in by the Invigilator)

Candidate's Examination Roll Number/Enrollment Number
No.....

Name of the Candidate.....

Postal

Address.....

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E-mail.....Mobile Number.....

Name of Candidate's Father/ Guardian.....

Name of the Department.....

Name of the Course & Code.....

.....

Name of the Centre for Examination.....

Day.....Date.....Time.....

Particulars of unfair practice or act interfering with the proper conduct of the examination which the examinee or the student is alleged to have adopted.

(Please give details of the specific complain)

A. Unfair Practice or act interfering with the proper conduct of examination which the candidate is alleged to have adopted.

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B. Evidence (Documentary Evidences)

1. Name of Book(s).....

2. Number of torn leaves of book(s).....

3. Number of the Manuscript Slips.....

4. Mobile Phone Set/Any Other Electronic
Devices.....

5. Writing on body parts.....

6. Any Other unauthorized materials.....

Report of the Invigilator/Flying
Squad.....

.....

.....

Date.....

Signature of the Invigilator(s).....

Name of the Invigilator(s).....

PART-II

(To be filled by the Candidate)

Statement of the Candidate:

Please read the allegations in Part-I.

(a) Do you agree to the allegation(s)? Yes/No.....

(ii) (a). If yes, why did you do it?

.....

(b) If not, why do you disagree?

.....

(iii) Anything else you want to add with reference to the above allegation(s)?

.....

Signature of the Candidate

Date.....

PART-III

Recommendation(s) of the Head of the Department:

.....

Signature of the Head of the Department

(Name.....)

Date.....

PART-IV

Recommendations of the Committee:

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Signature of the Members:

Date.....

PART-V
Final Order of the Competent Authority:

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Signature of the Competent Authority.....

Date.....

