

Examination Manual



1. Introduction

The Examination Manual of **Shobhit University, Gangoh** is a comprehensive guide that outlines the policies, procedures, and practices governing the conduct of examinations and evaluation of student performance. The purpose of this manual is to provide a framework for the conduct of examinations, evaluation, and assessment of student learning outcomes. It covers all aspects of the examination process, from examination scheduling to result declaration, question paper setting, examination conduct, evaluation and assessment of answer scripts, result declaration and publication, grievance redressal and appeals.

2. Structure of Examination Department

The Examination Department is headed by the Vice Chancellor as Chairman, with the Registrar and Controller of Examinations as key members. The department is supported by Deans of different schools Deputy Controller, and Assistant Controller.

3. Academic Calendar

The Controller of Examination completes all procedures and takes all required steps to administer the exams on the dates listed in the Academic Calendar of each year. For one semester, all enrolled students take the tests. The Examination Department creates and posts the exam schedule on the internet. For informational purposes, a copy of the schedule is also forwarded to the appropriate authorities and the dean of schools.

4. Powers and Functions of Controller of Examination

The Controller of Examination (CoE) is the principal officer responsible for overseeing all aspects of examinations, including arrangements, conduct, and result declaration. Appointed/nominated by the Vice-Chancellor, the CoE functions under the Vice-Chancellor's direct supervision, direction, and guidance, ensuring compliance with the university's examination policy.

4.1 The Deputy Controller of Examination (Dy CoE) supports the Controller of Examinations by handling key tasks such as scheduling exams, processing results, and ensuring compliance. They may also oversee specific sections or responsibilities within the department, providing direct support to the Controller to ensure the smooth operation of the examination process.



4.2 The Assistant Controller of Examinations (Asst. CoE) supports the Controller and Deputy Controller by handling specific tasks such as data management, examination logistics, and faculty coordination. They supervise junior staff and assist in overseeing departmental activities, managing specific areas of examination operations to ensure smooth functioning.

5. Committees and their roles

5.1 Examination Committee: The Examination Committee ensures the integrity, transparency, and quality of the examination process, meeting regularly to review and revise rules, address issues, and make recommendations for improvement, aligning with regulatory bodies like NAAC, UGC, and AICTE.

5.2 Unfair means Committee: The Unfair Means (UFM) Committee investigates malpractices, imposes penalties, and promotes academic integrity, fairness, and transparency in the examination process, deterring dishonesty and fostering a culture of honesty among students.

5.3 Grievance Redressal Committee: The Unfair Means (UFM) Committee investigates malpractices, imposes penalties, and promotes academic integrity, fairness, and transparency in the examination process, deterring dishonesty and fostering a culture of honesty among students.

5.4 Flying Squad Committee: The Flying Squad Committee monitors exams to prevent malpractices, ensures fairness and transparency, and reports irregularities, thereby maintaining the integrity and credibility of the examination process.

6. Key terms: The manual defines key terms, such as:

Regular Candidate: A student formally enrolled in a full-time academic program.

Ex-Student Candidate: An individual who was previously admitted to an examination but was unsuccessful or couldn't appear, and now seeks re-admission to the same program.

Regular Course of Study: A course delivered in a semester or annual mode as per the Teaching & Evaluation Scheme.



Understanding these definitions is essential for ensuring compliance and avoiding any issues during the examination process.

7. Pre-Examination Planning

The examination process begins with the appointment of examiners, setting of question papers, and preparation of exam documents such as date sheets, seating plans, and invigilation duty charts. Admit cards are generated and made available to students, while students with pending dues or disciplinary action may have their admit cards withheld.

8. Invigilation and Examination Conduct

Invigilators play a crucial role in maintaining the integrity and fairness of the examination process. They are responsible for distributing question papers and answer booklets, verifying candidate identities, preventing malpractice, and reporting incidents. Invigilators must maintain impartiality, avoid engaging in conversations that may compromise the examination, and refrain from providing unfair assistance.

9. Security and Monitoring

To ensure a fair examination process, seating arrangements are made, logistics are checked, and students are thoroughly searched before entering the examination halls. Flying squads, consisting of senior faculty members, are appointed to monitor exam conduct and report any irregularities.

10. Conduct of Examination

10.1 During the Examination: Invigilators distribute question papers and answer booklets, ensure candidates have necessary materials, and maintain a constant presence to prevent malpractice. They also answer candidates' queries related to the examination process.

10.2 Examination Hall Rules: Candidates must occupy designated seats, bring and display admit cards, and refrain from communicating with each other. Electronic devices and unauthorized materials are not allowed in the examination hall.

10.3 Reporting Incidents: Invigilators report incidents like malpractice, disturbances, or candidate illness to the Chief Superintendent, document the incident, and provide a detailed report.



10.4 Post-Examination Activities and Code of Conduct: After the examination, invigilators collect answer booklets and question papers, ensure materials are accounted for, and submit a report to the Controller of Examinations. Invigilators must maintain impartiality, fairness, and refrain from providing unfair assistance to candidates.

11. General rules and penalties related to Unfair Means (UFM)

Unfair Means (UFM) cases involve prohibited activities such as using unauthorized materials, copying, and impersonation, tampering with exam materials, and collaborating to cheat. Penalties for UFM cases can be severe, including cancellation of exam results, debarment from future exams, suspension or expulsion or fine.

The procedure for handling UFM cases involves reporting incidents to the examination authority, investigating and documenting evidence, and providing a hearing or show-cause notice to the candidate. The importance of preventing UFM lies in maintaining academic integrity and fairness, ensuring the validity and credibility of exam results.

11. Evaluation system

The University's evaluation system ensures fairness and accuracy in assessing student performance. Here's an overview:

11.1. Evaluation Process

Answer scripts are evaluated and marked by qualified faculty members. Evaluators follow the marking scheme and guidelines provided by the university.

11.2. Re-evaluation and Re-checking

Students can apply for re-evaluation of their answer scripts within 15 working days from the date of result declaration. Re-evaluation is applicable only for theory papers.

11.3. Procedure for Re-evaluation

- Submit an application to the Controller of Examinations through the LMS (Digiicampus).
- Pay a non-refundable fee as specified by the university.
- The re-evaluation process involves a thorough re-checking of the answer script by a different examiner.
- The revised marks will be updated in the student's record.



11.4. Notification of Re-evaluation Result

- The result of re-evaluation will be communicated to the student through LMS.
- If there's a change in marks, a revised mark sheet will be issued.
- The result of re-evaluation is final and binding, with no further appeal or re-evaluation entertained.

12. Grade Card

After the declaration of results, students receive a grade card that details their academic performance. The grade card serves as an official document, showcasing the grades earned in each course.

13. Grading System

The university uses a grading system to evaluate student performance, providing a fair and transparent assessment of learning outcomes. The grading scale varies slightly between undergraduate (UG) and postgraduate (PG) courses.

For UG courses, grades range from O (Outstanding) for 90% and above to F (Fail) for below 40%. For PG courses, grades range from O (Outstanding) for 90-100% to F (Fail) for below 50%. Each grade corresponds to a specific grade point, allowing for a nuanced evaluation of student performance.

The university's non-grade course evaluation scale categorizes performance as follows:

- Outstanding: 90% and above
- Excellent: 80-89%
- Good: 70-79%
- Pass: 50-69%
- Fail: Below 50%

14. Academic Performance Evaluation

The university evaluates student performance through Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). SGPA reflects a student's performance in a semester,



while CGPA represents overall performance across all semesters. Grade sheets, issued after result declaration, detail academic performance, including course-wise grades, credits, SGPA, and CGPA. Students can access grade sheets online and should verify them carefully, reporting any discrepancies within 15 working days. Transcripts are also available upon request, showcasing grades and SGPA/CGPA. The university uses a formula to convert grades to percentage, ensuring a transparent evaluation process.

The university evaluates student performance in non-grade courses based on a percentage scale. Student performance is categorized as Outstanding, Excellent, and Good, Pass or Fail. Students receive detailed performance reports, which they should verify carefully. The university maintains a transparent evaluation process, ensuring accurate assessment of student performance in these courses.

15. Eligibility for Degree Award

To be eligible for a degree, students must fulfill the following conditions:

- Earn the minimum required credits for their program.
- Complete the program within the maximum allowed duration.
- Meet the minimum Cumulative Grade Point Average (CGPA) requirement
- Achieve at least a passing percentage (50% or above) in non-grade courses.
- Successfully complete internship studies (if applicable)
- Pass all foundational and core courses

By meeting these conditions, students can ensure a smooth conferral of their degree.

16. Semester Withdrawal due to Medical Reasons

The university offers a semester withdrawal option for students facing health challenges, prioritizing student well-being and flexibility. To withdraw, students require medical advice and approval from the Dean or Vice-Chancellor, along with genuine medical records. If a student is absent for five weeks or more due to medical reasons, compulsory withdrawal may be initiated. This policy provides a supportive environment, allowing students to focus on their health without academic penalty, while ensuring fairness and consistency in handling requests.



17. Examination Material Retention and Disposal Policy

The university has a policy for the secure retention and disposal of examination materials, including answer sheets and question papers. This policy ensures that materials are retained for a sufficient period to address any examination-related grievances and then disposed of securely, promoting transparency, accountability, and data protection in examination processes.

18. Automated Examination Management System

The university's Examination Management System (EMS) is fully automated, integrated with the Learning Management System (LMS), ensuring efficiency, transparency, and accuracy. Key features include online student registration, internal assessment mark submission, automated document generation (date sheets, admit cards, etc.), online carryover examination registration, and automated result publishing. This automation reduces manual errors, increases processing speed, and provides real-time access to information, ultimately ensuring accurate and timely results.

19. Supplementary Examination Policy

Students who fail in one or more courses in a semester can appear for supplementary examinations. Final-year students are also eligible, provided they've completed other graduation requirements. Students must register within the specified timeframe, paying the prescribed examination fee. Supplementary exams follow the university's examination rules, with grades calculated into the student's overall academic performance. This policy allows students to clear backlogs and complete their degree requirements.



REGISTRATION TO GRADUATION AT A GLANCE

Registration & Course Program Enrollment

Exams

Mid Term Exam
by Schools

Mid Term
Makeup Exam
by Schools

End Term Exam
by CoE

Carry over Exam
by CoE

Eligibility: Required Full fess submission

Eligibility: Required 75% attendance

Announcement of Date Sheet and Seating Plan

Conduct of Exam

Showing of Answer Sheets by Schools

Results Declaration

Pay Carry over
Fees

Online Registration
Carry over Exam
on DigiiCampus

Fill Online
Examination form

Generate Admit
Card

Announcement of Date Sheet and Seating Plan

Conduct of Exam

Results Declaration

Grievances

Redressal of Grievances

Issue of Grade sheet

Convocation and Graduation

