



Dev Sanskriti Vishwavidyalaya
Policy on Examinations & Evaluations

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1. Applicability

This policy applies to all enrolled students of DSVV along with DSVV staff who is directly or indirectly associated with examinations and evaluations.

2. Introduction

Examination and Evaluation policy at DSVV covers all the guidelines and procedures in relation to examinations and evaluations. This policy intends to communicate clearly the University's expectations with regard to the responsibilities of both students and faculties.

3. Definitions

1. **"Academic Programme"** means a selection of courses leading to a Certificate/ Degree or Diploma in various Programs.
2. **"Academic Year"** is a period of 12 months devoted to completion of requirements specified in the scheme of teaching and related examinations. Academic year in DSVV starts from July 1st of every year and ends at June 30th of every year.
3. **"Semester System"** is a program where each academic year is apportioned into two semesters.
4. **"Course"** means a component of academic program, carrying a distinctive code number and specific credits assigned to it.
5. **"External Examiner"** is an examiner who is not an employee of the University.
6. **"Student"** is a person admitted to the University for any of the academic programs to which this policy is applicable.
7. **"Assessment/Examination"** is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral exams and practice of demonstration.
8. **"Assignment"** means any form of assessments other than examinations.
9. **"Examination"** is any assessment, written or observed practice, or other written paper which is timetabled within curriculum and organized by Exam Cell, and which is taken into account in accessing the final results in a Program.
10. **"Examination Session"** is the maximum period of time allowed for examination including the time allotted for reading the paper.
11. **"Examiner"** is the academic staff member who is responsible for the examination paper which is produced for a Program with a centrally organized examination.
12. **"Invigilator(s)"** is the person(s) who distribute and collect the examination papers and supervise the examination process in a centrally organized examination.
13. **"Centrally Organized Examination"** is an examination which is timetabled and organized by University including the provision of examination venue and invigilators.
14. **"Special Circumstance"** is a situation which is an exception to the general rule, is beyond the students control, is not necessarily foreseeable and it prevents the student from engaging in any activity related to University exam, e.g. withdrawing from a Program prior to cut-of-date, completing the requirements for a Program of study or attending a scheduled examination, sudden illness or disability, death of close family member, natural catastrophe or political or civil uprising.

15. **“Special Examination”** means an examination granted by a Exam Cell in place of examination timetabled within the Central Examination Period.
16. **“University”** means Dev Sanskriti Vishwavidyalaya or DSVV.

4. Program Content and Duration

1. Bachelor’s / Master’s degree, Post Graduate Diploma and Certificate programmes will comprise of a number of courses and / or other components as specified in the Syllabi of the concerned programme, as per the University Grants Commission guidelines.
2. The minimum period required for completion of a programme is as specified in the Syllabi of the concerned programme, as per the University Grants Commission guidelines.
3. The maximum permissible period for completing a programme for which the prescribed programme duration is ‘n’ semesters, will be ‘n+4’ semesters. All the programme requirements will have to be completed in ‘n+4’ semesters.
4. Academic year will be apportioned into two semesters, each with working duration of about 20 weeks. There will be a break of about 2 weeks after the 1st semester and a vacation of about 6 weeks after 2nd semester.
5. Academic calendar will be notified by University yearly, before the start of Academic Year.
6. Academic breakup of semesters devoted to intuiotional work will be as below:

Activity	Duration
Imparting of instructions and / or laboratory work (including class tests)	17 weeks
Preparatory leaves	1 week
Semester examination including practical / laboratory examination	2 weeks

5. Declaration of Interest

1. All categories of staff are required to submit at the start of the academic year or the start of Semester II as appropriate, a declaration of interest to the Campus Registrar if they have a relative writing an examination in which they are involved. Failure to comply with this regulation will result in the candidate’s results being declared null and void and the staff member being reported to the Disciplinary Committee.
2. When a member of academic staff has a relative writing examination for a course taught by him/her, that member shall be debarred from the setting of the examination paper and another Examiner must be appointed to set the paper and examine a sample of the scripts including the script(s) of the relative.
3. When a member of the Administrative Staff is registered to write any examinations, he/she shall be debarred from all aspects of the examination process.
4. When a member of the Administrative Staff has a relative writing examination he/she shall be debarred from all aspects of the examinations process in that course.
5. For the purpose of these Regulations, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.



6. Academic and Examination Malpractices

Examination malpractice is a serious matter and can be explained as any action taken by an individual or group of individuals in contravention to rules and regulations guiding and governing the conduct of examinations. Contravention includes any illicit approach to any examination staff for the purpose of placing a candidate or group of candidates more at advantage over other. It involves any irregular behavior exhibited by candidates or anybody charged with the conduct of examinations in or outside the examination hall; before, during or after examination.

6.1 Cheating

An act or attempted act of deceit to gain or facilitate academic credit and includes but not limited to: Copying answers from or looking at another student's exam.

1. Having someone else take an exam for you or asking some for answers to test/exam.
2. Dishonest or attempted dishonest conduct such as speaking to other students or communicating with them by any means whatsoever.
3. Taking into, or using in connection with, any assessment session any unauthorized textbook, notebook, memorandum, or other written material, a mechanical or electronic device.
4. Taking into examination room, or possessing while in that room any material other than supplied by invigilator or authorized by examiners.
5. Taking into examination room, any form of material written in any way such as piece of paper, clothes, undershirts, inner linings, handkerchiefs, arms, thighs, to mention a few.
6. Consulting any personal materials without permission to do so.
7. Leaving answers exposed to view, or persistent attempts to read other students examination answers.
8. Behaving in a manner that compromises the integrity of the assessment process.
9. Acquiring, attempting to acquire, possessing or distributing examination materials and information without the authorization of appropriate officer.
10. Submission of purchased term papers or projects done by others.
11. Intentionally or knowingly helping or attempting to help other person commit an act of academic dishonesty. E.g.
 - a. Working with others on a take home exam without instructor approval.
 - b. Selling papers of exams.
 - c. Offering answers or information related to tests, exams or assessments without prior instructor's knowledge.

6.2 Fabrication

Intentional and unauthorized falsification or intervention of any information or citation in any academic exercise including:

1. Citing nonexistent or irrelevant works.
2. Making up citations on bibliography.
3. Skewing data in accord with what you think results should be.
4. Changing answers after answer sheet has been returned.

6.3 Plagiarism

Using or attempting to use written, oral or graphic works which was authored or prepared by another and submitting it as one's own without appropriate citation or credit. It also includes:

1. Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
2. Copying from source without quotations or appropriate documentation.
3. Copying from any source and altering a word or phrase to avoid exact quotation.
4. Cloning someone else's ideas without attribution.
5. Utilizing an image for a paper or project without attribution.

6.4 Other Misconducts

1. Putting down name on attendance list, but failing to submit the answer sheet, and goes out with it with his/her property, and later claim right to claim marks which were lost by examination officials.
2. Talking or behaving in a manner likely to disturb or destruct other students.
3. Chewing gums, eating or drinking anything other than plain water.
4. Bringing a mobile phone into examination hall.
5. Removing/tearing pages from answer sheet.
6. Writing anything on the question paper, except where instructed by examiner.
7. Leaving examination room without permission of invigilator.

Punishments for examination malpractices

Malpractice	Punishment
Cheating of any form	<ol style="list-style-type: none"> 1. Losing current or all examinations that student has not yet done at the time of offence 2. Suspension from University for the period as specified by Office of Registrar 3. An 'F' Grade 4. Reprimand letter from responsible department
Cheating and destroying or trying to destroy evidence	
Misbehaving or confronting or fighting with invigilator	
Breach of regulations e.g. writing on question papers etc.	
Plagiarism or failure to complete or submit assignments on time	

7. Authorized and Unauthorized Materials Classification

7.1 Unauthorized materials

1. Notes, books, printed material, writing paper, except where listed as permissible material.
2. Any device which might disturb other candidates during the course of examination such as alarms on watches.
3. Any device which can be used for obtaining information during the course of examination like mobile phones, laptops, MP3 players, iPods, hand held computers and electronic dictionaries.
4. Dictionaries are not permitted in the examination room unless they are listed as permitted materials. If a dictionary is permitted it must be a hard copy dictionary. Thesauruses are not allowed as dictionaries unless specified as a permitted material. Dictionaries permitted in exams must not be annotated i.e. must not have any writing in it.
5. Calculators are allowed in the exam room only if specified as permitted materials. Students are to clear the memories of programmable calculators and remove them from calculator cases before taking them into the examination room. Calculators that are not acceptable will be confiscated.



6. The wearing of hats and other headwear is not allowed during exams unless permitted by the Invigilator.
7. Mobile phones will be required to be placed in student's bags at the side of the examination room. If a student does not have a bag then the mobile phone will be placed in an envelope with the student's name on it for collection after the exam.
8. Students are not permitted to bring scrap paper into the exam. All rough workings are to be done on the script books provided.

7.2 Authorized Materials

1. Writing materials such as pens, pencils etc.
2. Any item listed in examination timetable for that subject.
3. Students are permitted to take pencil boxes and admit cards into the examination room and must place them under their desk or in their bags. Bags must be placed in the areas provided in the examination room.

8. Attendance

1. A student should have minimum attendance of 80% or more overall and 75% individual course wise in a semester.
2. Office of Vice Chancellor / Pro Vice Chancellor may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester end examination.
3. Dean or Head of Department of each department will announce the names of all such students who are not eligible to appear in the semester end examination, course wise, at least 5 calendar days before the start of the semester end examination and simultaneously intimate the same to the controller of the examination and the Office of Vice Chancellor / Pro Vice Chancellor.
4. Student who has been detained due to shortage of attendance shall be allowed to be promoted to the next semester provided he or she appears and passes a special exam during the semester break.
5. Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation.
6. The student is expected to appear for all the internal evaluations that prevail during the semester. Failure to carry out these evaluations at the designated times may result in an appropriate reduction in grade.
7. If the instructor does not appear within 20 minutes after the designated class hour, it may be assumed the class is canceled.
8. It is university policy that all classes will meet as scheduled on the last day before and the first day after holiday periods designated by the university.
9. Unresolved problems regarding class attendance or procedures should be referred to the Office of Registrar.
10. A student who has not been allowed to take an examination because of shortage of attendance will be required to repeat the course and will be required to attend lectures, tutorials, practices or any other component of course, when it is offered in one of the subsequent semesters. In such cases, the new continuous evaluation by teachers will be taken into account while repeating the course(s). Such repetition will have to be completed within the prescribed maximum duration.



8.1 Attendance Markup

A student may claim attendance make-up by submitting the application in the given pro forma available with the Exam Cell within 6 working days from the last date of absence from class, duly signed by the Head of Department.

8.2 Grounds for Markup

1. Representing the University in any inter-college, inter-university, local, national or international events.
2. Organizing or participating in any University authorized activity or University-related activity.
3. Medical grounds.

8.3 Extent of Markup

In no case shall the attendance make-up exceed 15% of the total number of classes held. However, in the case of teams representing the University related activity or any other event approved by the Office of Vice Chancellor / Pro Vice Chancellor, they shall be entitled to make-up extending to a maximum of 20% of the total classes held, including travel time.

8.4 Condonation on Medical Grounds

Shortage of attendance on medical grounds shall only be condoned when a student falls short of attending 75% of the classes in a particular course but, has still attended at least 66% of the classes in that same course. Students seeking condonation of shortage of attendance on medical grounds shall submit the application in the given medical pro forma, duly signed and sealed and supported by a Certificate from the Doctor, or in cases of hospitalization - from the Hospital in question, along with the Discharge Summary.

The condonation on medical grounds shall be granted only when the student is incapacitated, such that he/she cannot attend classes. The University shall verify the same. No condonation will be granted if the doctor / hospital fails to certify such illness. The application for condonation shall be submitted to the Examination Department within 6 days of resuming class attendance.

8.5 Walking out of the Class

If a student walks out of a class without the permission of the teacher, after having obtained attendance for that lecture will result in disciplinary action by the University. The concerned teacher will inform the student of such loss of attendance.

8.6 Viewing the Attendance Register

1. University will maintain attendance record of students registered in various courses. Respective course teachers must intimate the attendance of each student to respective Dean or Head of Department.
2. Students will be allowed to view the attendance register with the permission of the concerned teacher, as and when required, at the teacher's convenience, to check the number of classes they have missed.



9. Fees

1. The Registrar will notify the fees payable by the students for various examinations, after the same is approved by the Office of Vice Chancellor / Pro Vice Chancellor.
2. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Office of Vice Chancellor / Pro Vice Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.
3. No course result will be released until all fees have been paid. A student or past student will not be issued with a transcript of his or her results until all fees have been paid. A student will not be entitled to graduate or to receive a diploma or certificate until all fees have been paid.

10. Project Assignments

10.1 Announcements

Final year Students should choose their Project topics within one month of the first semester at the start of final year.

10.2 Deadline for submissions

Final year students must submit their projects no later than second last month of last semester. The last dates for the submission will be announced by the Head of Department of concerned departments.

10.3 Submissions

1. The project shall be submitted in hard copy to the Head of Department by the concerned student, or an authorized signatory, by signing for the same in the register.
2. Wherever possible, all projects submitted in hard copy must be accompanied by an electronic soft copy in a compact disc.
3. Students shall not be allowed access to their projects once the same have been submitted to the Exam Department. Students are therefore advised to keep a photocopy of the project before submitting it to the Examination Department.

11. Assessed Coursework

1. Methods of assessment counting towards the final mark for a course will be subject to the approval of the relevant Faculty Board.
2. The dates of coursework exercises shall be posted on Faculty or Departmental notice boards, or web-based learning management system at least two weeks in advance of the date(s) on which such exercises should be submitted.
3. The Faculty/Department shall be responsible for the conduct of all mid semester/in-course test.
4. The Head of each Department in which coursework in the form of written test(s) is assessed, shall ensure that the test(s) is/are invigilated.
5. Examiners will inform students of their marks/grades for individual pieces of coursework. Such information will be communicated to students within three (3) weeks of the test or submission.
All coursework shall be written work except as provided below:
 - a. Oral tests authorized for the examination of certain courses in languages
 - b. Specific disciplines such as Yogic Science etc.

6. Where a student is set a coursework project/ research paper, in which he/she is offered a choice of topic, he/she shall not choose a topic which entails work which he/she has already submitted or intends to submit in relation to another course. If all of the topics from which he/she must choose entail the use of such work, he/she shall not be treated as having been offered a choice.
7. A student who fails to comply with regulations will be denied the credit for the work in one of the courses, which shall be chosen by him/her.

12. Right to Fair Assessments

12.1 Teaching Staff Responsibilities

1. Establish examination guidelines specific to subject areas and communicating them to all faculty and students.
2. Provide back-up and emergency assistance to invigilators.
3. Question papers must be submitted to Office of Registrar according to formatting guidelines provided by Office of Registrar.
4. Any authorized aid must be indicated on the examination paper and communicated in writing to students in advance of the examination date.
5. It is responsibility of examiner to devise and use checking procedures in the grading of all examinations to ensure that every portion of examination is marked and totaling of marks awarded is correct.
6. The examiner or appropriate designate should be present at regularly scheduled examination and is responsible for ensuring the accuracy of examination paper.
7. If the instructor must provide the contact information where he/she can be reached during the examination, in his/her absence.
8. Is responsible for the quality of assessment, and assesses whether the learning objectives of the curriculum elements and thus the Final Qualifications of the degree programmes can be achieved, is independent: neither the Office of Registrar nor the Dean can prescribe in any way how the Board of Examiners should conduct its work.
9. Has independent authority and responsibility for the quality of assessment. Is responsible for actual implementation and must coordinate with quality assurance. These duties may be delegated to others but is accountable for the 'testing and assessment' aspect in the accreditation procedure.
10. Sets guidelines and regulations for examinations, including the rules governing proper procedure during examinations and the measures to be taken in that context.
11. The teaching staff should set examination that is standard and in which:
 - a. Syllabus is adequately covered.
 - b. Questions are comparably challenging especially in cases where candidates make a choice.
 - c. All different mental abilities of knowledge, comprehension application, analysis, synthesis and evaluation has been tested.
 - d. All questions are relevant and appropriate for the level.
 - e. The questions can be answered within the time allowed for the paper.
 - f. The marking scheme tallies with the question paper and the weighing of each question paper and the weighing of each question is fair.
12. Teaching staff should provide following details to students during first week of class:
 - a. The number, nature and forms of assessments to be used in the course.

- b. The weighing to be accorded with each assessment.
- c. The course pre-requisites.

12.2 Student Responsibilities

12.2.1 Due Diligence

It is the responsibility of Students to familiarizing themselves with:

1. Provisions of this policy, the examination schedule, and other University, Faculty and Unit regulations governing the conduct of Assessments.
2. Requirements of the Assessments to which they will be subjected in their Courses.
3. Due date of Assessments.
4. Date, time and location of their examinations.
5. Regulatory framework governing:
 - a. Academic integrity.
 - b. Conduct of examinations.
 - c. Format and substance of written forms of Assessment, especially graduate theses.
6. Students must consider and respect other students' sensibilities such as stress caused by noise, intense fragrances, etc. Students are also expected to familiarize themselves with all pertinent information regarding examinations and to adhere to the following rules of examination conduct.

12.2.2 Entry to Examination Room and Identification

1. All students must display a valid and relevant student photo-identification card during the course of an examination. Student arriving without their I.D. card will be required (before being seated) to obtain a substitute card, no extra time will be allowed for student arriving without I.D. card.
2. Do sit in your assigned seats.
3. No extra time will be allowed for student who arrives late in the examination.
4. No food is permitted; drinks must be in spill proof container.
5. No form of communication between students is permitted.

12.2.3 Starting Time

1. Do not read question paper until told to do so but check you have the correct paper.
2. Students should not begin to write until permission is given by the Chief Invigilator at the scheduled hour.
3. There shall be no writing whatsoever prior to that permission except where the Chief Invigilator gives permission ahead of the start of the examination for the candidates to fill in the data required on the cover of the answer book, and any such writing shall be restricted only to that.
4. Writing on or marking examination materials are not permitted during reading time, if reading time is allotted separately.

12.2.4 Late Arrival

1. No student will be admitted to the examination room more than 30 minutes after the start of any examination.
2. Candidates who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will not be allowed additional time.



12.2.5 Availability

1. Student must be available for the entire examination period as detailed in exam calendar.
2. Do write clearly in English or the language specified for the examination using blue or black ink only.

12.2.6 Attendance Form

1. Candidates will complete an attendance form at every examination and will adhere to the instructions for collection of the form as provided by the supervisor.

12.2.7 Rescheduling

1. Examinations will not be rescheduled for purpose of travel.
2. Students who wish to reschedule examinations on basis of religious obligations must contact the Office of Registrar with appropriate supporting documentation, no later than 10 working days prior to the first day of examination period.

12.2.8 Students with Disabilities

1. Students with disabilities who require additional aids or other accommodations in their examination must contact the Office of Registrar within 15 working days prior to first day of examination period.

12.2.9 Personal Belongings left outside of Examination Room

1. University assumes no responsibility for lost articles, which students are not permitted to bring inside examination room.

12.2.10 During Examination

1. The University makes every effort to ensure that the examination papers are properly prepared however it is the responsibility of the student to check the paper and bring any discrepancies to the attention of invigilator.
2. Students have a right to ask an invigilator for clarification if aspects of the examination are unclear, but should be aware that invigilators will not answer any question that is deemed to infringe on exam integrity.
3. Students will use only the approved answer form (question paper, computer program or answer booklet) supplied. When answer booklets are employed, candidates will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books and files generated through the use of computerized exams must not be saved for future reference. Candidates must keep all papers on their desk.
4. Students who require additional answer books during the examination will not leave their seat but will attract the attention of the invigilator by raising a hand.
5. Students are required to supply themselves with pens, pencils, rulers, erasers, and the usual geometrical instruments.



12.2.11 Illness during Examination

1. If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.
2. If the candidate cannot continue with the examination, the supervisor will note this and report the matter to Office of Registrar.
3. The Office of Registrar or nominee will determine, in consultation with the Head of Department, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation.

12.2.12 Missed Examination

1. Students who are unwell during the examination and are unable to complete an examination must report to Office of Registrar within 5 working days of missed examination.
2. Student who is absent will receive an F grade for the examination unless there is a genuine reason for the absence substantiated with documentary evidence (e.g. a medical certificate, permission from the Dean of Student etc).

12.2.13 Conclusion of Examination

1. At the end of the time allocated, all candidates shall stop writing and or making any amendments when instructed to do so by the Invigilator and shall gather their answer books together in order. They shall not leave their desks until an Invigilator has collected their scripts and/or examination exercises.
2. Students may not take outside examination room any additional supplies provided to them in the examination room.
3. No student is to leave the exam room during the last 15 minutes of an examination.
4. Each student must submit all required exam materials before leaving the exam room.
5. In case of a personal emergency of any sort (e.g., illness) students are to inform an invigilator of their circumstance and request assistance or permission to leave the exam room, as circumstances warrant.

12.2.14 Short Breaks during Examination

1. Only one student will be allowed to use the washroom at a time.

12.2.15 Emergencies during Examination

2. In the case of externally generated emergencies such as fire alarms, students will, in an orderly manner, follow the directions of the invigilator and evacuate the exam room, and return to the exam room when the emergency has been cleared. All exam materials must be left in the exam room during such emergency.

12.2.16 Missed Identification Card

1. In case of missing or delayed ID, a request to be allowed to take examinations minus the ID must be sought from the Registrar's office.



2. An examination pass should be acquired a week earlier to the examination date. Any candidate failing to attend at examination due to failure to get the examination pass will get an F grade in that particular examination unless he/she petitions for an incomplete grade.

12.2.17 Examination Results

1. It is responsibility of each student to check his/her examination results.
2. A Student should not write anything on the Examination Card except the Examination Timetable

12.3 Invigilator Responsibilities

The role of an invigilator is to supervise students at an examination. To this end, an invigilator's general responsibilities are to:

1. Make every effort to safeguard the integrity of the examination.
2. Start and end the exam on time and in an orderly manner.
3. Are responsible for security and laying out of examination papers.
4. Prior to the beginning of each examination, Invigilators should draw to the attention of candidates the seriousness of irregularities in examination.
5. Maintain vigilance at all times (e.g., not attending to other tasks during the exam)
6. Ensure that students sign a section list during the examination.
7. Create an environment that is, to the greatest extent possible, supportive of students undertaking the examination.
8. Provide students with clarification of ambiguous aspects of the examination as appropriate and to help students in any way that does not impinge on the integrity of the examination
9. Respond to personal student emergencies.
10. Receive instructions from a course instructor or coordinator concerning the procedure to be followed in case of a fire alarm during the examination.
11. Not allow students to enter the exam after 30 minutes, or leave the exam within the first 30 minutes or the last 15 minutes.
12. Ensure that exams scheduled for the same time in a given room commence at the same time.
13. Ensure that students identify themselves through presentation of a relevant student photo identification card which is to be displayed at all times.
14. Monitor student conduct during examination, and to act upon all observed instances of cheating etc.
15. Summon for assistance in case of personal emergencies (student illness, washroom needs, etc.) or in cases where a student and/or exam paper must be removed from the exam room. Only one student is permitted to use the washroom at a time.
16. Clarify aspects of the examination which are unclear, but not answer any question that is deemed to infringe on exam integrity.
17. Ensure that all unused booklets and other examination materials are returned to Office of Registrar immediately after the examination.
18. When an Invigilator suspects a candidate to have committed an irregularity in an examination, the invigilator after consulting and confirming with other Invigilators, should inform the candidate that a report will be made to the office of Registrar. At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Office of Registrar. In the event that a student refuses to write a statement, this shall be considered as contempt of the Office of Registrar.



19. The invigilator shall whenever possible confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the examination.
20. Other duties include:
 - a. Be at the examination room 30 minutes before the start of the examination to receive the sealed examination package or have the appropriate electronic examination ready.
 - b. Verify the contents of examination package e.g. question papers etc. and report any discrepancies immediately to Office of Registrar.
21. Once accepted responsibility to invigilate in a particular examination, no Invigilator shall withdraw his/her services except in case of emergency. In such emergency, it shall be the responsibility of the Invigilator to inform the Office of Registrar as soon as possible after such emergency arises.
22. Invigilators who do not arrive on time should explain their lateness to the Office of Registrar.
23. Must ensure that no answer book or other examination exercise has remained uncollected and that no spare question paper or spoilt book is left on the desks.

12.3.1 University Responsibilities

The University has ultimate responsibility for the successful completion of the examination session, the maintenance of exam integrity, and for assisting students, departments, graduate programs and invigilators to carry out their respective roles.

The University will:

1. Develop and communicate clear policies and procedures to deal with examinations.
2. Make every effort to ensure that examination rooms are supportive environments that:
 - a. Are quiet and free from unnecessary and unreasonable disruption.
 - b. Are suitable in terms of temperature, work spaces, cleanliness, and configuration.
3. Provide students well before the examination period with clear knowledge of exam locations, time and length.
4. Make every effort to:
 - a. Schedule exams as fairly as possible for each student across the available time frame.
 - b. Ensure that students will not be required to write more than two exams in one calendar day (subject to exceptional circumstances).
5. Take all practical measures to prevent the disruption of examinations.
6. Provide back-up and emergency assistance to invigilators.
7. Provide at least one invigilator per 50 students and, wherever possible, at least two invigilators for each exam room.
8. Responsible for all matters pertaining to examination papers: their accuracy; conformity with stated course management policies; ensuring that students know well before the exam its format, length, and permitted aids/resources; the printing of sufficient numbers; the security of exam papers until the exam time; and ensuring that exam papers are available and accessible on the day of exam.
9. Ensure that a faculty or staff member is available to respond to emergencies at all times.
10. In case of electronic exams:
 - a. Provide a plan in case a system failure should occur (e.g., a second online exam that can be scheduled for a later date or a paper-based alternative). A plan for individual computer failure must also be in place (e.g., an extra computer or a paper-based alternative).



- b. Ensure that invigilators are properly prepared to invigilate an electronic exam.
 - c. Confirming that they are trained in the basic technical skills and have the account information required to be able to assist students to login and use the examination system.
 - d. Providing them with a procedure for timely communication with technical support staff should system problems arise.
 - e. Providing instructions regarding what applications and resources students are permitted to use on the workstations.
 - f. Ensure that adequate technical support is available prior to and during any tests or examinations using computing resources.
 - g. Ensure that course outlines contain necessary information concerning the computing resources which students must have in order to take an electronic exam.
 - h. Where possible, enforce system restrictions on the computing resources available to students by an online examination, and not rely upon students' willingness to comply with written or verbal instructions (e.g., using a firewall to restrict website access or removing software not required for the examination).
 - i. Where possible, physically separate workstations in such a way as to make it difficult for students to see what other students are doing.
11. Processing of examination in terms of printing etc. is done under supervision of Examinations Officer, and is secure until the examination time.
12. Develop procedures governing the administration and conduct of examinations which shall include:
- a. Seating arrangement for Students.
 - b. The time constraints on entry to and exit from an examination room.
 - c. The circumstances for, and conditions under, which Students may leave and re-enter an examination room.
 - d. The personal items (electronic or other), if any, to which Students may have access during the taking of an examination.
 - e. The interruption of any examination by an external event.
13. Students registering for courses during the Add/Drop period shall not be penalized for missed Assessments (including attendance based assessments) which were due during the course change period.
14. For theory as well as practical examinations and dissertation / thesis / project report / training report, all examiners will be appointed by Office of Vice Chancellor / Pro Vice Chancellor.
15. Office of Vice Chancellor / Pro Vice Chancellor may at his discretion, delegate his authority for approval of examiners.
16. For programmes being run by University Departments, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective conviners. Where there is exigency and Board of Studies cannot meet the conviners, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

13. Persons with Disabilities

As per Government of India (Ministry of Social Justice and Empowerment - Department of Disability Affairs) circular F.No. 16-110/2003-DD.III, the guidelines for conducting examinations for persons with disabilities:



1. There is no need for fixing separate criteria for regular and competitive examinations.
2. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
3. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
4. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in malpractices like copying and cheating during the examination.
5. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.
6. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
7. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
8. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
9. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
10. The word “extra time or additional time” that is being currently used should be changed to “compensatory time” and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours’ duration which could further be increased on case to case basis.
11. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
12. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
13. The examining body should also provide reading material in Braille or E-text or on computers having suitable screen reading software’s for open book examination. Similarly, online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.



14. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

14. Academic Break

1. Only two academic breaks are permissible for a student for the completion of the academic programme/course.
2. In no situation, a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/programme.
3. A student who has exhausted two academic breaks and a further occasion arises for him or her to take academic break because of non-promotion or detention, in such cases the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arises.

15. Oral Examination

Passing a University oral examination is a requirement for various degrees. The purpose of the examination is to test the candidate's command of the field of study and to confirm fitness for scholarly pursuits.

15.1 Viva Voce

1. A faculty member may choose to have either project presentations or viva voce. Such presentations or viva-voce shall take place after class hours. The rescheduling of the viva -voce / presentation is subject to the discretion of the faculty member.
2. All viva voce / presentations shall be conducted by the course teacher and the coordinating teacher, if any, in the presence of a minimum of 3 students.
3. In case a student fails to attend a viva voce / presentation on the scheduled day, without prior written permission of the course teacher, the student will be awarded zero marks for the viva-voce/ presentation in the concerned course.
4. All Viva-voce / Presentations shall be completed at least seven days before the commencement of the End-term examination.
5. The subject teachers shall notify the schedule for viva-voce and a copy of the same shall be handed over to the Examination Department to display on the Examination Notice Board.

15.2 Seminars

1. The deadline for all seminar written submissions will be by last day of the semester.
2. All requirements for seminars, such as presentations and written exams, must be completed in the same semester and cannot under any circumstances be deferred to the following semesters.

16. Disruptions during examination in progress

In case of any unforeseen situation arising during examination which is in progress such as:

1. Fire incident.
2. Power failure.



3. A number of examination papers being defective.
4. Instructor failing to arrive to administer an instructor-administered examination.

In such irregularities, the Office of Registrar decides whether or not to terminate the examination(s) and collect the papers.

If University is unexpectedly closed during an examination period, the Office of Registrar will reschedule the affected examinations and communicate the new schedule to students and instructors.

If academic dishonesty is suspected during an examination the Office of Registrar has protocols in place for invigilators to document and/or stop the behavior. Appropriate actions will be taken by Office of Registrar on case-by-case basis.

17. Deferred Examinations

Circumstances that would normally be recognized as grounds for consideration of deferred examinations:

1. Significant illness or accident affecting the student.
2. Death of a close relative or significant other.
3. Significant adverse personal or family circumstances.
4. Circumstances affecting the University's ability to schedule, set or deliver courses and/or assessments, including marking of assessments, e.g. staff participation in industrial action, or problems affecting infrastructure or IT systems.
5. Other significant exceptional factors that are outside the student's control or for which there is evidence of stress caused.
6. Severe adverse weather, political unrest or natural disaster.
7. Students who are in prison or have travel restrictions, legally imposed or otherwise e.g. those based on oil platforms, or those who are in the army.
8. Students who are pregnant and who may in consequence face difficulties in sitting their examinations under standard examination conditions.
9. A period of suspension, resulting from an order by the Vice Chancellor / Vice Chancellor or nominee.

Circumstance	Examples of documentary evidence required
Illness or serious health problem	Medical or counseling certificate
Death of family member	Death notice or other appropriate evidence
Sporting commitments at state or national representative level	Documentary evidence of participation
Unavoidable work commitment	Documentary evidence from employer
Voluntary defense or emergency commitments	Documentary evidence from relevant authority
Vehicle accident or breakdown on way to examination	Police report in case of accident or mechanics report in case of breakdown
Legal commitments	Documentary evidence from court

Events or circumstances that would not normally be considered grounds for deferred examinations:



1. Holidays or other events that were planned or could reasonably have been expected
2. Assessments that are scheduled close together or on the same day, or that clash due to incorrect registration by the student.
3. Misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment.
4. Inadequate planning or time management.
5. Last-minute or careless travel arrangements.
6. Consequences of paid employment.
7. Exam stress or panic attacks not supported by medical evidence.
8. Illness or unfitness to take an examination, caused by taking drugs of any kind except on the advice of a medical practitioner.
9. Social and leisure events, including sports or sports training other than at state, national or international representative level.

In all cases students must, in advance of the event, contact office of Registrar. The decision to sanction an absence is at the discretion of Office of Registrar, in consultation with the Vice Chancellor / Pro Vice Chancellor, depending on the length of absence. By approving an absence, the School agrees to consider other mechanisms for making an assessment within a reasonable timescale.

17.1 Confidentiality of Evidence

1. The confidential nature of information provided by students in support of an application for consideration of mitigating circumstances will be respected by DSVV in compliance with data protection law.
2. Confidential information will only be shared with the relevant individuals within the University on a 'need to know' basis, all of whom are required to keep applications securely to avoid unauthorized access or other breaches of information security.
3. The application and any supporting evidence must be submitted in a sealed envelope marked 'Deferred Examination, Private and Confidential'.
4. If a student wishes to restrict access to information, it should be submitted in a separate sealed envelope marked 'Confidential' for the attention of Office of Registrar. Such wishes will normally be respected unless to do so would be against the best interests of the University community or in the interests of safety or security of any person.
5. Please be aware that the University cannot respond to a student's circumstances if they remain unaware of relevant information. Students should also be aware that information which is withheld from the Office of Registrar will not normally be admissible during any subsequent appeal.

17.2 Deferred Examination Process

The Office of Registrar will take into account the following factors when considering an application:

1. Seriousness of circumstances.
2. Evidence presented.
3. Amount of work affected by the circumstances.
4. Any results achieved under the circumstances which are inconsistent with unaffected periods of study.

If the Office of Registrar accepts the application the outcome of decision can be one of the following:



1. Examination is rescheduled and a new examination paper is set.
2. Different assessment task is considered (any new assessment task must be comparable to that missed, thereby ensuring equitable treatment of all students and the assurance of standards).
3. Remove any penalty normally applied for late submission of assessments.
4. Modify grades in one or more courses to reflect expected performance based on other assessment.
5. Modify grades in one or more courses to facilitate progression/award.
6. Retake assessment with an opportunity to improve the grade.

17.3 Terms and Conditions

1. For a student who has missed an examination because of compelling medical or personal reasons, he/she must submit petition for special consideration, within 5 working days of missed examination.
2. Please note deferred examination may affect academic decisions including the eligibility to graduate, admission into program and progression.
3. Once a student has completed an examination, no subsequent request for special consideration will be granted.
4. For students providing medical reason, the student must be seen by a DSVV doctor at the earliest possible date, normally on or before the date of missed exam and the doctor must verify the duration of illness. Relief will not be available for minor illness.
5. If the reason is non-medical, appropriate documentation with verifiable origin covering relevant dates must be submitted within 5 working days of missed examination.
6. It is the student's responsibility to check with the Office of Registrar for the decision on request for a deferred examination. If the deferred examination is granted, the student will be informed officially.
7. Deferred examinations are written during the next official university deferred examination period. Defaulting in deferred examination will result in a fail for that examination.

17.4 Religious Grounds

1. A student who objects on religious grounds to taking an examination on the day specified in the examination timetable, may apply for permission to take a deferred examination.
2. Any such application must be submitted on the prescribed form obtainable the Registrar Office, not later than seven days after the final examination timetable is published.
3. Any such application must be supported by: a certificate from the student's minister of religion confirming that he or she is an observing member of the minister's congregation and that his or her religious convictions prevent him or her from taking an examination on the day, or days in question; and a certificate from the head of department that the head of department has been consulted and informed of the application.

17.5 Failure to attend a Deferred Examination

Students who, through illness or other exceptional cause beyond the candidate's control, fails to attend a deferred examination may apply for alternative assessment. The application should normally be lodged directly with the Course Coordinator no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.



17.6 Limit on number of deferrals

1. An examination or alternative assessment may be deferred no more than twice (after the original scheduled examination).
2. If the student is again unable to undertake the examination or assessment, further deferral will not be granted and student needs to repeat the semester or course.
3. If the student is able to provide evidence of continuing exceptional circumstances, the Course Coordinator, after consultation with the student, may recommend to the Office of Registrar that:
 - a. the student's enrolment in the relevant unit be cancelled without academic penalty (but with financial liability); or
 - b. Other assessment accommodation(s) be made, having regard to the circumstances of the case.

18. Access to Examined Material

1. Where work is examined under invigilation conditions, the script will be retained by the department concerned for the period of 6 months after date of examination and will not be returned to the student. A student whose results have been formally confirmed can:
 - a. Apply to the department for a copy of the script(s) which must be made available on payment of the prescribed fee; and/or
 - b. Apply to the department to be allowed to see his or her script(s).
2. A department:
 - a. Must provide a copy of a student's script(s) to him or her on receipt of the prescribed fee if application is made by the due date.
 - b. May choose how to give supervised access by a student to his or her script(s).
3. In general, all other examined work is returned to the student after it has been marked. If it is retained e.g. to be made available to an external examiner. This does not apply to copies of theses, dissertations, master's degree research reports, or honors long essays/research reports submitted by students for examination and library purposes. Copies supplied to examiners are ordinarily retained by examiners).
4. A student who believes that an error has occurred in his or her script, either before or after seeking access to the script(s) can apply to have his or her script(s) checked. Checking is limited to the adding up of the marks and to making sure that marks have been allotted to every section of every question attempted. To have his or her script checked, a student must apply in writing to the Office of Registrar within 1 month of formal result declaration by University. The prescribed fee must accompany the application.

19. Examination Scheme

1. All semester end examinations will be conducted by the Controller of Examinations.
2. For all courses, two written examinations shall be held in a semester: Mid-term and End-term Examinations.
3. The schedule of examination will be notified by Controller of Examinations at least 10 days prior to the first day of commencement of semester end examinations.



4. The mid-term marks shall be announced on the Notice Board and on the DSVV website within 15 days after the concerned mid-term examination. Students may discuss the paper with the concerned teacher within 5 days of the announcement of the marks.
5. The end-term and repeat examination results shall be announced on the Notice Board and on the DSVV Website within 10 days of the concerned examinations. For the end-term papers, students may discuss the end-term paper with the concerned teacher within 5 days of the commencement of the next trimester.
6. Schedule of Examination for each semester shall be announced at least one week before the date of the first examination.
7. Ordinarily, no changes shall be permitted in the results of examination once they have been announced. However, in the event of any change, the teacher concerned shall record the reasons in writing.
8. In order to have passed a course, a student must secure a minimum D grade. Securing a mark below 40 (F grade) will mean that a student has failed the course.

19.1 Examination Dates and Timings

1. The dates of all examinations other than Special Examinations will be as prescribed by the University Registrar.
2. The Examination Timetable in respect of written examinations will be published at least one month before the series of examinations begins, or two weeks in the case of Supplemental or mid-semester.
3. Any changes in dates after publication shall be posted on the campus official notice board at each Campus and /or on the web. Candidates will not be informed individually of such changes.
4. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations.

19.2 Breach of Procedure

1. **Expulsion from examination room** - An invigilator may immediately expel from the examination room any candidate who commits an infringement of this Policy and Procedures.
2. **Report and investigation** - An invigilator will report any breach of this Policy to Student Administration. Any such allegation will be investigated and resolved in accordance with the decision made by Office of Registrar.

20. Processing and Declaration of Exam Results

1. Internal marking of examinations will be done by the internal examiner who is the course faculty.
2. The Head of Department or Dean can forward the marked scripts, question papers and other assessment materials to External examiner invited by Office of Vice Chancellor / Pro Vice Chancellor for quality assurance.
3. The performance of Undergraduate candidates in the University Examinations shall normally be determined by grades based on both Continuous Assessments (30%) and end of Semester examinations (70%) unless otherwise advised by Office of Registrar.
4. The final mark for each course shall be rounded off to the nearest whole number.
5. Unless otherwise approved, by Senate, the pass mark for all Diploma and Certificate courses shall be 40%.

6. Teachers Continuous Evaluation:

Course Components	Apportioned Marks	
	Undergraduate Degree	Master's / Post Graduate Degree
Theory Courses		
Class Test	10 Marks	10 marks
Quizzes	05 Marks	05 Marks
Quality of Class Participation	05 Marks	05 Marks
Practical / Laboratory Courses		
Performance in laboratory and regularity of student	20%	20%

Note: The Dean / Office of Vice Chancellor / Pro Vice Chancellor have the right to call for all the records of teacher's continuous evaluation and can moderate the teacher's evaluation, if it deems fit in any specific case(s)

7. Students will be evaluated on 10-point grading scale as described below:

Grade Letter	Grade Description	Grade Point	Marks Range
O	Outstanding	10	91 to 100
A+	Excellent	9	81 to 90
A	Very Good	8	71 to 80
B+	Good	7	61 to 70
B	Above Average	6	51 to 60
C	Average	5	41 to 50
D	Below Average	4	40
F	Fail	0	Below 40

8. The distribution of weightage for various components of evaluation is as below:
(For any component of a programme not covered in table below, the weightage shall be prescribed by the Board of Studies with the approval of the Academic Council.)

Components	Undergraduate Degree / Diploma / Certificate	Post Graduate Degree / Diploma / Certificate
Theory Courses		
Semester End Examination	70%	70%
Continuous Evaluation by Teachers	30%	30%
Practical / Laboratory Courses		
Semester End Examination	80%	80%
Continuous Evaluation by Teachers	20%	20%
Dissertation / Thesis		
Assessment by External Examiner and internal Examiner		100%

jointly after conducting Viva Voce examination		
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9. The Cumulative grade point will be calculated as follows:

$$\frac{\sum(\text{No. of Credits} \times \text{Grade Point})}{\sum(\text{No. of Credits})}$$

10. For dissertation / thesis for Master's degree programmes, wherever specified in syllabus, the evaluation shall be done and marks awarded by committee comprising of an internal examiner, who will ordinarily be supervisor, and one or more external examiners. The internal and external examiners will award marks jointly after conducting viva voce examination out of 100 marks.
11. If a student fails in any paper in a semester, then his / her mark sheet will not be released till the time he clears all papers for that semester.
12. For any other type of examination, not covered by sub clauses mentioned above, the mode of conduct of examination will be specifically provided in syllabus / scheme of examination and in the absence of such, a provision will be decided by Office of Vice Chancellor / Pro Vice Chancellor on the recommendation of Board of Studies.
13. The results of semester, including both the semester end results and teacher's continuous evaluation, will be declared by Controller of Examination.
14. The award list containing the marks obtained by a student in various courses will be issued by Controller of Examination at the end of each semester, after the declaration of result.

20.1 Evaluation Process

1. The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
2. The evaluation of students in a course shall have two components unless specifically stated otherwise:
 - a. Evaluation through a semester-end examination.
 - b. Continuous evaluation by the teacher(s) of the course.
3. The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
4. A candidate shall not be allowed to proceed to the next level of study unless he/she scores an average of 40% in all courses registered for in an academic year of study.

20.2 Language of Examination

Examination questions will be set in the Language in which:

1. The course is taught, or
2. The Student's proficiency is being assessed.

20.3 Rechecking of Examinations

Rechecking means verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of discrepancy being found, the same will be rectified through appropriate changes in both the result as well as grade sheet of the concerned semester end examination.



1. A candidate must appeal within 2 weeks after results are released officially for the rechecking of examination script(s) of specific course(s) on the payment of prescribed fees. The appeals shall be addressed to the Office of Registrar, who will compile and transmit the appeals to the respective departments.
2. Remarking will be done by an Examiner (or Examiners) other than the original one and will be moderated by the Office of Registrar.

20.4 Repeat Examination

1. For students who obtain an "F" grade in a course, a Repeat examination shall be conducted on payment of prescribed fee, in subsequent semester(s) when the course is offered.
2. A student who has to reappear in a semester end-term examination will be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean/ Head of Department of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of semester end-term examination.
3. A student will be promoted to the next academic year only if such student has obtained at least 'D' grade in the examination.
4. The marks obtained by repeat exam student in in teacher's continuous evaluation component will remain unchanged.
5. Student who is about to reappear in an examination will not be required to attend the classes again.
6. If a course in which a student wishes to reappear is not being offered in the regular course during the prescribed maximum duration of (n+4) semesters, the University will arrange for special examinations to be conducted.
7. All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year.

20.5 Discontinuation

A Student shall be discontinued on academic grounds if he/she:

1. Fails more than 25% of all courses taken in an academic year.
2. Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of Office of Registrar.
3. Commits serious Examination malpractices.
4. Fails to meet any other condition stipulated by the /School for the award of degree.
5. A candidate who fails to qualify for the award of the degree after the allowed number of years shall be deregistered.

20.6 Suspension of Graduation

Where a qualifying student (that is, a student who qualifies for the award of a degree, diploma or certificate) has been summoned to face a charge before the University Tribunal, the graduation of that student, or the award of a diploma or certificate to that student, as the case may be, is suspended until

the case has been disposed of by the University Tribunal, unless the Vice-Chancellor, on written application by the student, decides otherwise.

20.7 Loss of Scripts

Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.

1. The Internal Examiner in the affected examination shall report cases of loss of scripts to the Office of Registrar immediately.
2. The Office of Registrar will investigate such loss of scripts and report to the Office of Vice Chancellor / Pro Vice Chancellor.
3. Following the report of the investigating committee, the Office of Vice Chancellor / Pro Vice Chancellor will decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

20.8 Disposal of Scripts

1. The Office of Registrar will be the custodian of examination scripts.
2. Examination scripts shall not be disposed off prior to the passing of normally 4 years after the candidate completes the programme.

Evaluation Marks Markup

In scenarios where a student as expected to get an 'F' grade in an examination, the teachers have authority to grant them grace marks so that he / she can clear the examination. Teachers can grant maximum of 5 marks as grace marks.

21. Award of Degree/Certificate/Diploma

A student will be awarded Degree/Diploma/Certificate if:

1. He /she has registered him/ herself, undergone the entire programme of studies in DSVV only.
2. He / she has completed the project report / dissertation specified in the curriculum of his / her programme within the stipulated time
3. He / she have secured the minimum grade as prescribed for the award of the concerned degree / diploma.
4. There are no dues outstanding against his/her name in University.
5. No disciplinary action is pending against him/ her.

Names of candidates who qualify for graduation will be published by the University. Only candidates whose names are published will be awarded certificates.

To collect a certificate, a graduate will be required to present to the Office of Registrar a duly filled and signed clearance for.

Original copies of the certificates and transcripts will be made available for collection from the Office of Registrar by individual graduands after graduation.



21.1 Academic Transcripts

The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by the University. Office of Registrar will release provisional transcripts after the results are formally declared.

21.2 Academic Honors

Gold Medals shall be awarded to deserving students at the Convocation. The criteria shall include the following:

1. In order to be eligible for a gold medal, a student shall not have written a Repeat Examination.
2. The student with highest CGPA in each discipline will be eligible for Gold Medal.

21.3 Rescinding of Degree

University may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties.

22. Appeals and Grievances

22.1 Appeals

1. **Right of Appeal** - A student may appeal against any decision by which he or she is aggrieved which is made in the exercise of powers under the General Course and Examination Regulations, the Course Regulations or any other academic decision where an appeal right is not provided within the University regulations.
2. **Appeals from a Departmental or School Decision** - A student who is aggrieved by a decision made by a Head of Department/School, or an academic within a department or school, may appeal to the Dean/Head of Department for the degree to which the decision applies or, for matters related to PhD or any thesis examination, to the Dean of Postgraduate Research.
3. **Appeals from a Decision of a Dean, Head of Department or other University Officer** - A student who is aggrieved by a decision made by a Dean, Head of Department or other University Officer may appeal to the Office of Vice Chancellor / Pro Vice Chancellor.
4. **Procedure:**
 - a. Any appeal by a student shall be made in writing within ten working days of the student receiving notification of the decision. Only in exceptional cases will a late appeal be considered. Reasons for lateness should be provided when the late appeal is made.
 - b. Appeals against a departmental decision should be addressed to the relevant Academic Head of Department/Dean.
 - c. All other appeals should be addressed to the Office of Vice Chancellor / Pro Vice Chancellor.

22.2 Grievances

1. **Informal Resolution of Concerns**
 - a. Should minor concerns arise, students are encouraged to raise the matter directly with the staff member concerned, with the aim of resolving the matter at the lowest possible level and without undue formality.



- b. A staff member or student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Office of Registrar.
 - c. Where informal discussions have not resulted in a satisfactory resolution for the student, or where the matter is more serious, the formal academic grievance procedures should be followed.
2. Formal academic grievances
 - a. Where it has not been possible to resolve a concern informally or the grievance is considered serious, a student may lodge a formal academic grievance.
 - b. A student who wishes to lodge a formal academic grievance must submit it in writing on the prescribed form to the Office of Registrar.
 - c. When a formal academic grievance has been lodged in conjunction with an academic appeal, the grievance will be considered before the academic appeal is heard.
 - d. A student who wishes to lodge a formal academic grievance must do so within 20 working days after the last occurrence of the action or matter that has given rise to the grievance, unless the Vice Chancellor / Pro Vice-Chancellor decides otherwise.
 - e. A student dissatisfied with the outcome of the consideration of an academic grievance may appeal to the Vice Chancellor / Pro Vice-Chancellor within ten working days of being notified of the outcome. Such an appeal will only be considered on the grounds of process or on the presentation of new material. The Vice Chancellor / Pro Vice-Chancellor's decision will be final.

Note

1. Administrative issues as disorderly conduct in examination, other malpractices, dates for submission of examination forms, issues of duplicate degree / diplomas, instructions to examiners, superintendents, invigilators, their remuneration or any other matter connected with the conduct of examination will be dealt with as per the guidelines approved for the purposes by the academic council.
2. For any unforeseen issue arising and not covered in this policy, or in the event of differences of interpretation, the decision will be taken by Office of Vice Chancellor / Pro Vice Chancellor, after obtaining necessary opinion / advice of committee consisting of any or all the Deans. The decision made by Office of Vice Chancellor / Pro Vice Chancellor will be final.

Contact information

Mailing Address:

Office of Registrar
Dev Sanskriti Vishwavidyalaya
Gayatrikunj, Shantikunj, Haridwar (UK) - 249411

Email: exam.cell@dsvv.ac.in

Hours of Operation:

Monday - Saturday, 10:00 AM - 5:00 PM