

CONDUCT OF EXAMINATIONS

Applicability: This ordinance shall apply to all programs leading to all Bachelor's/Master's degrees/diplomas following semester system.

Definition:

- **Academic Program:** shall mean a program of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
- **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- **Semester System** - a program wherein each academic year is apportioned into two semesters.
- **Board of Studies (BOS)** shall mean the Board of Studies of the University/ Department/ affiliated institutions.
- **Course** means a component of the academic program, carrying a distinctive code no. and specific credits assigned to it.
- **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
- **Student** shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programs to which this Ordinance is applicable.
- **University:** shall mean YMCA University of Science and Technology, Faridabad.
- The University shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/ Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
- Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University or an institution/college affiliated to the University, for a period specified for that programs of study in the Scheme of Teaching & Examination and Syllabi. Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic program subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time. Provided further, that a student may be debarred from appearing in the semester-end examination as per rules of

For details please see detailed Ordinance as per University /College Norms.

Reference: Examination Ordinance (J.C Bose University of Science & Technology, YMCA, Faridabad.)

Directions to candidates for examinations:

1. The Examinations Hall shall be opened each day at least half an hour before the time specified for the distribution of the question-paper and all candidates must be in the hall by the time specified. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
2. When a candidate leaves the hall, he shall, before doing so, hand over his answer-book to the Assistant Superintendent concerned, and he shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.
3. Each candidate shall show, on demand, his Roll No. (Admit Card) for admission to the Examination Hall.
4. No candidate shall be permitted to leave their Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination center after the Expiry of half the time will not be allowed to take the question-paper with him. The question paper will be allowed to be taken outside the Examination Hall only after the expiry of full time. Each candidate must write his Roll No. on the question paper issued to him at the space provided for the purpose.
5. A seat, with his roll Number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.
6. No candidate, without the special permission of the Superintendent shall leave his seat or the Examination Hall until he finishes his paper.
7. Each candidate shall write on the outside of his answer book his Roll Number before he starts answering the question- paper. When the time allowed has expired, the answer book shall be delivered up even though the candidate may not be have answered any part of the question paper.
8. All candidates are required to bring their own writing instruments. No candidates shall tear a leaf of an answer- book.
9. Candidates are forbidden to write answers (or anything else) on the question- papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.

10. Candidates are forbidden to write their names in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
11. Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.
12. Candidates must not leave any pages blank between answers to various questions.
13. The candidates both at the Under-graduate and Post-graduates level are allowed to use non-programmable calculator during their examination. Scientific calculator shall not be allowed in the examination.
14. Candidates are not allowed to carry papers or a cellular phones into the Examination Hall.
15. Programmable calculators are not allowed in the Examination Hall.
16. All the examinees are required to read and obey the instructions/warnings carefully.

As per university/College Norms further instructions can be updated /modified.

For details please see detailed Ordinance as per University /College Norms.

GENERAL RULES OF EXAMINATIONS

Definitions

- (i) University shall mean YMCA University of Science and technology, Faridabad
- (ii) Academic programme shall mean a programme of courses and/or any other component leading to a Degree/Diploma
- (iii) UG programmes shall mean under graduate programmes
- (iv) PG programmes shall mean post graduate programmes
- (v) DMC shall mean detailed marks card
- (vi) An Academic year shall mean a period of nearly 12 months devoted to completion of requirements specified in the scheme of teaching and related examinations
- (vii) End Semester Examination shall mean the examinations conducted at the end of semester
- (viii) Student shall mean a person admitted to the Department of University/affiliated institute for any academic programme to which this ordinance is applicable

1. Admission to the University Examination:

Examinations of the University shall be open to the following Categories of candidates:

- (a) Regular Students;
- (b) Ex-Students;

1.1 Regular Students: Students who are duly admitted and are studying in

various courses of the University and attending the respective classes, will be called Regular Students.

1.2 Ex-Students:

- (i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.
- (ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes- an admission to a regular programme of study. However he/she will be allowed to improve his/her performance of past examination.

2. Holding the Examinations:

2.1 The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.

2.2 At the end of the each semester or at specified periods, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as First Semester Examination, Second Semester Examination, Third Semester Examination and so on.

2.3 In case of UG Programmes, the examinations for odd semesters will normally be held in December/January and for even semesters in May/June on such dates as may be fixed by the Controller of Examinations as per the Schedule provided by the University.

(i) Note: During final year of the UG programme, the examinations of last two semesters shall be conducted in December/January and also in May/June.

(ii) In case of PG programme, the examination for all semesters will normally be held in December/January and also in May/June on such dates as may be fixed by the Controller of Examinations as per the Schedule provided by the University.

(iii) The dates (s) of commencement of examinations as well as the last date (s) for the receipt of examination forms and fees as fixed by the Vice-Chancellor shall also be notified by the Controller of Examinations to the concerned University Teaching Departments and affiliated Institutions.

3. Applications for Admission to Examinations:

3.1 Application for admission to an examination shall be on the prescribed form wherever applicable, accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. For the regular students on rolls of the University Teaching Departments/affiliated institutes admission to examination will be on the basis of list of eligible candidates supplied by the Chairperson/Director/Principal concerned.

3.2 Applications for admission to examinations shall be accompanied by the following certificates signed by the competent authority:

(a) Certificate to the effect that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned.

(b) Any other certificate(s) required under the Ordinances.

3.3 In case of an ex. student, the application for admission shall be accompanied by a certificate signed by the Principal/Director of the College/ Institution/ Chairperson of the department last attended, that the

candidate completed the prescribed course of lectures, etc. within the period specified by the Ordinance for the examination.

3.4 All candidates are required to submit three copies of their photographs out of which, two will be affixed on the Admit Card and one on the admission Form at the space provided for the purpose. On the front of each photograph, the candidate will write his/her name and the father's name and the photograph shall be attested by the same authority which attested the admission form.

3.5 A candidate who has once submitted his/her examination form and his/her name has been recommended by Chairperson/Director Principal for an examination alongwith the requisite fee, shall not be permitted to withdraw the application form on his/her own accord and claim refund of the examination fee.

3.6 A candidate's admission form and fee may be accepted after the last date, upto 30 days before the commencement of the examination by the Controller of Examinations, with a late fee of as prescribed and upto 15 days before the commencement of examination, in exceptional cases, by the Vice-Chancellor with a late fee as prescribed.

3.7 A student shall submit the examination form, wherever applicable to the controller of Examinations on the prescribed form with the required fee certificates duly signed by the Chairperson of the Department/ Principal/Director of the College/Institution concerned.

4. Attendance (for Regular Students):

Semester Class attendance for appearing in end semester examinations of all courses is as given below;

1. Students having attendance equal to 75% or above will be by default eligible for appearing in examination.

2. 10% deficiency in the above can be condoned by the Chairperson/ Dean/Director Principal concerned.

3. Those students having below 65% attendance will be detained. Such cases are to be approved by the Hon'ble Vice-Chancellor on the recommendation of concerned Chairperson /Dean/Director/Principal.

5. Withholding of admission to Examination:

5.1 The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be

recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination.

5.2 If a candidate after admission to an examination:

- (a) commits an immoral act; or
- (b) is discovered to have committed an immoral act which in the opinion of the Vice-Chancellor is such that had it come to his knowledge in time, he would have excluded him from the examination, the Vice-Chancellor may:
 - (i) cancel his candidature for that examination and order that his/her result be not declared;
 - and/or
 - (ii) recommend to the Academic Council to disqualify him/her permanently or for a specified period.

5.3 If a candidate for any University examination owes any money to the University or his/her College/Institute on any account and fails to pay the money or has in his/her possession any books, apparatus, or other property belonging to the University or his/her College/Institute, and fails to return the same, the Controller of Examinations on receipt of such report from quarters concerned, may withhold or authorize the withholding of admission card of the candidate or if the card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate. In case the result has already been declared, the detailed marks card (DMC)/Degree/Certificate of such candidate may be withheld.

5.4 When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his/her being ineligible, the Deputy/ Asstt. Registrar (Results/Academic) concerned is authorized to pass orders.

5.5 The Controller of Examinations may withhold the permission granted to any candidate by some accidental mistake or omission who was not eligible to appear at any University examination, even though an admission card has been issued and produced by him/her before the Superintendent of the Examination centre or he/she may have appeared in one or more papers at the examination, and cancel the result.

For details please see detailed Ordinance as per University /College Norms.

PUNISHMENT FOR USE OF UNFAIR MEANS

Standard Operating Procedure for dealing with Unfair Means Cases:

Appearing in the Examination is a normal activity in the life of the student. The examination should be taken as per the rules and regulations fixed for the purpose. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout the life. Centre superintendent & Invigilation staff should caution the students about this prior to the start of the examination every day and make frequent announcements to discourage the students to use unfair means to avoid facing the consequences.

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/ her examination result shall be withheld. The decision of the unfair means Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

Definitions:

- (a) “Examination” means the examinations conducted by YMCA University of Science & Technology.
- (b) “UMC” means unfair means case.
- (c) “University” means YMCA University of Science & Technology.
- (d) “Candidate” means the student of University having UID.
- (e) “Invigilator” means the faculty/staff to supervise the candidate during examination.
- (f) “Semester” means one of two usually 18 week periods that make up an academic year at the university/school/college
- (g) “Year” means an academic year.
- (h) “Unfair Means Case (UMC)” means:
 - (i) Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate. Roll No. is to be written only in the space provided for it and nowhere else.
 - (ii) Having in possession book(s), notes, papers or any other like materials connected directly or indirectly with the examination.

- (iii) Receiving or giving assistance in copying or in any form during the course of the examination.
- (iv) Smuggling in or out of the examination hall of answer book/continuation sheet etc. and tearing leaf/ leaves from the Answer Book or tampering with the Answer Book in any way.
- (v) Taking out or getting replaced an answer book or its any page or continuation sheet.
- (vi) Using abusive/ derogatory language orally or in the Answer Book against the Centre Superintendent./Examiner/Invigilator or threatening/ using violence towards Invigilators or Centre Superintendent.
- (vii) Impersonation, i.e. sending some other person to take the examination.
 - (viii) Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
 - (ix) Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
 - (x) Writing questions/ answers on any paper other than the Answer Book.
 - (xi) Wrong statement in the application for admission such as tampering with the certificate/ statement of marks, etc. or forging a signature.
 - (xii) Any other unethical and unlawful activity noticed by the Centre Superintendent.
 - (xiii) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
 - (xiv) Swallowing or destroying any note or paper found with the candidate.
 - (xv) Any other case of Unfair means detected at any stage during or after the examination.
 - (xvi) Note written on any part of cloth, body, desk, ID card, question paper, or any instrument, photocopy of written matter and use of electronic gadget like mobile phone etc.
 - (xvii) Consulting notes, books or any other outside person while going to toilet, etc. outside the examination room.
- (i) Disorderly conduct in the examination Includes:
 - (i) Any candidate misbehave in connection with the examination with the superintendent, invigilator, on any other staff on duty or another candidate in or around the examination centre, before, during or after the examination hours.

- (ii) Leaving the examination room before the expiry of half an hour, or without handing over the answer sheet to the invigilator or without signing the attendance sheet.
- (iii) Intentionally tearing off the answer sheet.
- (iv) Any weapon carrying to the examination centre.
- (v) Carrying mobile phone in the examination hall.

For details please see detailed Ordinance as per University /College Norms.

Guidelines for Awarding of Division of Marks*

1. A candidate who qualifies for the award of degree having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing a CGPA of not less than 7.895 (75.0025%) shall be declared to have passed the examination in **First Division with Honours**
2. A candidate who qualifies for the award of degree having passed the examination in all the courses within the maximum allowed period of the course as per the ordinances of the course and securing a CGPA of not less 6.316 (60.002%) shall be declared to have passed the examination in **First Division**.
3. A candidate who qualifies for the award of degree having passed the examination in all the courses within the maximum allowed period of the course as per the ordinances of the course and securing a CGPA of not less than 5.264 (50.008%) and not more than 6.315 (59.997%) shall be declared to have passed the examination in **Second Division**.
4. All other candidates (not covered in above three points) who qualifies for the award of degree shall be declared to have passed the examination in **Third Division**
**CGPA has been calculated for various divisions in the above paragraph on the basis of multiplication factor of 9.5 as suggested in the CBCS document AND shall be applicable to the courses for which examinations have been conducted as per CBCS guidelines.*

25. Maximum Prescribed Period for Completion of Various Course

In case of UG courses the maximum prescribed period shall be n+3 yrs and for all PG courses it will be n+2 yrs (Where n is the normal prescribed period for any course)

For details please see detailed Ordinance as per University /College Norms or Contact Registrar.

Declaration and Publication of Result:

- 8.1 The Controller of Examinations shall publish the results of the various University examinations in such a manner as may be decided by the Vice-Chancellor.
- 8.2 However, if a scrutiny of the pass percentage, it appears that there has been a distinct change of the standard of examination as a whole or in a particular paper, the matter shall be considered by the Vice-Chancellor who may refer it to the examiners for report or take such action as he may consider necessary.
- 8.3 The result of the regular students shall be communicated to the Head of the Institution, concerned simultaneously with the publication of result.
- 8.4 Any candidate who has been declared successful at a University Examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocation, apply to the controller of Examinations along with fee for Provisional Certificate for passing the examination. The application should come through the person who forwarded the application of the candidate for appearing in the examination together with a fee* as prescribed for the issue of Provisional Certificate.
- 8.5 The names of first ten successful candidates for UG and five candidates for PG examination who obtain first division shall be declared in order of merit. A certificate of merit on completion of degree may be issued by the Controller of examinations to the candidate on request on payment as prescribed, provided that no fee will be charged from the first three position holders.

9. With holding and cancellation of Result:

- 9.1 The Controller of Examinations may withhold the result of any candidate who by an Act of omission or commission might be found to be guilty of either contravening the provisions of the act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or for any

other cause which in the opinion of the controller of Examinations might warrant such an action.

9.2 The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared if :

- (i) he is disqualified for using unfair means in the examinations; or
- (ii) a mistake is found in his result; or
- (iii) he is found ineligible to appear in the examination.

9.3 A candidate whose answer-book is lost after it has been received by the Centre Superintendent of the examination, and who, but for this answer book, would have either passed in the examination or is likely to be placed under compartment/re-appear, shall, unless he/she opts re-examination, on a date to be fixed by the Controller of Examinations be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory paper of the same programme/subject and if there was no other theory paper in that programme/subject or if there were more than two theory papers in that programme/subject, marks equal to the average of the marks obtained by him/her in the other theory papers of the programme of that very semester.

However, if the answer book (s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in the paper. If however, the candidate does not want re-examination, his/her previous result may stand unchanged. No re-examinations fee shall be charged for a candidate who opts for re-examination under this clause.

If there is a dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor shall be final.

9.4 Notwithstanding anything contained in any other Ordinance, the academic council may, in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.

9.5 The Vice-Chancellor may cancel an examination at all centres if he/she is satisfied that the sanctity of examination has been violated or there is a leakage of question paper(s) or there has been gross irregularity which warrants such a step.

9.6 Unless otherwise declared by the academic council, the examination answer books except those involved in court cases or required for re-evaluation shall be destroyed or otherwise disposed of after nine months from the date of declaration of result.

9.7 All legal disputes relating to examinations of students will be subject to jurisdiction of Courts at Faridabad.

For details please Coordinate University Affairs Team/Registrar