

Nirma University
(Examination Section)

Date: 08.07.2016

CIRCULAR

Sub: **Revised manual of Examination Section**

Ref: 1. **Note of Dy. Registrar (Exam) dated 12.06.2015 and 30.06.2016**
2. **Approval of Competent Authority dated 01.07.2016**

The first manual for conduct of semester-end examinations was prepared in the year 2004. Thereafter, there were may amendments made in various academic regulations including regulations related to examination. Due to these amendments, the existing manual for conducting the semester end examinations also needed to be amended.

Accordingly, the Examination Section of the University has prepared the revised manual for conduct of semester-end examinations. The revised manual along with appendices is circulated herewith for information of all the concerned.

All concerned are requested to take note of the same.

 Executive Registrar

Encl.: Revised Manual along with appendices

To,

1. All Heads of the Institution
2. Chief Coordinator of Exam (IT)
3. Dy. Registrar (IT/IA&P)
4. Programme Officer (IM)

Copy to: AR (IL), O.S.: IP/IS, IA&P. Ph.D., P.A. to E.R.

c.f.w.cs. to

1. Vice President
2. Director General
3. Director (A&GA)

MANUAL FOR CONDUCTING EXAMINATIONS AT NIRMA UNIVERSITY

We are in the system where the society at large believes that for the advancement of the career, the result of the examinations are the main source. It is also the duty of the University in this context that in addition to imparting the knowledge in the best possible manner, the knowledge gained by the students is assessed in terms of merit most judiciously and in a systematic way.

The University follows a regress system of assessment through multiple methods of assessment to monitor students' academic performance. The assessment is done to measure the knowledge, skills and application ability identified as integrated learning outcomes. The Course component assesses understanding of concepts, theories, practices, applications and discussion in respective courses.

One of the most important functions of the university is to hold examinations and confer the degrees and other distinction on students who fulfill the academic requirements / conditions. The entire work of examinations being governed by provisions in the regulations of Nirma University.

Therefore, it is very important at every stage right from registering the students to awarding the Degree to them, utmost care is required to be taken and the people working in the administration of conducting the examination should be guided in a organized way.

In view to above, a first Manual for conducting Examinations was prepared in May-2004 after the Establishment of the University. After that many changes were made in the Academic Regulations, curriculum etc. including the system of evaluation in order to improve the existing system of evaluation and bring creativity and innovation. The University introduced a continuous evaluation system at UG and PG level programmes in the academic year 2012-13. Therefore, it is essential to revise the existing manual as under for smooth administering the conduct of different Examinations at Institute/ University level.

It is hoped that the adoption of practices in the manual which provides a level of constituency in various procedures in conduct of examinations and assessment practices that results in both quality and university standards.

PROCESSES OF EXAMINATIONS:

The whole administration of conducting the examinations at the University level can be bifurcated into four different following processes:

1. Processes to be undertaken before the conduct of Examinations, which may be named as Pre Examination Processes (PEP).
2. Processes to be undertaken during the Examinations, which may be named as Concurrent Examination Processes (CEP).
3. Processes to be undertaken after the Examination, which may be named as Post Examination Processes (POEP).
4. Processes to be undertaken after the Declaration of Result, which may be named as Post Declaration Result Processes (PDRP).

Further, all sections are bifurcated into sub points as under:

1. Pre Examination Processes (PEP)

- (i) Getting the required stationary i.e. Main Answer Books, Additional Answer Sheets (4 pages), Question Paper Bags, Manuscript Cover, Mark sheet Cover, Cloth Cover for keeping Answer Books and other stationeries like Registers, Red Pens, Cello Tapes etc. for Assessment Cell.
- (ii) Getting the course wise and semester wise registration details of the students in Proforma A, B and C from constituent Institutes.
- (iii) Examination schedules to be prepared for the Semester / Trimester End Examinations.
- (iv) Calling a meeting of the Paper Setters and Examiners Committee for appointment of Paper Setters and Examiners from the approved panel of Paper Setters and Examiners and issuance of the Appointment order for Paper Setters/Examiners along with Guidelines/Instructions for preparing the question paper.
- (v) Collection of Question Papers from the Paper setters in sealed cover.
- (vi) Course wise and semester wise list of eligible students will be prepared for appearing in the Semester End Examination.
- (vii) Block and Room wise Seating arrangement of the students will be prepared by the concerned Institute for appearing in the Examination.
- (viii) Appointment of Senior and Junior Supervisors.
- (ix) Getting the marks and grades obtained by the students in component examinations (CE and LPW/PW) from the Institute before commencement of Semester End Examination.
- (x) Getting the detention list from the Institute.
- (xi) Stationary i.e. Main Answer Books, Additional Answer Book (4 Pages), Jr. Supervisor's Report, Cloth Covers, Cello Tape etc. are to be supplied to the Institute for conducting Examination.
- (xii) Appointment of Coordinator and Assistant for Central Assessment Cell on the Campus.
- (xiii) Framing the schedule for assessment of answer books by the Coordinator of Central Assessment Cell, which is to be communicated to the examiners along with the instructions to be followed by them.
- (xiv) Stationary i.e. Record Register, Cello Tape, Red Pen, Files, Blank Mark-sheets, Marksheet's Cover, Blank Remuneration Bill for External Examiner, Sketch Pen etc. are to be supplied to the Central Assessment Cell.
- (xv) Appointment of Observers, wherever required.
- (xvi) Appointment of Proof Reader for proof reading of the question paper.
- (xvii) Provision for providing a writer to the student in case of inability for writing the answers in the examinations.
- (xviii) Multiplication of copies of the question papers depending upon the number of eligible students in examination. Course wise and Block wise sealed packets of question paper will be prepared for holding examinations.

2. Concurrent Examination Processes (CEP)

- (i) Sealed packets of question paper will be handed over to Sr. Supervisor for distribution in the Examination Hall.
- (ii) Reporting of the Unfair-means cases noticed during the examination.
- (iii) Verification of Answer Books with the report of the Junior Supervisors by the Senior Supervisor(s).
- (iv) Collection of Answer Books from the Senior Supervisor in the prescribed format everyday after completion of the Examination.
- (v) Course wise and Section wise sealing of the Answer Books in the bag along with the report of Senior / Junior Supervisors and sending it to the Central Assessment Cell.
- (vi) Dealing with the discrepancies if found while receiving the Answer Books etc., from the Senior Supervisors or Examiners.
- (vii) Arrangements to be made for the assessment of answer books at Central Assessment Cell on the campus.
- (viii) Observer will submit the Observer's Report to the Deputy Registrar (Examination) everyday at the end of examination.

3. Post Examination Processes (POEP)

- (i) Assessment of Answer Books by the appointed Examiners at the Central Assessment Cell on the campus.
- (ii) Payment of TA/DA and Remuneration to the External Examiner.
- (iii) Calling a meeting of Examination Reforms Committee to deal with the cases of Unfair-means reported during examination and or assessment of penalty to be imposed on the students as per Nirma University (NU) norms.
- (iv) Coordinator of Central Assessment Cell send the course wise Mark-sheets of Semester End Examinations to the Dy. Registrar (Examination).
- (v) Course wise entry of marks of Semester / Trimester End Examinations and merging with respective marks of CE, LPW/PW.
- (vi) Consolidation of Marks of CE, LPW / PW & SEE according to its weightages and computation of percentage marks for each course.
- (vii) Course wise Conversion of marks into letter grades should be prepared as per prescribed guidelines approved by the Academic Council.
- (viii) Preparation of the Course wise and Semester wise final result of the programme including result analysis.
- (ix) Calling a meeting of the Examination Committee for approval of results.
- (x) Preparation of minutes of the Examination Committee meeting.
- (xi) Withholding the result due to administrative / technical difficulty.

- (xii) Preparation of notification for declaration of result.
- (xiii) Preparation of Office Register (OR) of all the students who appeared in the examination, which will contain component wise and over all result of the students.

4. Post Declaration Result Processes (PDRP)

- (i) Showing the assessed Answer Books to the interested students after declaration of the results.
- (ii) Inviting applications for Verification of Marks / Grades after showing the assessed Answer Books for the students who have not seen their Answer Books.
- (iii) Calling meeting of Examination Committee for recommendation of amendment of the results and obtaining approval of Director General.
- (iv) Preparation of Semester Grade Reports, Transcripts and Provisional Passing Certificates etc.
- (v) Process related to Award of Degrees.
 - (a) Preparation of the list of the students who are eligible for award of Degree.
 - (b) The list of the pass out students of the Programme will be prepared and put before Academic Council and Board of Governors for its approval.
 - (c) Inviting applications for conferment of Degree.
 - (d) Printing of Degree Certificates and affixing Holograms on the Degree Certificates.
 - (e) Preparations for holding the Convocation.
 - (f) Correspondence with the pass out students of the Programme with regard to Convocation activities.
- (vi) Disposal of records & written Answer Books.

1. **Pre Examination Processes (PEP)**

The Pre-Examination Processes are conducted by observing following procedures:-

- (i) **Getting the required stationary i.e. Main Answer Books, Additional Answer Sheets (4 pages), Question Paper Bags, Manuscript Cover, Mark sheet Cover, Cloth Cover for keeping Answer Books and other stationeries like Registers, Red Pens, Cello Tapes etc. for Assessment Cell.**

Three months before the commencement of First Semester End Examination, the Deputy Registrar (Examination) will ensure himself about the sufficient stock available for main answer books, additional answer sheets, question paper bags, manuscript cover, mark-sheet cover, cloth cover for answer books with and without gudder. If he feels that the new answer books are to be printed then he will immediately send the indent for getting this answer books along with additional answer sheets printed so that it will be available one month before the date of commencement of First Semester End Examination. For these answer books also the Stationary Stock Register will be maintained. Each main answer book and the additional answer sheet will have the number printed and when the answer books are supplied for the Semester End Examinations in to different Institutes, the entry of this will have to be made in the Stationary Stock Register mentioning the number of answer books supplied along with the additional answer sheet.

While issuing the Main answer books and additional answer sheets (4 pages) from the Control Room of the Institute to the Jr. Supervisor, the acknowledgement from the Jr. Supervisor should be obtained and the Jr. Supervisor will also receive these answer books duly verified. The Jr. Supervisor will prepare the report at the end of the Examination and will mention the number of main answer books and additional answer sheets (4 pages) issued to the students concerned against the number of students appeared in the Examination and the same will be cross verified by Sr. Supervisor before submitting the report to the Control Room of the Institute and ensure that all the answer books supplied to the students are received back.

- (ii) **Getting the course wise and semester wise registration details of the students in Proforma A, B and C from constituent Institutes.**

After announcement of the results of all semesters of the programme, examination section will provide the data to the examination co-ordinator of the Institute / Student Section. From these data, in the beginning of the semester student section of the Institute will generate the individual registration form of the students along with the details of RPR and IR courses [Appendix – A](#) and give it to the student for his/her verification. Student will verify the details provided in the form and submit it to the student section with his signature along with the prescribed fees. After getting all the registration form, from the students of all semesters, student section will verify and prepare Proforma A, B and C containing all the information of the registration of the students and send it to the Deputy Registrar (Examination) on or before 60 days of the commencement of the Semester End Examinations.

After the receipt of the registration details from the respective Institute in the Proforma A, B and C, the Examination Section will verify the details in terms of eligibility of each student for appearing in the examination.

(iii) **Examination schedules to be prepared for the Semester/Trimester End Examinations.**

The Examination Section will notify the date of Semester/Trimester End Examination for all the programmes of all Institutes as per Academic Calendar provided by the Institute, 60 days before the commencement of the examination. Simultaneously in the same manner, the detailed examinations programme will be prepared and published one month before the date of commencement of the examination and it will be notified duly signed by the Deputy Registrar (Examination). While preparing the programme, he has to verify holidays. This examination programme will be in conformity with the Examination Scheme prescribed under the Regulations of different Faculties and for different programmes.

(iv) **Calling a meeting of the Paper Setters and Examiners Committee for appointment of Paper Setters and Examiners from the approved panel of Paper Setters and Examiners and issuance of the Appointment order for Paper Setters/Examiners along with Guidelines/Instructions for preparing the question paper.**

As required under regulation for the appointment of the paper setters and examiners, the Deputy Registrar (Examination) will call meetings of all Institutes of such committee 45 days before the date of commencement of respective examinations. The invitation is sent to the members who are duly notified for the purpose and the appointment of paper setters and examiners are made only from the panel approved by the Board of Studies concerned. At the end of the meeting minutes will be prepared which will be signed by all the members present in the meeting. This deliberation in the meeting and the list will be considered absolutely confidential and such list should be kept only with Deputy Registrar (Examination) and the appointments will be issued in the prescribed Proforma, which is appended [Appendix – B](#) and only one or two staff members should be identified from the Examination Section for getting these appointments printed so that the accountability can be established. These appointments should be issued 30 days before the date of commencement of the Examination along with the instructions to be observed by them as given in the appointment order.

(v) **Collection of Question Papers from the Paper setters in sealed cover.**

The Deputy Registrar (Examination) will also see that once the appointments are issued 2 sets of question paper are submitted in sealed cover duly signed by the paper setters for the respective examination and of the respective course at least one week before the date of Examination. Out of these two sets of question papers, one set will be selected jointly by the Dean of respective Faculty and the Executive Registrar on the previous day of Examination. The selected question paper in sealed cover will be signed by both the officials and it will be kept in custody of Deputy Registrar (Examination).

(vi) **Course wise and semester wise list of eligible students will be prepared for appearing in the Semester End Examination.**

After the verification of Proforma A, B and C, the semester and course wise data of the students who are eligible to appear in the examinations will be

prepared which will be verified by the Office Superintendent (O.S.) and signed by the Deputy Registrar (Examination). This data will be useful in deciding the number of question papers to be printed in the different courses. The said data will also be circulated to the concerned institution and department along with the roll number and it will be useful in the arrangement of Block wise seating and supervision.

(vii) **Block and Room wise Seating arrangement of the students will be prepared by the concerned Institute for appearing in the Examination.**

Course wise and Semester wise data of the eligible students for appearing in the examinations will be prepared and verified by the Office Superintendent and signed by the Deputy Registrar (Examination) and same will be sent to the Institute Examination Coordinator for making arrangement of Block wise seating and supervision. These data will also be useful to the Examination Section of the University in deciding the number of question papers to be printed in the different courses.

(viii) **Appointment of Senior and Junior Supervisors.**

15 days before the date of commencement of Examinations, the Deputy Registrar (Examination) in consultation with the Head of the Institution of the respective Institute will list out the names of the faculty to be appointed as Senior and Junior Supervisor and 10 days before the date of commencement of examination, the appointment will be issued. The duties & responsibilities as appended in [Appendix-C](#) should be followed by the Senior Supervisor and same will be sent to him along with the appointment order. The instructions as appended in [Appendix - D](#) should be followed by the Junior Supervisor and same will be sent to him along with the appointment order. For every 10 blocks of 30 students each, there will be one Senior Supervisor and for each block of 30 students, there will be one Junior Supervisor. For each 10 Junior Supervisor, there will be one more Junior Supervisor who will be the reliever and two more Jr. Supervisor will be appointed to take care about emergency. So there will be three additional Junior Supervisors appointed for every 300 students.

(ix) **Getting the marks and grades obtained by the students in component examinations (CE and LPW/PW) from the Institute before commencement of Semester End Examination.**

Students are normally assessed course wise based on the following components as approved by the Academic Council from time to time:

- a) Continuous Evaluation (CE)
- b) Laboratory Project Work (LPW) / Project Work (PW)
- c) Semester / Trimester End Examinations

In the beginning of the semester, course faculty will plan and inform the concerned students about different types of assessment components of a course under continuous evaluation (CE) like Class Test, Term Assignments, Oral, Quiz etc. with its inter-se weightage. The course faculty will continuously evaluate each unit of assessment components of a course and marks will be given accordingly. At the end of the Semester / Trimester, the respective faculty will aggregate the marks obtained in each component

based on the interse weightage of different sub-components of CE to arrive at the over all percentage of marks under continuous evaluation and it will be submitted to the Examination coordinator of the Institute.

In the same way Laboratory Practical Work (LPW) / Project Work (PW) examinations will also taken by the course faculty and marks will be given to each unit of assessment components of a course and based on the performance of the students total marks out of 100 will be submitted to the Examination coordinator of the Institute.

At the end of the Semester, Component wise Marks / Grades obtained by student in all courses offered in the Semester will be submitted by the Institute in hard and soft copy both in prescribed format [Appendix - E](#) to the Examination Section. Head of Institute will certify that the marks given in hard and soft copy are verified and found correct. Separate list of students who are not eligible to appear in SEE because of Term Not Granted (NT) / Fail in (CE, LPW / PW) also submitted along with the above format.

(x) Getting the detention list from the Institute.

Those students who are not meeting with the academic requirements for appearing in the Semester End Examination are detained and the Institute has to provide the list of such students to the Dy. Registrar (Examinations) before commencement of the Semester End Examination. Detained students are not eligible to appear in the Semester End Examination.

(xi) Stationary i.e. Main Answer Books, Additional Answer Book (4 Pages), Jr. Supervisor's Report, Cloth Covers, Cello Tape etc. are to be supplied to the Institute for conducting Examination.

5 to 6 days before the commencement of respective examination, the required stationary i.e. Main Answer Books, Additional Answer Book (4 Pages), Jr. Supervisor's Report, Cloth Covers, Cello Tape etc will be supplied to the concerned Institute on the basis of stationary indent received from the respective Institute for conducting Semester End Examination.

(xii) Appointment of Coordinator and Assistant for Central Assessment Cell on the Campus.

For the appointment of Coordinator and Assistant for Central Assessment Cell Head of Institute will send the names from the Institute to the Dy. Registrar (Examination) and Dy. Registrar (Examination) will issue the order along with the Instructions to be followed by them.

Coordinator of the Central Assessment Cell will inform the appointed examiners in Central Assessment Cell for assessing answer books as per schedule declared by the Institute. Coordinator of the Central Assessment Cell has to see that each examiner will have to observe the norms declared by the University [Appendix - F](#).

However, it will always be advisable if the External Examiners who comes from outside for conducting the Practical Examinations and if they are the Examiners for Assessing the answer books also then they should be encouraged to complete the assessment on the campus itself at a place

identified for the same and submit the report. In such cases the Dearness Allowance for the days of Central Assessment as per the rules will be paid.

- (xiii) **Framing the schedule for assessment of answer books by the Coordinator of Central Assessment Cell, which is to be communicated to the examiners along with the instructions to be followed by them.**

Before 3 days of commencement of examination coordinator of Central Assessment Cell in consultation with the Head of Institute will issue a circular mentioning the date and timing of Central Assessment Cell and the same will be circulated to all concerned examiners.

- (xiv) **Stationary i.e. Record Register, Cello Tape, Red Pen, Files, Blank Mark-sheets, Marksheet's Cover, Blank Remuneration Bill for External Examiner, Sketch Pen etc. are to be supplied to the Central Assessment Cell.**

For requisite stationary, before 30 days of commencement of examination, student section (I/C) / examination coordinator has to fill in the stationary indent in prescribed format appended as [Appendix – G](#) and send it to the Deputy Registrar (Examination) for getting the stationary from Examination Section. Blank mark – sheets, meeting reports of convener and co-convener examiner, remuneration bill in case of External Examiners, the printed envelope in which the Examiner will send the mark – sheets etc are to be supplied to the Coordinator of Central Assessment Cell.

- (xv) **Appointment of Observers, wherever required.**

For smooth conduct of examination, appointment of Observers will be made from the panel approved by the Director General ([Appendix - H](#)). One Observer will be appointed for 300 students (10 Blocks) appearing in the examination. Observer will have to visit twice during the examination in the assigned blocks and at the end of the examination, he / she has to submit the report to the Dy. Registrar (Examination) in prescribed format. Based on the Observer's report the Dy. Registrar (Examination) will take action if required for the smooth conduct of examination. Normally it will be the duty of the Sr. Supervisor to observe the smooth conduct of examinations.

- (xvi) **Appointment of Proof Reader for proof reading of the question paper.**

The appointment of Proof Reader is done by the Dy. Registrar (Examination) from the list of Faculty provided by the Head of Institute. On the day of examination, the selected set of question paper will be opened in the presence of Dy. Registrar (Examination) / Special Supervisor not before 4 hours from scheduled time of conduct of examination. The question paper will be given to the Proof Reader for proof reading.

- (xvii) **Provision for providing a writer to the student in case of inability for writing the answers in the examinations.**

In case of inability for writing the answers in the examination student has to apply to the Head of Institute in prescribed form [Appendix - I](#) as per guidelines of the University for getting the writer and Head of Institute will forward the application to the Examination Section.

- (xviii) **Multiplication of copies of the question papers depending upon the number of eligible students in examination. Course wise and Block wise sealed packets of question paper will be prepared for holding examinations.**

After proof reading the question paper same will be given to the senior person of the Examination Section for getting the multiple copies of question paper. Till the time the question papers are distributed in the Examination Hall, the person / persons who is / are involved in getting these question papers ready will be kept comfortable in the Examination Section under the prohibited area. The multiplied copies of the question papers are sealed in the question paper bags by the Office Superintendent himself with the help of the staff of Examination Section. It will also be the duty of the concerned Proof Reader to verify the content printed to avoid any kind of last minute mistake. This process will be a continuous process every day until the Examinations are over. A Register in this respect will be maintained in the Examination Section where the Special Supervisor and Proof Readers will make entry in the Register about the arrival in the Examination Section in terms of time and the date and the departure duly signed by them.

2. Concurrent Examination Processes (CEP)

The Concurrent Examination Processes are conducted by observing following procedures:-

- (i) **Sealed packets of question paper will be handed over to Sr. Supervisor for distribution in the Examination Hall.**

Sealed packets of the question papers will be handed over to the Control Room of the concerned Institute ½ hour before the commencement of the Examination and then the same will be given to the concerned Sr. Supervisor for distributing to Jr. Supervisor Block wise. Before distributing the same it will be the responsibility of the Senior Supervisor to verify whether the packets of question papers supplied to them by the Control Room are in sufficient number required and then they will distribute the question papers to the Junior supervisor block wise. The Junior Supervisor will open sealed cover five minutes before the commencement of the Examination, verify whether the question paper is of the same course for which the examination is scheduled, and start distributing the question papers sharp at the time of commencement of the examination. If any discrepancy arises, he / she has to report to the Deputy Registrar (Examination) immediately through Senior Supervisor and will not distribute the Question Papers.

- (ii) **Reporting of the Unfair-means cases noticed during the examination.**

All cases of the Unfair-means during the Examination are immediately reported to the Dy. Registrar (Examination). There can be two kinds of cases with regard to unfair-means used in the Examination. One which can be detected by the Junior Supervisor / Senior Supervisor / Observer in the Examination Hall itself and the second may be detected while assessing the answer books by the Examiner. In both the cases, the reporting is required and the format for the same is enclosed herewith as [Appendix – J.](#)

(iii) **Verification of Answer Books with the report of the Junior Supervisors by the Senior Supervisor(s).**

While receiving the answer books from the Senior Supervisor the senior person of the Examination Section – NU will again verify the number of answer books received and compare it with the total number of answer books of the course mentioned in the Senior Supervisor's report.

(iv) **Collection of Answer Books from the Senior Supervisor in the prescribed format everyday after completion of the Examination.**

Every day at the end of the Examination the Senior Supervisor will collect the answer books from the Junior Supervisor and verify the same in terms of number of students appeared in the examination. After verification, the Senior Supervisor will submit the Answer Books to the responsible staff members of the Examination Section of the University. The unused answer books will also be returned to the Institute Examination Coordinator by the Senior Supervisor on the same day and it will also be reported in the format to be submitted to the Institute Examination Coordinator.

(v) **Course wise and Section wise sealing of the Answer Books in the bag along with the report of Senior / Junior Supervisors and sending it to the Central Assessment Cell.**

After the receipt of answer books from the Senior Supervisor, the Examination Section of the University under the supervision of senior staff members as authorized by the Deputy Registrar (Examination) will insert the course wise and section wise answer books along with the Junior Supervisor Report in cloth cover bag and seal it properly which will be submitted to the Central Assessment Cell for assessment.

(vi) **Dealing with the discrepancies if found while receiving the Answer Books etc., from the Senior Supervisors or Examiners.**

If any discrepancy arises while receiving the answer books either from the Senior Supervisor or from the Examiner, the said should be recorded and conveyed immediately to the Senior Supervisor or Examiner and the Senior Supervisor or Examiner should give clarifications in this respect without any waste of time on the spot. In case he wants to verify the same after getting confirmation from the Junior Supervisor then he has to call the Junior Supervisor immediately and if the Junior Supervisor is not available, then the Senior Supervisor will sign the discrepancies pointed out and then on the next day he will submit the clarifications.

(vii) **Arrangements to be made for the assessment of answer books at Central Assessment Cell on the campus.**

As per decided schedule Coordinator of Central Assessment Cell will call the examiners in the Assessment Cell for assessing the answer books. Sealed answer book packets will be given to the concerned examiner along with the Instructions for Assessing answer books. Coordinator Central Assessment Cell will maintain the Register of issuing answer books to the examiner. Everyday at the end complete or incomplete packets of answer books will be taken back in sealed position to avoid any kind of discrepancy. In cases of External Examiners, the Remuneration, Traveling Allowance and Dearness Allowance will be paid as per University Norms. Proforma [Appendix - K](#) of

remuneration bill will be available with the Central Assessment Cell for External Examiners. After the assessment work of External Examiner is over, he will fill - in the bill of remuneration and send it to account section through Deputy Registrar (Examination) for payment.

(viii) Observer will submit the Observer's Report to the Deputy Registrar (Examination) everyday at the end of examination.

Wherever the observers are appointed for the Examination, the said observers are supposed to submit the report in the prescribed format appended as [Appendix – L](#) everyday evening to the Examination Section. If they do not find any discrepancy or any kind of untoward procedure while examining the examinations system, they would at least report that the "Examination was conducted smoothly".

The observers will have right to catch the students who is using unfair means and give that case to the Junior Supervisor to deal with the cases further as per the procedure. However such observers while submitting the report to the Examination Section will mention these kind of cases in its report i.e. the number of students, the subject under which the case is caught, time and date of catching the student and the brief description about the unfair means used.

3. Post Examination Processes (POEP)

The Post Examination Processes are conducted by observing following procedures:-

(i) Assessment of Answer Books by the appointed Examiners at the Central Assessment Cell on the campus.

Assessment of Answer Books by the Examiner will be done section wise in the Central Assessment Cell. Course wise meeting will be arranged between the Convener and Co-Convener examiners after completing the assessment of the course, they will verify and ensure that the marks entered in each section are correctly carried forward from the answer books to the mark-sheet and also verify the totaling of marks of both the section.

A brief minutes in the prescribed Proforma will be prepared where the process is undertaken by the Convener with the help of Co-convener examiner will be recorded and signed by both of them.

(ii) Payment of TA/DA and Remuneration to the External Examiner.

Immediately after the Assessment is over, the TA/DA and Examination Remuneration will be paid through Account section to the eligible External Examiner and Paper Setter as per rates prescribed by the University. The concerned Examiner will fill-in the Remuneration form which are available in the Central Assessment Cell and submit it to the Dy. Registrar (Examination) through coordinator of the Central Assessment Cell and after verification, it will be sent to the Account section for immediate payment.

(iii) Calling a meeting of Examination Reforms Committee to deal with the cases of Unfair-means reported during examination and or assessment of penalty to be imposed on the students as per Nirma University (NU) norms.

During examinations, the cases of the unfair means in examination are reported to the Deputy Registrar (Examination). As soon as the examinations are over the Dy. Registrar (Examination) should call the meeting of the Examination Reform Committee and deal with such cases as per the provision of the regulation i.e. issuing charge sheet to the students, calling them before the Examination Reform Committee, examine the relevant documents, showing them to the student concerned, preparation of minutes of such committee along with the recommendations, getting the recommendations approved by the Dean / Head of the Institution concerned and issue a letter of imposing penalty, make entry in such respect in the office register against the name of the student and declare the result of such student accordingly. As far as possible, this process should be completed simultaneously with the process of preparation of result of the respective semester. In case this particular procedure due to certain difficulties is not over before the date of declaration of the results then the result of such students involved in unfair means should be kept as withheld under the notification to be published and as soon as this procedure is over, a supplementary notification is supposed to be issued imposing penalty or declaring their result if they are found innocent and entry in this respect against his name should be made in the Office Register. Copies of this notification imposing penalty should also be sent to all the Institutions, all the Heads of the Department of this University as well as to all the Universities in the State.

(iv) **Coordinator of Central Assessment Cell send the course wise Mark-sheets of Semester End Examinations to the Dy. Registrar (Examination).**

Co-ordinator of Assessment cell will send the course wise Marksheets of Semester End Examination to the Deputy Registrar (Examination) at the end of each day of assessment. After getting the course wise Marksheet Examination Section will give the receipt of it to the Co-ordinator of Central Assessment cell.

(v) **Course wise entry of marks of Semester / Trimester End Examinations and merging with respective marks of CE, LPW/PW.**

After receiving the course wise marks and Grades obtained by the students in component examinations i.e. CE, LPW / PW from the Institute in hard and soft copy and same will be verified by the senior staff of the Examination Section and transfer it into computer. Then after section wise and course wise marks obtained by the student in Semester End Examination will be entered in the Computer. One data entry operator enter the marks of Section I, another will enter the marks of Section II and the entry of totaling of marks of both the section will be made by the senior staff of the examination section so that any discrepancy arises due to typographical error by the previous data entry operator can be rectified.

(vi) **Consolidation of Marks of CE, LPW / PW & SEE according to its weightages and computation of percentage marks for each course.**

After completion of the above data entry of marks of CE, LPW / PW and SEE for a particular course, the Conversion Sheet will be prepared and Marks /

Grades and weightages will be verified by the senior persons of the Examination Section.

- (vii) **Course wise Conversion of marks into letter grades should be prepared as per prescribed guidelines approved by the Academic Council.**

Aggregate marks of the entire group in the conversion sheet are taken into consideration to assign a Grade to the student based on his aggregate percentage viewed in relation to the overall performance of the group. The Co-ordinator / Head Of Institute / Head Of Department will decide the cut off percentage of relative group subject to guidelines prescribed by the Academic Council.

- (viii) **Preparation of the Course wise and Semester wise final result of the programme including result analysis.**

Course wise and Semester wise final result will be prepared after all the above processes are over. Result Analysis is also prepared along with the final result for keeping it before the Examination Committee.

- (ix) **Calling a meeting of the Examination Committee for approval of results.**

Once the above processes are over and the results are ready of all the course of a particular semester, then a meeting of the Examination Committee as envisaged under the Regulation will have to be called and the course wise data in terms of numbers of students appeared and the number of students getting different grades are to be submitted to the Examination Committee and based on the data, the committee will examine the result and decide to declare the same. However, if it is found that there is some abnormality in result then as per the provision of the regulation, the appropriate recommendations of the committee will be submitted to the Director General for his approval.

- (x) **Preparation of minutes of the Examination Committee meeting.**

The minutes of the Examination Committee will be prepared as soon as possible on the same day and the signature of all the members will have to be obtained. Then the result is declared by notification and send it to all concerned.

- (xi) **Withholding the result due to administrative / technical difficulty.**

In case of exigencies where the result of a particular student can not be declared due to some administrative / technical reasons then the result of such student can be withheld and the results of the remaining students should be declared. However, once the administrative / technical difficulty is removed or solved, the result of such student will be declared under a supplementary notification and the copy of this notification should be sent to all concerned and attached with the concerned office register. The entry in this respect will also be made against the student name in the Office Register mentioning the notification number and date with signature of Dy. Registrar (Examination).

(xii) Preparation of notification for declaration of result.

Once the decision is taken by the Committee to declare the result, a notification of announcing the result course wise will be published and placed on the appropriate place on the campus at notice board and also a copy of the same will be sent to different HODs and Heads of the Institutions. The date of declaration of this notification will be the official date of declaration of result.

(xiii) Preparation of Office Register (OR) of all the students who appeared in the examination, which will contain component wise and over all result of the students.

Once the result is declared, the Office Register comprising the result of an individual student should be prepared. This office register is supposed to be duly signed by the Deputy Registrar (Examination) and as far as possible on the next day this Office Register should be sent to the concerned Institute and Department for their record. One copy of this Office Register will be kept in the Examination Section as permanent record. A copy of the notification of declaration of the result should also be attached with Office Register of the respective examination and bounded together. Such result should also be copied on CD and the copy of the CD should be kept in Deputy Registrar's possession and the Office Register should be in the possession of the Office Superintendent concerned. This office register should not be made available outside the examination section without permission of the Executive Registrar.

4. Post Declaration Result Processes (PDRP)

The Post Declaration Result Processes are conducted by observing following procedures:-

(i) Showing the assessed Answer Books to the interested students after declaration of the results.

The process of showing the assessed answer-books will be completed as per guidelines [Appendix - M](#) of the university within the first week of commencement of the next semester as per announcement of Academic Calendar or in the first week after the declaration of the result whichever is later.

While showing the assessed answer books to the students if any mistake(s) is found by the student in the assessed answer book pertaining to totaling of marks, carry forwarding the marks from inside to front page and unassessed answer will report in prescribed format as appended in [Appendix - N](#) to the faculty and faculty will report to the Co-ordinator of Central Assessment Cell along with such answer books and remaining assessed answer books should be kept in the sealed packet and given back to the Co-ordinator of Central Assessment Cell. Co-ordinator of Central Assessment Cell will send such reported cases in sealed cover to the Dy. Registrar (Examination) for further process.

After whole process of showing the assessed answer books is over all sealed packets should be sent to the Examination Section with register.

(ii) **Inviting applications for Verification of Marks / Grades after showing the assessed Answer Books for the students who have not seen their Answer Books.**

As soon as the process of showing the answer books is completed as narrated above, the applications from the students will be invited who want to go for verification of their marks / grades in the prescribed proforma with prescribed fees.

After receiving all the applications verification process will be carried out by O.S. (Examination) with the help of Assistant.

Where the O.S. (Examination) finds discrepancy, then he will narrate the nature of discrepancy in his note and he will send all the relevant paper i.e. answer books, mark sheets and conversion sheet etc. to the Deputy Registrar (Examination). The Deputy Registrar (Examination) in case of finding mistakes like totaling or carry forwarding the marks etc., he will call the examiner concerned and get the statement from him after showing the relevant papers and on confirmation of the mistake the case will proceed further.

(iii) **Calling meeting of Examination Committee for recommendation of amendment of the results and obtaining approval of Director General.**

In case(s) where over all result is changed then the meeting of the Examinations Committee will have to be called and its recommendations will be submitted to the Director General for his approval and on his approval, the amendment in the result by way of notification should be announced.

The entry of such notification number and the corrections to be made must be entered in the original Office Register of the against the concerned student and a rubber stamp should be imposed where it will be mentioned that the result is amended vide Notification No. ---- and dated----. A copy of such notification will also have to be attached with the Office Register.

The copy of the notifications amending the results should go to the concerned student, Head of the Institute, Head of the Department and Student Section (I/C). The Institute will make correction in the copy of Office Register mentioning Notification Number and HOI / Student Section (I/C) will duly sign it. Student concerned will be informed by writing the letter about his / her result amended along with refund order of fees.

Once the above process is over a Semester Grade Report should be issued to the student concerned. While handing over the revised Semester Grade Report, the old Semester Grade Report if issued should be taken back and destroyed. The revised Semester Grade Report can be issued only after the process narrated above is over and such Semester Grade Report should be duly signed by the Deputy Registrar (Examination) and not by putting the signature stamp.

(iv) Preparation of Semester Grade Reports, Transcripts and Provisional Passing Certificates etc.

As far as possible along with the office register the individual student wise Semester Grade Report should also be prepared and sent to the Institution concerned for giving it to the student concerned.

The Provisional Passing Certificate, Semester Grade Report and Transcript will be prepared for the students of final semester after declaration of result and sent to the student section of the respective Institute for distributing it to the students concerned.

(v) Process related to Award of Degrees.

(a) Preparation of the list of the students who are eligible for award of Degree.

As soon as the results are declared particularly for the final year at Under Graduate and Post Graduate level, a list of eligible students for awarding degree will be prepared. The list will be checked with the original record first by the Office Superintendent, then by the Dy.Registrar (Examination) and lastly on random basis by the Executive Registrar and signed by Dy.Registrar(Examination) and Dean concerned.

(b) The list of the pass out students of the Programme will be prepared and put before Academic Council and Board of Governors for its approval.

The list of pass-out students will have to be submitted to the Assistant Registrar (Academic) for putting it before the Academic Council and then the Board of Governors for approval.

(c) Inviting applications for conferment of Degree.

Along with the registration of courses of the final Semester / Trimester students, Convocation Form [Appendix – O](#) for conferment of Degree will also be got filled in from the student along with the convocation fee where the student will express his desire as to whether he wants to receive Degree in Presentia or Absentia. A separate list of students is prepared who want to receive their Degree in Presentia and Absentia. Depending on the list of the students receiving Degree in Presentia, a preparation of the conferment of Degree in the convocation will be arranged. The students who have desired to receive Degree in Absentia, the Degree Certificate will be posted by Registered A.D. Post Parcel on the address mentioned by the students in the Convocation Form.

(d) Printing of Degree Certificates and affixing Holograms on the Degree Certificates.

As soon as the list of awardees is prepared, simultaneously with the process of getting approval from Academic Council and Board of Governors, the Degree certificate will be printed. The Degree Certificate will be duly certified by using signature stamp of Director General and President. While preparing the degree certificates Hologram of the University will be affixed on the Degree certificate for security check. Such certificates will be handed over to the student in a good folder.

(e) Preparations for holding the Convocation.

The process of convocation will be decided separately and the preparations will be done accordingly.

(f) Correspondence with the pass out students of the Programme with regard to Convocation activities.

Once the date of convocation is decided, at the earliest a letter along with full instructions should be sent to such students through email so that they can come well prepared to attend the Convocation.

(vi) Disposal of records & written Answer Books.

Normally the answer books of Semester End Examination will be kept in custody for 6 months and all the answer books after the said period is over can be given to a paper mill for crushing the same or given to the paper purchasing company and a certificate is obtained from such mill / company that it will crush the answer books and it will not be sold just as it is or will not be taken in use of any other kind. However, while disposing the answer books, care should be taken that if there are any disputed cases which are under inquiry, are not destroyed and they are separately taken out.

Other records related to Examinations will be disposed off after expiry of retention period as mentioned in circular dated 04-10-2010 ([Appendix – P](#))

REGISTRATION AND EXAMINATION FORM

(To be kept in the Student Section)



YEAR: 2012 – 13 TERM: ODD / EVEN

Programme : B Tech / M Tech / MCA in _____

(Programme)

Roll No. :

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

Semester :

--

Student's Full Name :

(As per SSC / HSC Marksheet in capital letters)

Sir,

I am enclosing a photocopy of grade report of the result of my last examination held in _____ of _____ Semester and I request you to grant me course wise registration as requested below.

PART-A INITIAL REGISTRATION (IR)

(This Part is applicable, if only Total No. of courses of Part (B+C) do not exceed THREE)

Sr. No.	Course Code	Course Title
1		
2		
3		
4		
5		
6		
7		
8		

PART-B RE-EXAMINATION REGISTRATION (RER)

Sr. No.	Semester	Course Code	Course Title	Examination Fee (` 200/- per course)
1				
2				
3				
4				
5				
6				
7				
Total				

Institute of Technology, Nirma University

Sarkhej-Gandhinagar Highway, Ahmedabad 382 481 INDIA. Phone :+91-2717-241911 to 15 Fax : +91-2717-241917

P.T.O.

PART -C

REPEAT REGISTRATION (RPR)

Sr. No.	Semester	Course Code	Course Name	Type of Registration	Registration Fee (₹ 3000/- per course)	Examination Fee (₹ 200/- per course)
1						
2						
3						
4						
5						
6						
Total						

Sr No	Particulars	Amount (₹)	Receipt No	Date
1	Tuition Fee (IR) (PART- A)			
2	Examination Fee (RER) (PART-B)			
3	Course Registration Fee + Examination Fee (RPR) (PART-C)			
4	Grade Report Fee (i.e ₹ 250/-) (if applicable)*			
5	Fine (if applicable)			
Total Amount of Fees to be paid (Sr. No. 2 to 5)				

Date :

Place :

Student's Name & Signature

- (i). The information given by the student related to registration is checked with Office Record (OR) submitted by the Examination Section of the University and found correct.
- (ii). On the basis of the above information related to registration given above, above registrations are approved as per existing academic regulations.

Date

Signature of
Registration In chargeSignature of
Head of Department

-----FOR ACCOUNTS SECTION-----

Total above fees (Sr No . 2 to 5) of ₹ _____ paid vide receipt no. _____ dated _____.

Date

Signature of Accountant

- INSTRUCTIONS : (1) Grade Report Fee is applicable, if the student is not registered under IR category.
- (2) After payment of Fees in Accounts Section, students are informed to submit this Registration form in concerned department for confirmation of Registration.

Nirma University, Ahmedabad

Proforma-A of Circular no.: NUST/Exam/Circular/2008-09/2363 dated 02-02-2009

(To be filled in by the student section of respective institute for the students registered for IR courses)

Part-I

Name of the Institute: _____

Programme Name : _____

Details of scheduled courses notified for semester: _____ Academic Year: _____

Sr. No.	Course Code & Name	Sr. No.	Course Code & Name
1		5	
2		6	
3		7	
4		8	

Following students of regular batch who have registered for Initial Registration (IR) in the above courses are eligible for Semester End Examination if they fulfil the academic requirement as per academic regulations.

Roll/Exam No.:

Total No. of students:

Date: _____

Verified by
I/c. Student Section

Signature of
HOD Concerned

Signature of
Head of Institute

[P.T.O.]

Proforma-A
Part-II

Give the details of the students of Regular Batch who have registered in Elective Courses and or pre-requisite courses, if applicable.

Sr. No.	Course Code & Name	Roll/Exam Nos. of the students	Total
1.			
2.			
3.			
4.			
5.			
6.			

N.B.: If elective courses are offered more than six to different students, then attached separate page herewith and provide the required details.

Date: _____

Verified by
I/c. Student Section

Signature of
HOD Concerned

Signature of
Head of Institute

Nirma University, Ahmedabad

Proforma-B of Circular no.: NUST/Exam/Circular/2008-09/2363 dated 02-02-2009

(To be filled in by the student section of respective institute for the students registered for IR courses)

Part-I

Name of the Institute: _____

Programme Name: _____

Details of scheduled courses notified for semester: _____ Academic Year : _____

Sr. No.	Course Code & Name	Sr. No.	Course Code & Name
1		5	
2		6	
3		7	
4		8	

Following students of previous year who have registered with regular batch for Initial Registration (IR) in the above courses are eligible for Semester End Examination if they fulfil the academic requirement as per academic regulations.

Roll/Exam No.:

Total No. of students:

Date: _____

Verified by
I/c. Student Section

Signature of
HOD Concerned

Signature of
Head of Institute

[P.T.O.]

Proforma-B

Part-II

Give the details of the students of previous year who have registered with regular batch in Elective Courses and or pre-requisite courses, if applicable.

Sr. No.	Course Code & Name	Roll/Exam Nos. of the students	Total
1.			
2.			
3.			
4.			
5.			
6.			

N.B.: If elective courses are offered more than six to different students, then attached separate page herewith and provide the required details.

Date: _____

Verified by
I/o. Student Section

Signature of

Signature of

Nirma University, Ahmedabad

Proforma - C : REGISTRATION DETAILS OF STUDENTS (UNDER RPR CATEGORY)

(To be filled in by the student section of respective institute for the students registered for RPR courses)

Name of Institute _____

Programme Name _____

Examination Month & Year: _____

Reg. No.	Semester	Course Code	Course Name	Registration Type

Date: _____

Signature of
Head of the Department

Verified by
Head, Student Section

Signature of
Head of the Institute

NIRMA UNIVERSITY

Confidential

Appointment order:

[Programme]Semester End Examination (IR/RPR)[Exam_Month]

No. NU/Exam/APS&E/[institute]/ [Programme] / [Dept_Actual_Code] / SrNo.

Date :

To,

Dear Sir / Madam,

I am directed to invite you jointly to act as under.

Sr. No.	Name of Person	Nature of Appointment	Course Code and Name	Semester	No. of Sets	Exam Month
1	Conv_name co-Conv_name	Convener Paper Setter, Examiner Co-Paper Setter, Examiner				

The convener is advised to kindly coordinate with other colleague paper setter and examiner with regards to the matter pertaining to paper setting and examination work.

Any one section of the question paper is to be drawn by you and other section should be collected from your co-paper setter. Paper Set(s) of whole question paper i.e. Both Sections is to be typed on A4 size paper as per format (+) and to submit the same on or before _____.

Before starting to draw the question paper, please go through the below mentioned instructions.

- (1) The typing of this manuscript should be done in the confidential area of the institution and submit the manuscripts after carefully verifying the manuscripts typed by the paper setters including the spelling mistakes and the grammatical mistakes. Once it is typed, the hard copy also should be got there & there only and submit the same duly sealed to the undersigned. Those who have got the computer facility at their residence can prepare such manuscript at residence.
- (2) Paper setter should type the paper himself and no other person shall be involved in typing or getting the copies.
- (3) As soon as the typing on the computer is over and the manuscript is finalized, the material should be erased or removed from the computer.
- (4) Under no circumstances such work should be carried out on the computer which is on internet or intranet.
- (5) In extra ordinary circumstances, if paper setter is not in a position to give typed manuscript then in that case he/she will have to take the permission of HOI in writing to be submitted along with manuscript.
- (6) Full marks of each question to be indicated in bracket at the right end of the first line of each question. e.g. (8)
- (7) Questions of the paper should be printed / written on one side only. Paper setter will have to put his / her initial on the back side of all the pages of the question paper.
- (8) Overall 25% internal option should be given.
- (9) Print / Write course code and name on upper corner of each page if the question paper is of more than one page.(except on first page)
- (10) All figures should be drawn clearly either in question paper or on separate white paper in bold black lines, and see that all dimensions should be written clearly and readable.
- (11) Question paper set should be self explanatory and should result in to specific answer.
- (12) While framing the question paper, care may please be taken to ensure that the average student can answer it in the time allotted.
- (13) Convener paper setter will be required to come to the Examination Section on the day of examination at identified time for proof reading, if instructed.

Further we are sure that:

- (1) You will maintain utmost secrecy of the examination work entrusted to you and that you will do the work quite impartially.
- (2) You are not engaged in private tuitions during current academic year to any student appearing at this or any other examination of Nirma University.
- (3) None of your *relative is appearing in the examination.
- (4) You will abide by the rules of the University pertaining to the examination in force from time to time and also follow scrupulously all such instructions as may be issued by the University from time to time.
- (5) You are not appearing at any of the examination of this University.

In case you are engaged in tuition or your relative is appearing in examination of this University then you are suppose to send this appointment back with the information about the relative appearing within one week failing which it shall be presumed that you comply with the above all points.

*The term relative includes:

Wife, husband, son, daughter, grand son, grand daughter, brother, sister, son-in-law, daughter-in-law and brother-in-law and sister-in-law.

Encls. : (1) Manuscripts cover

(+) N.B.: Paper Style / Format of Question Paper (Soft Copy) is available with all HOIs, Area Chairmans/HODs.

(Dr. A. S. Patel)

Dy. Registrar (Examination)

Nirma University, Ahmedabad

Duties and Responsibilities of Sr. Supervisor for conducting Semester End Examination (IR/RPR) of the University.

- (1) Prepare a list of Jr. Supervisors before two days of commencement of examination.
- (2) Appointment of Jr. Supervisors should be made at least before two days of commencement of examination and pass on the necessary instructions regarding their duties by calling their meeting.
- (3) Appointment of stationery clerk, peons etc should be made as services required.
- (4) Seating arrangement should be prepared as per examination programme and display it on the notice board before one day of the commencement of examination.
- (5) Receive the sealed packets of question papers before 20 minutes of commencement of examination from the Examination Section of the University.
- (6) Hand over the sealed packets of question papers to Jr. Supervisor in their respective block before 10 minutes of the commencement of examination and instruct them to open before 5 minutes for distribution and if they have any query, immediately they should report to the Sr. Supervisor only.
- (7) Vigilance should be kept intact during examination hours by constant round of the blocks where examinations are conducted.
- (8) After half an hour collect the remaining unused question papers and main answer books from each block and keep it with the Sr. Supervisor upto the end of the examination session.
- (9) At the end of each examination session fill-in Senior Supervisor's Report attached herewith and submit it to the Deputy Registrar (Examination) along with remaining question papers and main Answer books.
- (10) Everyday at the end of the examinations, the Sr. Supervisor will collect the answer books along with Jr. Supervisor's Reports from the Jr. Supervisor, verify the same in terms of number of students appeared in the examination and after verification, Sr. Supervisor will submit the answer books to the Examination Section on the same day immediately after the examination is over.
- (11) Refer R-18.2, 18.3, 18.4 & 18.5 (which are given on the sheet of instructions to the Jr. Supervisor (Sr. No. 6) for student involving in misconduct or using unfair means in the examination.

Deputy Registrar (Examination)

Nirma University, Ahmedabad

Instructions to the Jr. Supervisor

1. Any sort of material, books, mobile phone, programmable calculator, etc. irrespective of whether it is related to subject or not should not be allowed in the examination hall.
2. It is compulsory to check the examination fee receipt / identity card of the students in the examination hall.
3. Before five minutes of the commencement of the examination open the sealed cover of question papers and count it and then distribute it to the examinees and unused remaining question papers and main Answer Books should be kept with you for initial half an hour of the examination and then hand over it to Sr. Supervisor only, when he comes to collect it.
4. The Jr. Supervisor should instruct the students to write down their Examination/Roll Number on their question papers and answer books. While giving the main answer book and additional supplementaries, the Jr. Supervisor should ensure that all the columns of the information including Examination / Roll Number are properly written and then sign.
5. The Jr. Supervisor should ensure that the supplementaries given to the students are complete and intact. The Jr. Supervisor should check that incomplete or torn supplementary are not provided to the students.
6. The Jr. Supervisor should ensure that at the time of receiving the written answer book from the student on completion of the examination, the main answer book plus supplementaries as shown on the main answer book are in proper order and all columns are dully filled in and signed by you.
7. The Jr. Supervisor should fill-in Jr. Supervisor's Report during examination and submit it to the Sr. Supervisor at the end of examination along with written answer books after cross verification of all the entries made in the report by other Jr. Supervisor.
8. The Jr. Supervisor should observe following provision of regulations in case of any student involving in misconduct or using unfair means in the examination.
 (R 18-2) In case involving misconduct, the candidate concerned be forthwith expelled with the approval of the Senior Supervisor or an Officer in Charge of the conduct of Examination or by Heads of the Institution concerned from the Examination hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).
 (R 18-3) In cases involving malpractice, the Senior Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material / evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer-in charge will then issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall also be reported to the Deputy Registrar (Examination) with all relevant documents on the same day.
 (R 18-4) The candidate reported as then will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he/she will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct or malpractice.
 (R 18-5) The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concern law including filing a police complaint will be taken.
9. The person who has been given the duty of supervision should adhere to their duty positively unless there is absolute genuine case where Head of the Institution has given permission for non attendance otherwise it will be viewed very seriously and will be considered as gross misconduct.
10. For any query regarding examination002C immediately call to Sr. Supervisor only.

11. Jr. Supervisor shall announce the following instructions in the examination hall before distributing the question paper:

- (a) All the students are required to keep receipt and identity card during examination hours.
- (b) Any type of talk or gossiping with other students in examination hall or outside the examination hall i.e. in water room or toilet is prohibited during the examination hours.
- (c) The students are not allowed to carry the question paper / answer book / supplementary / graph paper or any exam related documents etc. outside the examination hall during examination hours.
- (d) Students must bring their own instruments required for examination as they will not be allowed to borrow from / give it to other student under any circumstances.
- (e) The programmable calculator, mobile phone, electronic devices / written or printed material etc. in any form are strictly prohibited in the examination hall.
- (f) Exchange of answer book, supplementary, question paper etc. are strictly prohibited.
- (g) Any type of verbal or non-verbal communication is prohibited in the examination hall.
- (h) Students are not allowed to leave the examination hall during the last ten minutes of the examination hours.

Any kind of indiscipline or breach of the above instructions will invite appropriate punishment as provided under the regulations of Nirma University.

Dy. Registrar (Examination)

Result of CE, LPW / PW for the Exam. Month and Year : _____

[illegible]

LPW / PW - Laboratory Project Work / Practical Work

Director

Nirma University, Ahmedabad

(Examination Section)

RULES FOR OBSERVING CENTRAL ASSESSMENT ON THE CAMPUS

1. On the same day or next day of completion of the examination of a particular course, sealed packets of unassessed answer books are to be delivered to the coordinator for the central assessment alongwith the proforma to be filled in by the examination section which will contain the name of the course, number of answer books to be assessed, name of the examiner etc.
2. The examination section will ensure that the receipt is acknowledged from the Office of the Coordinator and the person responsible for the same at the Central Assessment Center should sign and put his signature alongwith the date and time of receipt of the answer books.
3. The Coordinator will see that the answer books received are kept in a cupboard with lock & key and everyday before closure of the central assessment, the cupboard should be sealed in his presence and is opened next day also in his presence.
4. A register will be maintained where time of opening of the cupboard and the closing of the cupboard will be written and the coordinator will sign the same.
5. On the next day of the answer books received, the coordinator will call the meeting of the examiners of the respective course and give understanding as to how go with the central assessment and their stages. As soon as this meeting is cover, the examiners concerned can start the assessment.
6. Normally per day, 40 to 50 answer books are to be assessed and accordingly the answer books should be given to the examiner concerned by the Office of the Coordinator. While giving this answer books, the examiner will see that he counts the answer books which he gets and sign the register which the Office of the Coordinator will maintain where the date and time of handing of the answer books will be written and the examiners will sign.
7. The Center of central assessment will be kept open from 9 a.m. to 6 p.m. from Monday to Friday and on Saturday from 9 a.m. to 4 p.m.
8. Each examiner will be given a locker in which the which the examiner concerned will keep assessed and un assessed answer books, lock it and keep the key with him, if he wants to go for unavoidable work outside the central assessment room on the same day.

9. The examiner concerned, once the answer books are assessed will enter the marks in the marksheet of the examiner and tally it again with the answer books.
10. The convener and co-examiner will sit together and as & when the answer books are assessed of both the sections, will prepare the consolidated marksheets, which will be signed by both and they will submit the answer books alongwith the marksheets to the coordinator and the Office of the Coordinator will verify the number of answer books received and will give the receipt to the convener.
11. However, before the convener hands over this answer books to the central assessment cell, he with the help of his colleague will again go through the totaling of the marks, carry-forwarding of marks from answer books to marksheet and also will see that whether any question is unassessed.
12. After having this exercise, they will sign the minutes and with give certificate that this exercise is done and found correct.
13. If they find any discrepancy while having above scrutiny, they will have to make corrections there & there only and both should sign at the corrections made.
14. The coordinator will at the end of the day, send the answer books and the marksheets prepared to the Examination Section on the same day and the Examination Section will enter in the register maintained about the number of answer books received and also the other documents.
15. The coordinator will see that the strict confidentiality is maintained, nobody is allowed in the central assessment cell and 24 hours a security person should be available there.
16. The necessary material as per the attached list will be available from the Examination Section and Examination Section will see that such material is kept ready to deliver the same to the coordinator of the Central Assessment.
17. In case, the Answerbooks are required to be sent outside the central Assessment cell / campus of the university then prior permission of the Executive Registrar is necessary.

Dy. Registrar (Examination)

Nirma University, Ahmedabad

(Examination Section)

Stationery Indent

Date: _____

Name of Institute: _____

Name of Programme: _____

Examination Month / Year: _____

Sr. No	Name of Item	Qty./No. Indented	Answerbook Sr. Nos.

Sign. of Sr. Supervisor / Coordinator, Central Assessment Cell

Date of Issue: _____

Sign. of Receiver _____

Nirma University, Ahmedabad

Institute of _____

Panel of observers for the written examinations to be conducted for the Academic year 2016-17.

Sr. No.	Name of the Faculty	Designation	Teaching experience in years

N.B.: In the above proforma write the names of the Sr. Faculties in chronological order of designations i.e. Professor, Associate Professor etc. For maintaining the order of the list, consider the teaching experience and designation of the Faculty.

Date: _____

Signature of the Head of Institute

Nirma University, Ahmedabad

(Examination section)

Guidelines to provide a writer to the examinee in case of inability for writing the answers in the examination.

- 1) The Concerned examinee who has inability of 40% or more, if so desires to have a writer in the examination then he/she shall make an application before 48 hours of the date of the commencement of the examination, to the Head of the Institutions (HoI) in the prescribed format attached as Annexure-'A' for allowing him/her to take the help of a writer in any of the examinations.
- 2) The HoI concerned will carefully examine the following documents and if found in order, will permit the examinee to take the help of a writer.

Document(s) required:

- a. Medical Certificate (showing 40% or more inability of the student concerned) from the duly registered recognized Doctor in the concerned specialization i.e. related to the disease due to which the help of the writer is requested for.
 - b. Name and credentials of the proposed writer along with his/her authorized identity proof and also the qualifications he/she has, as per the satisfaction of the HoI concerned.
- 3) Respective Head of the Institute will examine an application of such student and approve the same and forward its intimation with supporting papers to the Examination section of the University.
 - 4) Student with such inability can arrange for a writer on his own with his full details and submits the details to the HOI before 48 hours of starting of examinations. Alternatively, student can also seek an assistance of providing a writer from Institute concerned. In case of a writer provided by the institute, student will be allowed to meet such person before a day to get acquaintance. Student can have more than one writers as may be required for different examinations especially for languages.
 - 5) On satisfaction of the HOI, an order of permitting/allowing for a writer to respective student will be issued by the HoI under intimation to the concerned department, student section of the institute, Sr. Supervisor/Jr. Supervisor/invigilator and to the Dy. Registrar (Examination)
 - 6) Institute will make a separate seating arrangement of such student and arrangement for Invigilator etc.
 - 7) Student with such inability will be provided 20 minutes extra time per hour (i.e. 04 hours in case of 03 hours).
 - 8) Answer-books of such students will be required to seal in separate envelope and to send the same to the Dy. Registrar (Examination) with remarks in the Jr. Supervisor reports along with a copy of letter of permission given for writer.

Nirma University, Ahmedabad

Application form for getting the writer in the examination.

1. Name of the examinee : _____
2. Name of the Institute : _____
3. Name of the Programme : _____ Semester : _____
4. Roll/Exam No. : _____
5. Correspondence Address : _____
6. Phone No. : _____
7. Reasons for taking help of writer in the examination : _____

8. Course-wise details of examination in which student want to use the writer:

Semester	Course Code & Name	Date & Time of Examination

9. About the writer (Put V tick mark appropriately):

(1) I will make my own arrangement of writer YES[] / NO[]

- If Yes, then provide the following details:

- Writer's Name (in Full): _____
- Educational Qualifications: _____
- Residence Address: _____
- Contact: Tele.No.: _____

Writer's Latest
Passport size Photograph

(2) I request Institute to provide a writer YES[] / NO[]

- If Yes, then examinee is suppose to contact HOI on previous day of examination to know about the writer

10. Attach the following documents along with this application.

- a. Medical Certificate (showing 40% or more inability of the student concerned) of qualified and duly registered recognized Doctor in the concerned specialization i.e., related to the disease due to which the help of the writer is requested for.
- b. Writer's Identity Proof and certified copy of Education Qualification, if opted for 9.(1) above.

Date: / /

(Name & Signature of examinee)

To,
The Head of the Institute of _____

Nirma University, Ahmedabad

(Examination Section)



Form to be filled-in and forwarded along with other documents of unfairmeans case by the Jr. Supervisor through Sr. Supervisor.

Name of the Institute : _____

1. Examination : Mid Semester / Block / Semester End Examination

2. Month & Year of Exam : _____

3. Name of the Programme : _____

4. Semester :

5. Roll/ Exam No. :

6. Full Name : _____

(Surname)

(First Name)

(Father's Name)

7. Address for Correspondence : _____

Pin Code No. :

8. Phone No. : _____

9. (a) Email : _____

(b) Fax No. : _____

10. Examination Details : _____

(a) Course Code & Name in which appeared & caught for using unfairmeans in examination : _____

(b) Date of Examination: _____ Timing of Examination: _____

(c) Time at which the student was caught using unfairmeans : _____

(d) Block & Room No. : _____

(e) The details of Documents/Materials which was in the possession of the student.

(Note: Such documents/materials must be signed by the student concerned and the Jr./Sr. Supervisor and to be sent with this report)

Name & Signature of Jr. Supervisor

11. Statement of the student :

Date:

Name & signature of student

12. Statement of the Jr. Supervisor :

Timing of unfair means caught: _____

Date:

Name & signature of Jr. Supervisor

13. Statement of Sr. Supervisor :

Timing of unfair means reported: _____

Date:

Signature of Sr. Supervisor

N. B. : After completing the above details immediately submit the case(s) in sealed cover to the Deputy Registrar (Examination) for further action along with documents/materials caught with the signature of the student and Jr./Sr. Supervisor on such documents.

Received on _____ Time _____ UFM Case No. : _____

Deputy Registrar (Examination)

Nirma University, Ahmedabad

Remuneration Voucher for **External Paper Setter / Examiner**

Name : _____
 Designation : _____
 Organization / Institution : _____ Phone No.: _____
 Corresponding Address : _____ Phone No.: _____

Details of the work done related to Semester End Examination / Supplementary Examination of the University.
 Examination Month & Year: _____.

Sr. No.	Programme Name	Course Code & Name	Semester	Section of the Course (write I / II)	Entitlement @ of Rs. 400/- for submission of half set of each question paper for MCA/UG/Diploma Programme and Rs.500/- for PG Programme Amount Rs. P.	No. of Answer books assessed	Entitlement @ of Rs. 7.50/- per Answer book assessed for MCA/UG/Diploma Programme and Rs.10/- for PG Programme (Subject to mini. of Rs.200/- per section) Amount Rs. P.	Total Amount (column no. 6+8) Amount Rs. P.
1.	2.	3.	4.	5.	6.	7.	8.	9.
Total Amount:								

MCA programme is to be considered at par with UG programme particularly for remuneration purpose.

Date: _____ Paper Setter / Examiner's Signature _____ Receiver's Signature _____

I certify that the no.(s) of Answer books mentioned by the **External Examiner** in the above voucher is correct as per our record.(i.e. no.(s) of A.B. mentioned on packet / acknowledgement receipt and assessment register etc.)

Date: _____ Name and Signature of Coordinator - Central Assessment Cell

The details verified with record of paper setter's order issued by exam section.

Date: _____ Name and Signature Office Supdt. / Asst. Registrar(Exam) Deputy Registrar (Exam)

To,
 The Account Section.....for Payment

Budget Code: E1A25A

Observer's Report

Name of the Observer: _____

Name of Examination: _____ Semester: _____

Date of Examination : _____ Time of Examination: _____

- (i) Poster containing the instructions regarding prohibition of **Chits, Mobile phone/ Electronic Devices/ Unauthorized material etc.** in the examination hall is pasted in the examination hall? Yes / No
- (ii) Whether the students are seating in the examination hall as per the arrangement made by the Sr. Supervisor? Yes / No
- (iii) Has Jr. Supervisor announced the instructions regarding prohibition of **Chits, Mobile phone / Electronic Devices / Unauthorized material etc.** in the Examination hall before distributing the question papers? Yes / No
- (iv) Has Jr. Supervisor signed on the sheet mentioning the distributed question papers, answer-books and supplementaries? Yes / No
- (v) Whether the students have written all the information on the answer-books and supplementaries? Yes / No
- (vi) Physical checking of the students should be made on random basis and give its details as under:

Block & Room No. →	First Visit			Second Visit		
Visit time						
Write the Roll/Exam No. whose physical checking are made						

- (vii) Whether any incident of Unfairmeans used by the student in examination is found during the visit? If yes, give details as below: Yes / No

Name of the student: _____

Roll / Exam No. of Student : _____

Name of Examination : _____

Name of Code & Course : _____

Time of the case given to Jr. Supervisor: _____

Date of Examination: _____

-Brief description about the unfairmeans used by the student:

- (viii) Whether any incident about indiscipline in the examination hall is occurred? If yes, then give brief details Yes / No

- (ix) General Remarks:

NB: Submit this report everyday after completion your duty to the Dy. Registrar (Examination)

Date: / /

Signature of Observer

This guideline is applicable to the students of all the constituent Institutes of Nirma University from the Academic Year 2014-15 and onwards

NIRMA UNIVERSITY

GUIDELINES FOR SHOWING THE ASSESSED ANSWER BOOKS OF SEMESTER END EXAMINATION TO THE INTERESTED STUDENTS OF VARIOUS PROGRAMMES RUN BY DIFFERENT INSTITUTES OF THE UNIVERSITY

1. The process of showing the assessed answer books after the declaration of results should be completed within the first week of commencement of the next semester as per announcement of Academic Calendar or in the first week after the declaration of the result whichever is later.
2. Examination Section will prepare a notice of showing the assessed answer books to the student as per Academic Calendar of the concerned Institute and inform the students on the last day of Semester End Examination along with the fee circular and same notice will be put on website and notice board for the information of the students.
3. HOI concerned will appoint the Coordinator of Assessment Cell (not below the level of Asso. Professor) with supporting staff.
4. Till the said process gets over, the custody of the assessed answer books will remain with the Institute under the supervision of Coordinator of Assessment Cell.
5. Modality of showing the assessed answer books in the class room to the interested students should be decided by the concerned HOIs.
6. The Convener / Co-examiner will take due care while showing the assessed answer books to the students to avoid any Unfairmeans used or answer book does not lost for which the person who is assigned the job will take care with the help of Assistant / Laboratory Assistant as a supporting staff can be provided by HOI / HOD.
7. In any case the reassessment of assessed answer books will not be done.
8. As per modality decided by the HOI, Coordinator of Assessment Cell with the help of supporting staff of the cell will issue the sealed packet of the assessed answer books to the concerned Convener / Co-examiner for showing the assessed answer books to the interested students and maintain the issue register mentioning number of assessed answer books given and will also the assessed answer books received in the same number. Both issuing authority and receiving authority will sign the register.
9. While showing the assessed answer books to the students if any mistake is found by the person showing the assessed answer book pertaining to totaling of marks, carry forwarding the marks from inside to front page and unassessed answer will report in prescribed format to the Coordinator of Assessment Cell along with such answer books and remaining assessed answer books should be kept in the sealed packet and give back to the Coordinator of Assessment Cell. Prescribed format is attached herewith for reporting.

All cases of correction should be sent to the Dy. Registrar (Examination) in sealed cover on the same day for further process.
10. After whole process of showing the assessed answer books is over all sealed packets should be sent to the Examination Section with register.

NIRMA UNIVERSITY

Format for correcting the marks after showing the assessed Answer Book(s) to the student.

Name of the Institute : _____

Name of the Programme : _____

Semester : _____

Course Code & Name : _____

Month & Year of S. E. E. : _____

Roll No.(s)	Section wise marks before showing the Answer Book			Section wise marks after showing the Answer Book			Nature of mistake emerged
	Section-I	Section-II	Total	Section-I	Section-II	Total	

Date : _____

Name & Signature of
Convener / Co-examiner

Nirma University, Ahmedabad

Application for obtaining the Degree in Convocation either in Presentia / Absentia

To,
The Deputy Registrar
(Examination)

Sir,

Recent passport
size photograph
of the candidate

I hereby apply to get my **Degree** certificate at the convocation to be held in _____.
I am furnishing hereunder the required details and I want to receive **Degree** certificate
in **Presentia / Absentia**.

1. Name of the Candidate _____
2. Roll No. _____
3. Name of Programme _____
4. Name of Institute _____
5. Permanent Corresponding Address: _____

Full Name : _____	
Society / House : _____	
Area / Street : _____	
Taluko : _____	District : _____
State : _____	Country : _____
Phone: (R) _____	(M) _____
Pin code :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email ID : _____	

Declaration

I hereby undertake that

- 1) I know that as per Regulation, as and when I ful-fill all the academic requirements, in the concerned programme, then Degree will be awarded to me.
- 2) The information furnished above is true and correct. If any discrepancy is found and due to that any problem arises then it would be my responsibility.

Date : ____ / ____ / ____

***Student's Signature :** _____

- Strikeout whichever is not applicable.

Rs.1000/- Paid as convocation fee along with the tuition fee

Y	N
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Name and Signature of Office Superintendent
Student Section

Nirma University, Ahmedabad

Appendix - P

(Examination Section)

Circular:

4 October 2010

Sub: Disposal of records pertaining to Examinations.

This is to inform all concerned that a committee of all HOIs, Executive Registrar, Dy. Registrar (IM) and Dy. Registrar (Exam) was constituted by the Director General to make recommendation regarding disposal of old records pertaining to examinations. The meeting of the said committee was held on 22.09.2010 and its recommendations are approved by Director General and accordingly the norms for disposal of such documents will be as under.

Item(s)	Retaining period of record(s).
1. (a) Proforma-A & B filled in by the student section of respective Institute for the students registering for IR courses (Circular no. NUST/Exam/Circular/2008-09/2363 dated 02-02-2009) (b) Examination forms filled in by the students registering under RPR category : Form-B (Yellow), Form-C (Green) (c) Examination forms i.e. Form-A (white) filled in by the students prior to Feb-2009.	12 months: after all the students of the respective batch are awarded degree/diploma. 12 months: after clearing all RPR courses by concerned students of respective semester(s). 12 months: after all the students who have been awarded degree/diploma.
2. Used manuscripts. (i.e. Original question papers drawn by paper setters)	12 months: from the date of examinations conducted.
3. Manuscripts certified as of 'No further use' by concerned department either due to change in syllabus and or no student outstanding to be eligible for appearance in examination with that syllabus.	06 months: from such certification by concerned department.
4. Documents of all entrance tests i.e. Ph.D., M.Tech., M. Pharm., M.Sc, B.A.L.L.B.(Hons) etc. (except Merit list and five sets of Question papers.)	12 months: after the declaration of result of such test.
5. Question Paper's review reports received by examination section, Observer reports, Sr. Sup. reports, Acknowledgement/Receipts pertaining to handing over/ taking over of Answer books from Central Assessment Cell.	12 months: from the date of declaration of result of respective examination.
6. Records / Files (including answer books) pertaining to cases of rechecking (verification of grades).	12 months: after passing the course in which student applied for verification of grade.
7. Records / Files pertaining to UFM cases (including supporting documents of the case)	12 months: after the date of passing the degree/diploma or cancellation of admission.
8. Result files prepared by examination section - consisting of ; Copy of Notification of Examination programme, List of eligible student, consolidated hard copy of MSE/Block exam/TA/LPW marks and grades, mark sheets of SEE (IR/RPR) / SPE, Conversion sheet(Component wise), Mark obtained/Grade obtain sheet, Standard deviation sheet, Course grade sheet, Result analysis report, SPI/PPI sheet, copy of result notification etc.	12 months: after all the students of the respective batch are awarded degree/diploma.

Nirma University, Ahmedabad

(Examination Section)

Item(s)	Retaining period of record(s).
9. Records pertaining to convocation forms.	12 months: after award of Degree/Diploma
10. Hard copies of Mark sheets of MSE/Block exam, TA and LPW examinations.	12 months: after all the students of respective batch are awarded the degree/diploma.
11. Used Answer books in MSE/Block exam./SEE/SPE/TA/LPW etc.	06 months: after declaration of result of concerned semester except Institute of Management where in it should be 01 (One) year.
12. Used Jr. Supervisor's reports in Examinations.	06 months: from the date of declaration of result of concerned examination
13. Coursework related documents of Ph.D. programme.	12 months: after awarding the Degree.
14. After discussing the above items, also an item pertaining to the records of project report for different programme run under the Institute(s) was discussed, in which it is recommended that Major Project, Dissertation etc. should be kept in Institute's library and for Minor Project the same should be left to the discretion of the Institute. However for the records pertaining to internship reports for the students of Law should be kept for 12 months after award of degree to the concerned student(s)	

All concerned persons in the University and at the Institutes level are hereby informed to follow the above stated procedure as per the applicability for the disposal of records related to examinations.

Dy. Registrar (Examination)

To,
: HOI – IT, IM, IDS, IP, IL, ISc.
: HOD all Institutes.
: I/c. Student Section, all Institutes
: Examination Co-ordinator, all Institutes

C.C. to :

Executive Registrar,
Dy. Registrar (IT/IDS), Dy. Registrar (IM/IP/IsC/IL),