

6 माइल, सामदुर, तादोंग -737102  
गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)


SU/REG/F-1/07/2018/Vol-I /598

Date: 12<sup>th</sup> November 2024

## Notification -199 /2024

The Executive Council in its 45<sup>th</sup> meeting held on 30<sup>th</sup> July 2024, on the recommendations of the Academic Council, approved the revised Regulations on conduct of examinations as enclosed with this Notification.

The revised Regulations on conduct of examinations shall supersede all other notifications issued earlier in this regard.

  
(Dr. Suresh K. Gurung)  
Registrar (I/C)  
कुलमचिव (प्रभार)  
Registrar (In-Charge)  
सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

### **Distribution:**

1. PS to VC for kind information of the Vice-Chancellor
2. PS to Registrar
3. Finance Officer
4. Controller of Examinations
5. Librarian
6. Deans of all Schools of Studies
7. Dean, Students' Welfare
8. Head(s)/In-charge(s) of all Departments
9. Joint Registrar (Academic)
10. System Management – with a request to replace the Regulations on the website.
11. Office Copy
12. Guard file

6 माइल, सामदुर, तादोंग -737102  
गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/REG/F-1/07/2018/Vol-I | 598

दिनांक: 12 नवंबर, 2024

### अधिसूचना - 199 /2024

दिनांक 30 जुलाई 2024 को आयोजित कार्यकारिणी परिषद की 45वीं बैठक में शैक्षणिक परिषद की सिफारिशों के आधार पर इस अधिसूचना के साथ संलग्न परीक्षाओं के संचालन पर संशोधित विनियमों को मंजूरी दी गई है।

परीक्षाओं के संचालन पर संशोधित विनियम इस संबंध में पहले जारी की गई सभी अधिसूचनाओं का स्थान लेंगे।

सुरेश कुमार गुप्ता

(डॉ. सुरेश कुमार गुप्ता)

कुलसचिव (प्रभारी)

कुलसचिव (प्रभारी)

Registrar (In-Charge)

सिक्किम विश्वविद्यालय

SIKKIM UNIVERSITY

#### वितरण:

1. कुलपति के सूचनार्थ कुलपति के निजी सचिव
2. कुलसचिव के निजी सचिव
3. वित्त अधिकारी
4. परीक्षा नियंत्रक
5. पुस्तकालयाध्यक्ष
6. सभी अध्ययन विद्यापीठ के डीन
7. डीन, छात्र कल्याण
8. सभी विभागों के अध्यक्ष/प्रभारी
9. संयुक्त कुलसचिव (शैक्षणिक)
10. सिस्टम मैनेजमेंट - वेबसाइट पर विनियमों को बदलने के अनुरोध हेतु
11. कार्यालय प्रति
12. सुरक्षा फाइल

# SIKKIM UNIVERSITY

## RE-4

### REGULATIONS ON CONDUCT OF EXAMINATIONS (Revised)

(Under OC-4 and OC-5)

*w.e.f. academic year 2023-24 for programmes governed by the National Education Policy 2020*

**[Approved by the Executive Council in its 45<sup>th</sup> meeting held on 30.07.2024 vide resolution No. EC 45.5.1 (iii)]**

#### 1. Role of Controller of Examinations:

- a. Subject to the provisions of the relevant Act, Statute and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him/her from time to time by the competent authority.
- b. The Controller of Examinations shall appoint generally the Principals/Head/In charge of Departments in all recognized examination centres at affiliated colleges/University departments, as the case may be, as Centre-in-Charge of that particular centre.
- c. The Controller of Examinations shall appoint Centre Supervisors who generally would be a senior person either in a university department or in a recognized college who would be entrusted with the responsibility to ensure smooth conduct of examination at the centre. The supervisors would be deputed during the examination days and would remain obliged to submit a written report to the Controller of Examinations within a week of completion of the examination at their designated centre.
- d. The Controller of Examinations shall exercise the power and authority vested in him/her to withdraw/replace either or both the Centre Supervisor and the Centre-in-Charge if there is genuine evidence that their actions/behaviour adversely impact the smooth conduct of the examination process in that centre.
- e. The Controller of Examinations shall directly report to the Vice Chancellor and would function under his/her guidance.

#### 1.1 Role of the Centre-in-Charge and the Centre Supervisors:

- a. The Centre-in-Charge shall have full disciplinary control over all matters concerning the smooth conduct of the examinations at his/her respective centre.
- b. On being reported against or having himself/ herself detected a student(s) indulging in unfair practices during examination, he/she shall have the right to warn/expel/temporarily debar or suspend the student(s) on the spot as may be deemed fit and appropriate on intimation to the CoE. All relevant documents/evidence(s) in the matter may then be forwarded to the office of the CoE to place the case before the Examination Disciplinary Committee (EDC).
- c. Any such disciplinary proceeding, if had to be resorted to, must be taken only after duly recording the reasons for adopting such measure in presence of the invigilators who must attest the recorded reasons. The recorded document, duly endorsed by the Centre Supervisor, may then be forwarded to the office of the CoE under sealed cover marked 'Confidential'.

# SIKKIM UNIVERSITY

- d. All such disciplinary measures taken shall have to be immediately reported to the Controller of Examinations for the needful.
- e. The Centre-in-Charge shall make all necessary arrangements for enabling the differently-abled students write their examinations.
- f. The Centre-in-Charge shall make necessary arrangements for providing sick bay with medical attendance in case a student falls sick during examination or intends to write the examination while already in sickness as may be certified by the student's attending physician.
- g. The Centre Supervisor shall act as the link between his/her designated centre and the examination department of the university and shall monitor the entire examination processes at the designated centre on behalf of the university.
- h. At the end of the examination, the Centre Supervisor shall remain obliged to submit a written status report on the examination process in a sealed envelope marked 'Confidential' to the CoE.

(continued in next page)

# SIKKIM UNIVERSITY

## 2. A. Structure of Four-Year Undergraduate Programme (FYUGP):

Table 1: Structure of FYUGP

Year	Semester	Discipline Specific Major (MJ)		Minor				Inter/multi-disciplinary (MD)		Ability Enhancement Courses (AE)		Skill Enhancement Courses (SE)		Value Added Course (VA)		Internship (IN)		Research Project/ Dissertation (RP)		Total	
				Disciplinary (MN)		Vocational (VE)															
		Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit		
1st Year	Sem I	MJ-1	4	MN-1	4			MD-1	3	AEC-1	2	SEC-1	3	VAC-1	2					20	
	Sem II	MJ-2	4			VE-1	4	MD-2	3	AEC-2	2	SEC-2	3	VAC-2	2						
	Level	(100)		(100)																	40
2nd Year	Sem III	MJ-3	4	MN-2	4					AEC-3	2	SEC-3	3							21	
		MJ-4	4																		
		MJ-5	4																		
	Sem IV	MJ-6	4			VE-2	4	MD-3	3	AEC-4	2									21	
		MJ-7	4																		
Level	200		200																	82	
3rd Year	Sem V	MJ-9	4	MN-3	4															20	
		MJ-10	4																		
		MJ-11	4																		
		MJ-12	4																		
	Sem VI	MJ-13	4			VE-3	4										IN	4			20
		MJ-14	4																		
		MJ-15	4																		
Total Credits	60		16		8		9		8		9		8		4		0		122		
Level	300		200																		
4th Year	Sem VII	MJ-16	4	MN-4	4															20	
		MJ-17	4																		
		MJ-18	4																		
		MJ-19	4																		
	Sem VIII	MJ-20	4	MN-5	4															20	
		RP*																RP	12		
		MJ-21*	4																		
MJ-22*	4																				
MJ-23*	4																				
Level	400		300																		
Overall Credits	HwR- 80 Hons- 92		20		12		9		8		9		8		4		12 (RP)		162		

# SIKKIM UNIVERSITY

Table 2: Minimum Credit Requirement for award of UG Degree

S. No.	Broad Category of Course	Minimum Credit Requirement		
		3-year UG	4-Year UG (Honours)	4-Year UG (Honours with Research)
1	Major (Core)	60	92	80
2	Minor Stream	24	32	32
3	Multidisciplinary	09	09	09
4	Ability Enhancement Courses (AEC)	08	08	08
5	Skill Enhancement Courses (SEC)	09	09	09
6	Value Added Courses common for all UG	08	08	08
7	Summer Internship	04	04	04
8	Research Project / Dissertation	-	-	12
	<b>Total</b>	122	162	162

## B. Assessment Procedures:

Assessment strategies are of vital importance in evaluating the learning outcomes achieved by the students. Aligning with the learning outcome-based curriculum framework, the students' learning outcomes are assessed through formative and summative assessments. For formative/continuous assessment, the students and teachers have the flexibility of choosing an appropriate assessment strategy as mentioned in the curriculum. Summative assessment is conducted by the university at the end of each semester.

For each course, there shall be at least three Formative Assessments (FA) namely, FA-I, FA-II and FA-III, out of which the two highest scores will be considered as the final formative assessment.

- a. A student admitted to any department of the university or in any of its affiliated institutions shall have to undergo all formative assessments that would be conducted during the semester to become eligible for summative assessment.
- b. A student must compulsorily take part in the summative assessment which is conducted by the university at the end of each semester.
- c. A student who is appearing in summative assessment must
  - i. pay the prescribed fee and
  - ii. have a minimum of 75% attendance in each course.
- d. In case, a student fails to obtain the stipulated 75% attendance, he/she may apply through the Head of the department to the concerned Dean or to the Principal of the college for relaxation in attendance. If the concerned authority is convinced of the genuineness of the case, a maximum of 5% relaxation in attendance may be granted to the student to take part in the summative assessment. In case, the relaxation thus accorded is still less than 75%, then

# SIKKIM UNIVERSITY

the student will have to repeat the course(s) in which they have insufficient attendance in the next relevant semester.

- e. The credit-wise distribution of marks for formative and summative assessment is as follows:

Table 3: credit-wise distribution of marks

<b>Sl. No</b>	<b>Course Credit</b>	<b>Formative Assessment One (FA-I)</b>	<b>Formative Assessment Two (FA-II)</b>	<b>Summative Assessment (SA)</b>	<b>Total Marks</b>
1	04 Credit	25	25	50	100
2	03 Credit	15	20	40	75
3	02 Credit	10	15	25	50
4	01 Credit	5	5	15	25

- f. The courses such as skill enhancement courses (S), internship (I), field visit (F) may be assessed completely through formative assessment.
- g. The allocation of marks for formative and summative assessment shall be in accordance to clause (e) for all UG and PG courses. In general, the allocation of marks for formative and summative assessment shall be in the proportion of 50:50.
- h. The minimum pass mark at the end of the semester for a UG course shall be 35.0% of the total score (inclusive of the formative assessment scores). The aggregate qualifying marks for being declared to have duly cleared a semester shall, however, stand at a minimum of 40.0% of the total score in that semester for a UG programme. The range of marks for different letter grades and their corresponding grade points for UG programmes is as follows:

Table 4: Range of Marks, Grades and Grade Points for UG

<b>Range of Marks in Percentage</b>	<b>Letter Grades</b>	<b>Grade Points</b>
95 and above	O (Outstanding)	10
85 – 94	A+ (Excellent)	9
75 – 84	A (Very Good)	8
65 – 74	B+ (Good)	7
55 – 64	B (Above Average)	6
45 – 54	C (Average)	5
35 – 44	P (Pass)	4
0 – 34	F (Fail)	0
Absent	Ab	0

- i. The minimum pass mark at the end of the semester for a PG course shall be 40.0% of the total score (inclusive of the formative assessment scores). The

# SIKKIM UNIVERSITY

aggregate qualifying marks for being declared to have duly cleared a semester shall, however, stand at a minimum of 45.0% of the total score in that semester for a PG programme. The range of marks for different letter grades and their corresponding grade points for PG programmes is as follows:

Table 5: Range of Marks, Grades and Grade Points for PG

<b>Range of Marks in Percentage</b>	<b>Letter Grades</b>	<b>Grade Points</b>
95 and above	O (Outstanding)	10
85 – 94	A+ (Excellent)	9
75 – 84	A (Very Good)	8
65 – 74	B+ (Good)	7
55 – 64	B (Above Average)	6
45 – 54	C (Average)	5
40 – 44	P (Pass)	4
0 – 39	F (Fail)	0
Absent	Ab	0

- j. A student has to secure a minimum grade point of 4 (letter grade P) in each course which is equivalent to the minimum pass mark (35% for UG and 40% for PG).
- k. The minimum pass mark for a practical course shall be the same as that of the theory course and inability to secure the minimum prescribed pass mark in a practical course would make the candidate fail in that course.
- l. If any student fails to obtain the minimum pass mark at the end of the semester, the student shall be allowed to proceed to the next semester subject to the condition that the student has to clear all courses within the stipulated duration as is fixed by the university failing which, the student would be declared 'Failed'. If the student is still willing to pursue the programme, he/she has to start afresh from the first semester.
- m. Ordinarily, a student shall not be detained in any semester even if the student attends less than 75% of the classes in one or more courses subject to the condition that the student has to reappear the course(s) with insufficient attendance in the subsequent relevant semester(s) and meet the minimum attendance criteria to become eligible for summative assessment. Provided further that enrolment in such course(s) shall be subject to the recommendation of the Head of the Institution/Department and concurrence of the Controller of Examinations and the student has to reappear the course(s) with the regular batch students in the relevant semester(s) as designated by the Head of the Institution/Department and in accordance with the syllabus applicable at the given time.

Provided a student, if found extremely irregular in classes during a particular semester in which the said student did not even sit for any formative assessment in the chosen course(s) during that semester, s/he, shall have to repeat the entire semester after completing the programme. In such case, the



# SIKKIM UNIVERSITY

repeat semester study has to be undertaken in a relevant semester permissible and placed beyond the regular programme structure.

- n. In case of regular UG, PG programme, the total duration for completing the programme shall not exceed 7 (seven) and 4 (four) years respectively. However, in case a student, after fulfilling all prescribed conditions, formally exits the program with a certificate/diploma/bachelor's degree/ PG diploma, then s/he may rejoin the program within such duration and in such manner as prescribed by the competent authority from time to time.
- o. The university shall issue a composite marks card mentioning both absolute marks as well as the corresponding letter grades and grade points course wise, along with the SGPA and CGPA. The conversion formula for the aggregate CGPA into the final letter grades and grade points at the end of the programme is as follows:

Table 6: Conversion of Aggregate CGPA to Final Letter Grade and Grade Points

<b>CGPA</b>	<b>Letter Grades</b>	<b>Grade Points</b>
9.50 and above	O (Outstanding)	10
8.50 – 9.49	A+ (Excellent)	9
7.50 – 8.49	A (Very Good)	8
6.50 – 7.49	B+ (Good)	7
5.50 – 6.49	B (Above Average)	6
4.50 – 5.49	C (Average)	5
4.00 – 4.49	P (Pass)	4
0 – 3.99	F (Fail)	0

- p. A student unable to clear the courses in one go shall be allowed to repeat the failed courses in the next relevant semester. Further, a student who passes all courses in a semester but fails to obtain the minimum aggregate qualifying marks to clear the semester, shall have to repeat the course(s) with the lowest total score (inclusive of formative and summative assessment scores) in the next relevant semester(s) in order to achieve the minimum aggregate score to clear the semester. The student may also choose to repeat additional course(s), if desired, by applying to the CoE through proper channel, specifying the course(s) and paying the prescribed fee within such period as is fixed by the CoE.
- q. In order to repeat a course or more, as the case may be, the concerned student would need to apply to the office of the CoE through proper channel and if permitted to sit for the repeat examination, would be required to pay the prescribed fee at least a week before commencement of the examination.
- r. The duration of summative assessment examination for theory courses of a regular UG/PG programme shall depend on the marks assigned for summative assessment. The duration of examination in accordance with assigned marks is as follows:

Table 7: Summative assessment examination duration

# SIKKIM UNIVERSITY

Sl. No	Course Type	Summative Assessment (SA) marks	SA Exam Duration
1	04 Credit	50	2 hours
2	03 Credit	40	1 hour & 40 minutes
3	02 Credit	25	1 hour
4	01 credit	15	40 minutes

- s. The examination for practical courses, however, shall be conducted as per standard norms as is being practiced by the concerned departments.
- t. The duration of examination for courses governed by national regulatory bodies shall be as prescribed by the concerned regulatory body.
- u. The schedule of the summative assessment examination for the University departments shall be proposed and prepared by the concerned department under supervision of the Head/ in-charge and shall have to be approved by the CoE at least two weeks prior to commencement of the examination. The CoE shall however finalize the schedule of each summative assessment examination and notify the same to the concerned centres at least two weeks prior to the commencement of the examination.
- v. The CoE shall ensure that the question papers, mode of evaluation and examination date shall be same in both colleges and university departments provided that the course, programme and degree to be awarded are the same.
- w. For ensuring confidentiality, answer scripts of the end semester examinations shall be coded prior to handing them over to the evaluators.

**NB:** Notwithstanding anything contained in Section 2, wherever the courses offered at the university invites mandatory compliance to the guidelines of national regulatory authorities, the conduct of examinations in such courses shall broadly adhere to such guidelines as it would be laid down by the concerned regulatory authority from time to time.

While these courses shall broadly comply with the stipulations of the concerned national regulatory authority, the university may define its own standards for granting admission and/ or award of degree in the corresponding field of study provided such standards as may be defined by this university shall not in any manner compromise the minimum prescribed stipulations in matters of course structure, teaching obligations, admission eligibility, successful completion of the course and such other matters of relevance as may have been laid down by the concerned regulatory authority.

In the event of any dispute arising in the interpretation of the laid down stipulations vis-a-vis the university norms as may be in force at a particular point of time, the matter shall, through the CoE, be presented to the Vice-Chancellor whose decision in such matter shall be final.

# SIKKIM UNIVERSITY

## **3. Framing of Question Papers:**

- a. The office of the CoE shall prepare a list of teachers from the university departments and from the affiliated colleges based on their seniority and the area of their expertise for the purpose of framing question papers.
- b. The CoE, in exercise of the power vested in him/her, shall offer appointment to these empaneled teachers as paper setters and while doing so, would take care to give due weightage to seniority and the field of expertise of the respective teacher so offered the appointment. The appointment of paper setters shall be rotated amongst the different faculty members having similar expertise on the basis of their service seniority.
- c. In case, an appointed paper setter fails to submit the question paper within the stipulated period, the CoE, in exercise of the authority vested in him/her, may annul paper setter's appointment and assign a second person to set the question paper.
- d. The paper setters are required to maintain strict confidentiality and must submit the question paper prepared by them to the CoE in sealed double enveloped cover. The inside cover must be inscribed with the details of the paper and the name of the paper setter.
- e. Each question paper must clearly state the name of the semester, course name and course code, time duration, number of questions to be attempted, distribution of grade(s)/mark(s) for each question and all such other details that may be required by the examinee to comprehend the question paper.

## **4. Moderation of Question Papers:**

- a. There shall be a moderation Board to moderate the question papers set in a particular subject/ course.
- b. The moderation Board in each such subject/course shall be constituted with at least three members and the HoD/in charge of the relevant PG department at the university shall chair the sittings of the Moderation Board. In case where the subject/course is only taught at the affiliated colleges the board shall preferably include at least two members from the affiliated colleges.
- c. In the event there is no corresponding/ relevant department in the university for a subject/ course being offered at the affiliated colleges, the CoE shall appoint suitable faculty member as Chairperson of the moderation Board for such subject/ course. The structure and size of the moderation board in such case shall however be as per provisions at Clause 4. (a) and Clause 4. (b) above.
- d. The moderation Boards shall examine (i) clarity and correctness of the set questions, (ii) coverage of syllabus and (iii) distribution of marks. The Moderation Board would have the power to alter a maximum of 25% of the set questions provided it is unanimous that such changes are absolutely necessary.
- e. The Examination department shall ensure printing and distribution of the moderated question papers to the respective examination centers of the affiliated colleges at least two days prior to commencement of the examination maintaining strict confidentiality. In case of University departments, the HoD/in-charge shall ensure

# SIKKIM UNIVERSITY

printing and distribution of the moderated question papers at the respective department maintaining strict confidentiality.

## 5. Evaluation

- a. Evaluation of all UG answer scripts shall be centrally executed at designated location under direct supervision of the CoE or official(s) of the University/College designated by the CoE.
- b. Neat and duly filled in Score Book along with the evaluated answer scripts shall be handed over by the evaluator to the office of the CoE under sealed cover inscribed with words "Top Confidential".
- c. All evaluation works must be taken up by the office of the CoE to declare the results within the time frame as specified in the academic calendar in force at the given time.
- d. The PG answer scripts shall be evaluated by the concerned faculty at the department. The evaluated and scrutinized answer scripts along with neat and duly filled in score book in sealed envelopes inscribed with the words "Top Confidential" shall be handed over to the office of the CoE immediately on completion of the work.
- e. All UG and PG answer scripts shall be evaluated in marks that shall subsequently be converted to grade points based on which alphabetical grades shall be awarded.
- f. There shall be a Result Moderation Board (RMB) with CoE as its Convener in which all Deans of Schools including the Dean, Students' Welfare shall be the members. The quorum of the Board shall be 50% of the total members.
- g. The RMB shall sit as soon as the tabulation of results is completed and recommend the grace principle (if required) for approval of the Vice-Chancellor. In case of non-availability of quorum, the RMB shall co-opt one or more Head of academic/administrative department to ensure timely declaration of results.
- h. In order to enable a student, pass or secure a better grade, the Board shall have the authority to grant a grace score not exceeding 3 or grade point 0.3 in a 10-point scale.
- i. Fractional marks shall always be rounded off to the nearest whole denomination.
- j. All practical examinations shall be conducted under the supervision of external examiners who shall be appointed by the CoE. The External Examiners so appointed shall however have to be from a panel of examiners duly approved by the Academic Council.
- k. In the event of an external examiner failing to present himself/herself during the scheduled examination, the Centre in Charge may, under intimation to the CoE appoint a team of two internal examiners to conduct the examination.
- l. Notwithstanding anything contained herein above, the Vice-Chancellor shall have the power to take such steps and issue orders accordingly as may be deemed necessary from time to time to uphold the interest and integrity of the university system.

## 6. Re-evaluation and Re-scrutiny:

- a. (i) A student, if dissatisfied with his/her result, may apply to the office of the CoE requesting re-evaluation of one or more papers as the case may be provided

# SIKKIM UNIVERSITY

that the candidate's total score shall not be below 20 or above 60 in the concerned paper(s) in which re-evaluation is being sought.

- (ii) Such applications for re-evaluation must reach the office of the CoE complete in all respect within 12 days counting from the day of the declaration of the result.
- b. All such applications for re-evaluation shall be accepted at the office of the CoE only if they accompany the prescribed fee for undertaking such exercises and are submitted within the stipulated timeframe defined at Clause 6 (a).
- c. The CoE shall appoint an examiner from amongst the empaneled list of such examiners for undertaking the re-evaluation exercise. An examiner so appointed must not be the examiner who originally evaluated the script.
- d. The reevaluated score shall replace the original score as the valid score only if it is higher than the original score.
- e. There shall be no re-evaluation for formative assessments and/ or practical examinations.

## **7. Improvement Provisions:**

- a. A student after securing pass grade in all courses prescribed under a programme may seek to improve his/her result by applying for improvement in not more than two courses. This option for improvement can be availed only once and after completion of the programme.
- b. All applications seeking permission to appear for improvement must have to be duly endorsed by the HoD/Principal as the case may be and, shall be submitted to the office of the CoE in accompaniment of the receipt of payment of the fee prescribed by the university for such purpose within one year after completion of the programme.
- c. A student shall have to appear for the improvement courses in the relevant odd/ even semester examinations as the case may be. The student shall not however be required to join the relevant semester for attending classes but shall be required to appear in all the formative assessment tests that would be conducted in the concerned course(s) in that particular semester.

## **8. Publication of Results:**

- a. On being endorsed by the Result Moderation Board, the draft Result Sheet shall be submitted to the Vice-Chancellor for approval following which the CoE shall formally declare the result in the public domain.
- b. The office of the CoE shall be obliged to dispatch the printed mark sheets to the concerned HoD/Principal as the case may be within 30 days from the day of declaration of the result.

## **9. Rectification of Results:**

- a. A student shall be eligible to apply for rectification of printing/ calculation errors detected on his/her grade card in respect of Name, Semester, Title of the paper(s), **CGPA and SGPA** score within 7 days from the date of receipt of the grade sheet.
- b. The requests for such rectification shall have to be duly endorsed by the HoD/principal concerned as the case may be.

# SIKKIM UNIVERSITY

- c. No fee shall be charged for processing applications requesting rectification in the Grade Card.
- d. The office of the CoE shall issue a fresh grade card incorporating the corrections sought for within 7 days from the date of receipt of the application through the concerned HoD/Principal as the case may be.

## **10. Examination Disciplinary Committee:**

- a. There shall be an Examination Disciplinary Committee (EDC) duly appointed by the Vice-Chancellor. Ordinarily, the EDC would have tenure of one year from the date of notification of its appointment. The members appointed in the EDC, however, shall remain eligible for reappointment.
- b. All the reported cases on adoption of unfair means during the conduct of an examination shall have to be referred to the EDC which shall have at least three but not more than five members to be drawn from amongst the Officials / Teachers of the university and Principals of the affiliated colleges. The CoE or his nominee shall chair all meetings of the EDC and three members shall form the quorum for an EDC meeting.
- c. The EDC is mandated to examine the documents reported to have been used by a defaulting examinee, grant personal hearing to the defaulting examinee if need-be and then on the basis of its findings recommend, on a case-to-case basis, appropriate further actions to be taken by the university over and above the spot action already taken by the delegated authority on behalf of it. Ordinarily, such recommendations of the EDC shall be arrived at by a simple majority. In case, attending members fail to finalize its recommendation either by simple majority or by consensus, the matter shall be referred to the Vice-Chancellor whose decision in the concerned matter shall be final and binding.
- d. All recommendations of the Examination Disciplinary Committee shall, along with comments of the CoE on them, be placed before the Vice-Chancellor for his approval.
- e. If dissatisfied with the decisions taken at the behest of the EDC, the concerned examinee shall have the right to file a review petition to the Vice-Chancellor within two weeks of the receipt of the disciplinary action decision of the university. Provided the Vice-Chancellor is satisfied that the review representation of the candidate warrants merit then, he, in exercise of the authority vested in him, may decide to exonerate the applicant from the charges levelled against him/her and inform the EDC about the revised decision.

## **11. Unfair Means:**

- A.** Indulging in any of activities listed hereunder during the examination and inside the examination hall shall ordinarily be construed as acts of unfair means:
  - i. Talking to another candidate or person, inside or outside the examination hall during the examination hours without the permission of the Centre-in-charge, the Invigilator or any supervisory staff.
  - ii. Writing on question paper or any other piece of paper, a question or any matter relating to a question except the answer-book or the supplementary answer-book supplied to the candidate.

# SIKKIM UNIVERSITY

- iii. Using or attempting to use mobile phone, pager or any other electronic and communication devices inside the Examination Hall.
- iv. Making an appeal to the Examiner through the answer-book and / or through the supplementary answer-book.
- v. Keeping currency notes in the answer-book or in the supplementary answer-book to influence the Examiner.
- vi. Deliberately disclosing her / his identity or making any distinctive marks in the answer-book or supplementary answer-book for the purpose of disclosing identity.
- vii. Possessing or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance in answering any part of the question paper.
- viii. Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- ix. Exchanging answer-book and / or supplementary answer book or passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- x. Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory staff or any person, a solution to a question or a part thereof.
- xi. Copying, attempting to copy, taking assistance or help from any book, notes, paper, any other material, any device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- xii. Presenting a thesis, project, dissertation, term paper, practical work- book and field work presentation, wherever required, not prepared or produced by the candidate herself / himself.
- xiii. Leaving the examination hall without delivering the answer-book and or supplementary answer-book or arranging to send an answer-book and or supplementary answer-book, to the Centre-in-charge, Invigilator or to any member of the supervisory staff, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- xiv. Smuggling into the examination hall an answer-book or a supplementary answer-book or taking out or arranging to send an answer-book or supplementary answer- book or replacing or attempting to get replaced the answer book or supplementary answer-book, during or after the examination with the help of or in connivance with any person connected with the examination, or through any other person or agency, whatsoever.
- xv. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the

# SIKKIM UNIVERSITY

University examination from the University or from outside the University with the object, directly, or indirectly, of influencing her/him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

- xvi. Any attempt made by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, in the discharge of the duties of Centre-in-charge, Observer, Flying Squad member, Invigilator and member of the supervisory staff or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause any candidate or any person on her / his behalf as is referred to therein who threatens, abuses, insults, intimidates, assaults any one of the above shall be deemed to have interfered with or influenced the discharge of their duties.
- xvii. Writing in abusive or obscene language in the answer-book and / or in the supplementary answer-book.
- xviii. Forging document (s) or attempting to forge documents (s)' in any matter relating to the examination.
- xix. Indulging in impersonation or arranging to impersonate for any candidate at the examination.
- xx. The Centre-in-charge may declare any other act of omission or commission to be treated as unfair means in respect of any or all the examination.

**B.** If the Vice-Chancellor is satisfied that there has been copying or use of unfair means on a mass-scale at a particular centre, he may cancel the examination of all the candidates concerned and order re-examination.

Where either all members of the team of the Flying Squad or the Centre-in-charge, Observer and Invigilator (s) in-charge are satisfied that one-third or more students are involved in using unfair means in a particular examination hall, it shall be deemed to be a case of mass copying. Such report along with full details of the evidence thereof shall be submitted to the CoE immediately without delay and on the day of the occurrence, if possible. The CoE shall submit the report along with full details of the evidence to the Vice-Chancellor with recommendations.

**C.** A candidate shall not be forced to give a statement against his will but the fact of his having refused to make a statement shall be recorded by the Centre-in-charge and shall be attested by the Observer and / or the Invigilator on duty at the time of occurrence of the incident.

**D.** A candidate detected or suspected of indulging in unfair means in examination may be permitted to answer the question paper, but on a separate answer-book. The answer-book along with the supplementary answer-book, if any, in which the use of unfair means is detected shall be seized by the Centre-in-charge, who shall send both the answer-books and supplementary answer-books (s), if any, to the controller of examinations with her / his report. This shall not affect the concerned candidate to appear in the remaining papers of the examinations.



# SIKKIM UNIVERSITY

## **12. Lapses Committee:**

- a. There shall be a Lapses Committee to be appointed by the Vice-Chancellor that would be entrusted with the responsibility to examine any/all allegation of lapses by any person engaged by the university on examination related works and to recommend appropriate actions to be initiated by the university on the offending person.
- b. The Lapses Committee shall ordinarily be a five-member body. The Vice- Chancellor shall nominate its members from amongst the senior administrative/ faculty members. The CoE shall however be the ex-officio Chairperson of the LC. Three members shall constitute the quorum for a meeting of the Lapses Committee.
- c. The tenure of the Lapses Committee shall be one year but its members shall remain eligible for reappointment.
- d. Any or all of the following activities shall be construed as lapses liable for appropriate disciplinary actions:
  - i. Non-submission of Question papers, evaluated answer scripts marks book within the stipulated time.
  - ii. Compromising confidentiality of the examination process.
  - iii. Helping students inside the examination hall by way of prompting answers or by supplying unwarranted materials or by wittingly ignoring an act of unfair means adopted by one or more candidates.
  - iv. For showing discernible bias while evaluating the answer books biased while evaluating.
  - v. Any other act that is expressly in contravention of the established practices in respect of the conduct of a public examination.