

# **SHRI GURU RAM RAI UNIVERSITY**

**(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)**

**Patel Nagar Dehradun-248001, Uttarakhand.**



## **Examination and Allied Provisions, Regulations, 2018**

**(As per provision of the SGRR University Act,  
Chapter no.-05 under Section 30(e))**

# Index

<b>S.No.</b>	<b>Description</b>	<b>Page No. From- To</b>
1	Preliminary	02-06
2	Registration	07-08
3	Annual/Semester/Professional Examination	09-10
4	Exemptions	11-11
5	Supplementary Examinations	12-13
6	Conduct of Examination	14-15
7	Approval of Grades by Examination Committee	16-16
8	Award of Grades	17-19
9	Tabulation of Grades And Preparation of Result Sheet	20-20
10	Requirements for Passing	20-20
11	Moderation of Results	20-20
12	Declaration And Rectification of Results	21-21
13	Summer Training/Internship/Winter Internship	22-22
14	Dissertation/Project Work	23-24
15	Submission of Dissertation/Project Work	25-25
16	Evaluation of Dissertation/Project Work	26-26
17	Re-Examination of Dissertation/Project Work	27-27
18	Punishment for Adoption of Unfair Means in Examination	28-31
19	Deletion from the Rolls of the University	32-32
20	Prescribed Fees	32-32
21	Grace Marks	33-33
22	Conversion Formula from CGPA to Percentage	33-33
23	Disciplinary action against officers, academic staff, administrative staff & other employees of the university	34-36
24	Award of Degree /Diploma	37-37

## **Examination and Allied Provisions, Regulations, 2017**

In exercise of the power conferred by SGRRU, the Academic Council hereby approves the following Examination and Allied Provisions, Regulations, 2017-Version 1.2 (November, 2018).

### **1. PRELIMINARY**

#### **1.1 Short Title, Applicability and Commencement**

- (a) These Regulations may be called The Examination and Allied Provisions, Regulations, 2017.
- (b) These Regulations shall apply to all Undergraduate and Postgraduate programmes offered by the Constituent Colleges/Institutes/Centres of the Shri Guru Ram Rai University.
- (c) These Regulations shall come into force from the Academic Session 2017-18.

#### **1.2 Definitions**

In these Regulations, unless there is something repugnant in the subject or context:

- (a) **"University"** means the SGRR University (SGRRU);
- (b) **"Academic Council"** means the Academic Council of SGRRU constituted under Section 23 of the SGRRU Act 2017;
- (c) **"Board"** means the Board of Examinations of the SGRRU constituted by the University under Section 25 of the Statutes of the University;

- (d) **"Examination Committee"** means the Committee constituted by the University to approve the grades awarded by the Faculty. Each Constituent College will have its own Examination Committee
- (e) **"Chairman"** means the Chairman of the Board;
- (f) **"Principal"** means the Principal of the Constituent College;
- (g) **"Course Coordinator"** means Coordinator of the relevant programme of the Constituent College/Institute/Centre of the University;
- (h) **"Chancellor"** means the Chancellor of the University;
- (i) **"Vice Chancellor"** means the Vice Chancellor of the University;
- (j) **"Pro-Vice Chancellor"** means the Pro-Vice Chancellor of the University;
- (k) **"Registrar"** means the Registrar of the University;
- (l) **"Controller"** means the Controller of Examination of the University;
- (m) **"Dean"** means the Dean of the Constituent College/Centre of the University;
- (n) **"Regular Student"** means a student who has registered for a full time academic program offered by the Constituent College/Centre of the University and is progressing as per schedule;
- (o) **"Non-Regular Student"** is a student who has not been able to meet the academic requirement as per the rules of the University and has now been allowed additional time to meet the academic requirement;
- (p) **"SGPA"** means Semester Grade Point Average;
- (q) **"CGPA"** means Cumulative Grade Point Average;
- (r) **"Prescribed"** means prescribed under these regulations;
- (s) **"Supplementary Examination"** is the examination conducted by the University for the students who has not been able to meet the passing criteria.

### **1.3 General**

- 1.3.1** Every Undergraduate/Postgraduate Programme of SGRRU shall be run in accordance with the Curricula and Syllabi of the respective programme framed by the Academic Council.
- 1.3.2** The Undergraduate programmes will be of 4.5/4/3.5/3 years duration, the Postgraduate Programmes will be of 3/2 years duration and Pharm D will be of 6 years duration and Pharm. D-PB of 3 years duration as the case may be.
- 1.3.3** The academic schedule for each semester shall be approved by Vice Chancellor in the form of an Academic Calendar before the start of the Academic Year. Unless otherwise provided in the academic calendar, an academic year of the SGRRU will normally begin in JULY/AUG of current calendar year and end in May of the next calendar year. Every academic year shall be divided into two semesters. While the odd semester will normally begin in JULY/AUG and end in DECEMBER, the even semester will normally begin in JANUARY and end in MAY.
- 1.3.4** The schedule of academic activities as notified in the academic calendar will normally be adhered to provided that, notwithstanding anything contained in these Rules, the Vice Chancellor may, if he feels it necessary or expedient, modify the academic calendar, in consultation with the Deans/Directors of Constituent Colleges.

- 1.4** SGRRU shall follow an instructor-led continuous evaluation system.  
The components of the evaluation system will be as follows:

**a. Courses following Grading system :-**

**UG Programs** – IA: 30; END SEM: 70

IA Components:

10 for 1<sup>st</sup> sessional consists of Quiz/Seminars/Assignments  
15 Marks for 2<sup>nd</sup> sessional written exam  
5 Marks for Attendance

**PG Programs** – IA :40; END SEM : 60

IA Components:

15 for 1<sup>st</sup> sessional consists of Quiz/Seminars/Assignments  
20 Marks for 2<sup>nd</sup> sessional written exam  
5 Marks for Attendance

**B.Pharm & M.Pharm** – IA: 25; END SEM: 75

**BSc./MSc.(Agriculture/  
Horticulture)** – IA: 50; END TERM: 50

**b. Courses following Marking system –**

As per guidelines of statutory bodies like MCI/INC/PCI or recommendations of concerned BOS like SGRRIMHS-College of Paramedical sciences.

### **1.4.1 End-Semester/Annual/Prof. Examination**

End-Semester Examination will be held at the end of each Semester.  
Duration of End-Semester Examinations will be 3 hours.

#### **a. Grading system →**

The Question Paper for the End-Semester Examination Course(s) shall have the following components:

- (i) Section A – 10 Very Short Answer/Multiple Choice Questions
- (ii) Section B – 4 Short Answer Questions out of 6 questions in section
- (iii) Section C – 2 Analytical and conceptual comprehension through essay/descriptive type questions; Cases or problem solving exercises out of 4.

#### **b. Marking system →**

As per guidelines of statutory bodies like MCI/INC/PCI or recommendations of concerned BOS like SGRRIMHS-College of Paramedical sciences.

In both, Post Graduate and Undergraduate Programmes the End Semester Examination will cover entire contents of the course.

### **1.5 Practical Examination**

There will be only one practical examination at the end of the semester. The performance of a student in a Practical subject will be evaluated by assigning weightage to regular laboratory work, quality of experimental results and Practical Examination and comprehensive Viva-voice covering all aspects of practical course.

## 2 REGISTRATION

- 2.1** All students will be required to register on the date of Registration as notified by the University. Students not reporting for registration on the due date shall in addition to losing attendance.

### **Programme Completion Duration**

The maximum duration of Programme of Study having minimum duration will be as follows:

- (i) Courses under SGRRIM&HS – As per MCI guidelines
- (ii) Courses under College of Nursing, Paramedical Sciences & Pharmacy – 2(N)
- (iii) Courses under College of Education – N+1
- (iv) Rest all courses – N+2 (As per UGC Guidelines)

Where N stands for minimum duration prescribed for course completion

A student shall be allowed to register for the next academic year based on the following Progression Policy.



## **Progression Policy**

### **a. Grading system →**

- i. PG Course - Progression from Semester I to II to III to IV will be automatic irrespective of SGPA secured.
- ii. UG Course – For Progression to 3<sup>rd</sup> year, 1<sup>st</sup> year must be cleared and so on. Also for progression in 3<sup>rd</sup> Semester one has to clear 50% credit of 1<sup>st</sup> semester and 50% credits of 2<sup>nd</sup> semester while need 100% credit to get promoted in 3<sup>rd</sup> year.

### **b. Marking system →**

As per guidelines of statutory bodies like MCI/INC/PCI or recommendations of concerned BOS like SGRRIMHS-College of Paramedical sciences.

### **2.2 Only those students will be permitted to register who have**

- (i) paid all required tuition fee and other charges including hostel charges for the current semester;
- (ii) cleared all the University and Hostel dues of previous semesters/years; and
- (iii) not been debarred from registering by the University on account of disciplinary or any other ground.

### **3 ANNUAL/SEMESTER/PROFESSIONAL EXAMINATION**

- 3.1** No student will be allowed to appear at the End-Semester Examination or Supplementary Examination unless the student has attended **75%** of the classes in the subject.

Application for condonation of attendance on medical ground shall be made to Course Coordinator/HOD/Principal immediately on joining back the program after absence. However, University reserves the right to have such applicants examined by medical practitioner empanelled by the University to ascertain the authenticity of the applicant's medical problem.

- 3.2** A list of students not eligible to appear in the End-Semester Examination because of shortfall in attendance and other eligibility criteria shall be sent by HOD/Principal to Office of Controller of Examination at least seven days before the commencement of the examination. The list shall be displayed on the Notice Board by the Examination Department at least 2 days before the commencement of the exam. Subject to the provision of sub-clause 3.1, no student, whose name appears in the list, shall be allowed to sit in the End-Semester Examination. Every registered student, whose name does not appear in the list, and who is not otherwise debarred from appearing in the End-Semester Examination shall be eligible for appearing at the End-Semester Examination. If no such communication regarding Attendance shortage of the student is received from the concerned principal/Head then it will be considered that there is no such student in the respective College/Department/Program and all the students are eligible to appear in the examination.

- 3.3** All the Students need to fill up the Examination form within the prescribed schedule for being eligible to appear in various examinations conducted by the university through concerned Principal/Head.

**3.3.1** Imposition of Late Fee on defaulter Candidates vis-à-vis submission of examination forms.

The imposition of Late Fee on defaulter candidates vis-à-vis submission of examination forms having following details:

<b>Category/Program</b>	<b>Revised Fee</b>
Up to last date of filling Examination Form	Nil
Up to 3 days from last day of filling Examination Form	Rs. 500/-
Up to 6 days from last day of filling Examination Form	Rs. 1000/-
After this no one is allowed to fill the examination Form under any circumstances	-----

**3.4** Admit card shall be issued for appearing in the End-Semester or Supplementary Examination from the CoE which is countersigned by the respective Principal/Head. While appearing in any Examination, a student must be in possession of the Admit Card issued to him/her by the University. A student who fails to produce the Identity Card, on demand, may be debarred from appearing in an examination.**3.5** Finance department should forward the list of fee defaulters to the Examination Department fifteen days before the commencement of the examination.

Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator/Dean/Director/Principal. Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator/Dean/Director/Principal.

## 4 EXEMPTIONS

A student may be granted exemption from one or more papers for a programme if

- (a) he/she is a registered student of the University and has cleared an equivalent course with a minimum Grade of "**C+**" in a Postgraduate and "**C**" in an Undergraduate Course; or
- (b) he is transferred from another University / Institution where he has studied and qualified for an equivalent course (the exemption to be decided by a Course Transfer Committee constituted by the Vice Chancellor).

In any of the above cases, he will be given an exemption in the subject(s). In such cases, the subject exempted will not be counted for calculation of his/her Grade/ SGPA. The total number of credits, however, will be reduced proportionally for calculation purposes and the Grade Card would reflect a Grade "E" for the exempted papers.

## 5 SUPPLEMENTARY EXAMINATIONS

### 5.1

#### a. Grading Systems→

Supplementary Examination will be conducted for the following category of students to help them to clear the subject/improve upon their grade and thereby meet the SGPA qualifying criteria as well as individual subject qualifying criteria:

- (i) Students desirous of clearing the subjects in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all subjects individually, OR students who fail to qualify in one or more individual subjects including dissertation/seminar/summer internship/project work. Supplementary Examination will be permitted only in such courses in which a student has secured "C"; "C+"; "F" or "Ab" grade in case of Under-Graduate and Post-Graduate programmes.
- (ii) Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement.
- (iii) Any other disciplinary action which does not prohibit a student from appearing for any examination of the University.

#### b. Marking System→

As per guidelines of statutory bodies like MCI/INC/PCI or recommendations of concerned BOS like SGRRIMHS-College of Paramedical sciences.

## 5.2 Conduct of Supplementary Examination

### a. Grading system →

- (i) Supplementary examination for Odd and Even Semester shall be conducted with Regular Examination in odd and even semester respectively.
- (ii) For Final year students special supplementary exams for Odd & Even semester after Academic Year.

### b. Marking system →

As per guidelines of statutory bodies like MCI/INC/PCI or recommendations of concerned BOS like SGRRIMHS-College of Paramedical sciences.

- 5.3** A student who appears in the Supplementary Examination shall be charged prescribed fee per subject.
- 5.4** The course content in Supplementary Examination shall be the full course in vogue at the time of the Supplementary Examination.
- 5.5** Repeat/Supplementary Examination may be held for Internal Assessment at College level.
- 5.6** Whenever the students appear in the Supplementary Examination for whatever reason the weightage of the Supplementary Examination will be as per clause 1.4 above and IA component will be carry forward. The **best grade will be retained after supplementary examinations.**
- 5.7** The maximum grade that will be awarded to the student who appears in the Supplementary examination will be "**A**" in case of post graduate programme and "**B+**" in case of undergraduate programme which means that irrespective of whatever grade is obtained by the student, his/her grade will be capped at "**A**" and "**B+**" in case of postgraduate and undergraduate programme respectively.
- 5.8** Graduating students who clear their academic requirements after the Convocation will be issued a provisional certificate and will be awarded the degree in the convocation of the subsequent year.

## **6 CONDUCT OF EXAMINATION**

### **6.1 Question Paper (Setting and Moderation)**

**6.1.1** The Question Paper shall be set only in English language and normally by the faculty decided by the Dean/Principal of the respective colleges of the University. Dean/Principal of the respective colleges will forward list of Q.P. setters to the Examination Department well in advance.

**6.1.2** The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the subject, can reasonably be expected to answer it within the time allotted. Questions in each subject shall be fairly distributed over the syllabus.

**6.1.3** The paper setter should have freedom and flexibility in setting the question paper, to ensure maintenance of the standard, quality and secrecy of the question paper. However, all question papers be moderated by the Moderation Committee under HOD/Dean of the concerned College after sending the question paper to the Examination Department in a sealed envelope. Model answers should be deposited with the question paper.

**6.1.4** Research Examination-As per the Guidelines of Ph.D. Ordinance

**6.2 Evaluation**

**6.2.1** The answer-scripts of a subject shall normally be evaluated by the Instructor-in-charge or by an Evaluator to be appointed by the Principal/Dean who should be a person other than the paper setter.

**6.2.2** The evaluator so appointed shall evaluate the answer scripts and award marks for every question attempted in the answer script. After evaluation, the evaluator shall total all the marks in an answer script. If the total so arrived is not a whole number it shall be rounded off to the next higher whole number. The grades awarded by the faculty would be discussed and finalized in consultation with the Examination Committee.

**6.2.3** The evaluator shall prepare the grade sheet providing following information:

- The title and code of the paper and credits assigned;
- The programme(s) whose students are being evaluated and the semester number;
- Against each students' enrollment number/name
  - (i) Internal Assessment (IA) marks obtained out of 25/30/40/50.
  - (ii) End-semester (ES) marks obtained out of 75/70/60/50.
  - (iii) Composite score obtained out of 30/50/100 (IA + End Sem)
  - (iv) Based on (iii) grades are assigned to students

**6.2.4** In case of medical exigencies, if a student is unable to write an exam, the student will be allowed to use a writer. The credentials of the writer will be approved by the Controller of Examination. Usually the writer will be a person who is two grades lower and does not belong to the same discipline as that of the student.



## **7 APPROVAL OF GRADES BY EXAMINATION COMMITTEE**

**7.1** The tabulation sheet prepared as per provisions of Clause 6.2 shall be placed for consideration before Examination Committee.

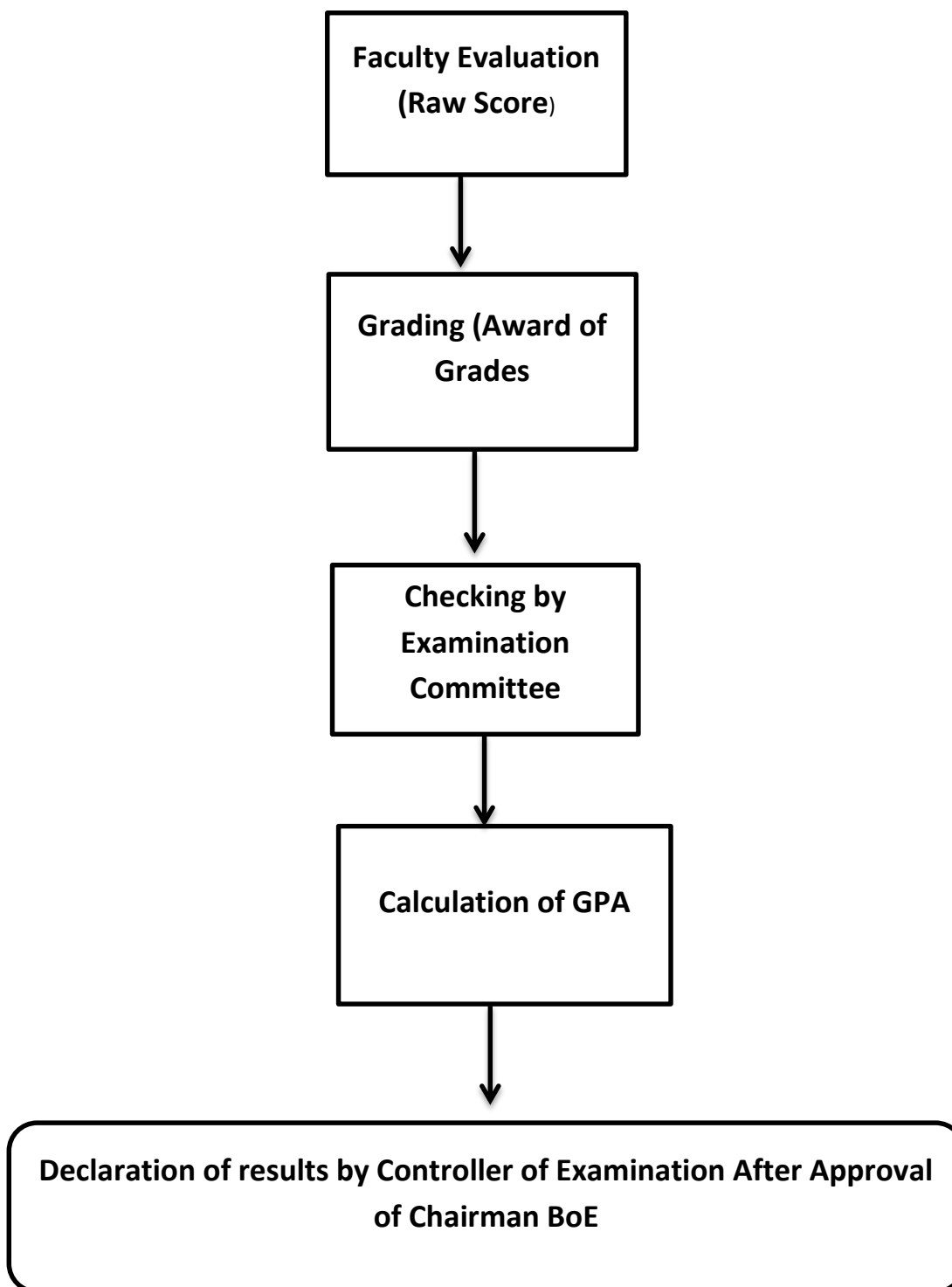
The Examination Committee of the Colleges will be constituted as per provisions of Statutes of the University to consider the matters referred by the Board of Examination. The Examination Committee will have the concerned Dean/ Director as its Chairman.

The Examination Committee will have the authority to moderate the results/grades submitted by the faculty members, if considered necessary.

**7.2** Every Examination shall be conducted in accordance with the administrative orders framed by the Academic Council and in force from time to time. The responsibility of executing the administrative order of the Academic Council rests with Principal/Head/Coordinator of respective College.

## 8 AWARD OF GRADES

**8.1** The following will be the process for grading



- 8.2** The following absolute grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA.

<b>GRADE</b>	<b>POINT</b>	<b>Grade Abbreviation</b>	<b>Bin Range</b>
O	10.0	Outstanding	91-100
A+	9.0	Excellent	81-90
A	8.0	Very Good	71-80
B+	7.0	Good	61-70
B	6.0	Above Average	51-60
C+	5.0	Average	46-50
C	4.0	Pass	40-45
F	0	Fail	0-39
AB	0	Absent	NA
E*	Exemption	Exempted	NA

*\* For all E Grades, the credits for the subjects will not be considered for calculations of Grade Point Averages.*

- 8.3** The credits for each subject will be assigned as approved by the Academic Council while approving the curricula and syllabi.

- 8.4** Grade shall be awarded on the basis of performance in **Internal Assessment, and End-Semester Examinations.**

**8.5**

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

$$SGPA = \frac{\sum_{i=1}^S (G_i * C_i)}{\sum_{i=1}^S C_i}$$

where  $C_i$  = Credits in the Course  $i$

$G_i$  = Grade Points awarded to the student in Course  $i$  as per conversion table given in clause 8.2

$S$  = No. of Courses for which a student is registered in that Semester

The overall Grade Point of a student in the programme of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i}$$

Where  $C_i$  = Credits in the Course  $i$  taken by the student

$G_i$  = Grade Point awarded to the student in the Course  $i$

$N$  = No. of Courses taken by the student up to the end of that Semester

**8.6**

For students who do not meet the individual subject passing criteria or SGPA qualification criteria though their SGPA nor CGPA will be calculated but in their grade card it shall be mentioned that the SGPA/CGPA qualifying criteria has not been met.

## **9 TABULATION OF GRADES AND PREPARATION OF RESULT SHEET**

**9.1** The marks/grade sheet in each subject shall be prepared in duplicate by the evaluator concerned as explained in Clause 6.2.3.

**9.2** Tabulation of Grades and Preparation of Result Sheet shall be done by the Result Section. The Head of the Result Section shall carry out the work in accordance with the provisions laid down in Clause 8.

**All the results will/may be published by the Chief IT Officer of the University on the website.**

**9.3** Appropriate Grade Cards/Mark Sheets shall be prepared by the result section at the time of graduation through Software.

## **10 REQUIREMENTS FOR PASSING**

**10.1** Students in all the programmes are required to maintain a minimum SGPA of 5.0 to qualify in each semester. For individual subjects, minimum passing grade shall be C. In order to qualify for a degree the student must secure a minimum CGPA of 5.0 for all the programmes. Minimum 40% of the maximum marks in End Sem component of marks of individual subject is required to get passing grade. For programs having marking system the guidelines of the statutory bodies like MCI/PCI/INC or recommendations of concerned BOS like SGRRIM&HS-College of Paramedical Sciences.

## **11 MODERATION OF RESULTS**

**11.1** A Moderation Board constituted as per University Rules will have the power to moderate the results of the graduating students ONLY.

## 12 DECLARATION AND RECTIFICATION OF RESULTS

**12.1** The results shall be declared within 30 days from last date of examination, the result tabulated and moderated, as above, shall be put up to the Chancellor/ Vice Chancellor, for approval after which the results shall be published.

**12.2** Results for various Examinations held in the university be published through Gazette notification only within 30 days from last date of theory examination.

**12.3** **The Examination Board shall have the power to quash or rectify the result of a student (even after it has been published) if**

- (i) it is found that he/she was ineligible to appear at the Examination; or
- (ii) he/she used unfair means in the Examination or was found guilty of misconduct; or
- (iii) a mistake is found in his/her result.

**12.4** A student shall be entitled to have his/her answer books re-totaled/Re-evaluated on payment of prescribed fee for each paper subject to the following condition:

- (i) The application for retotaling/re-evaluation is received by the Controller of Examinations or his/her nominee within **15 (Fifteen)** days of the date of publication of result.
- (ii) The Controller of Examinations shall get re-totaling done to ascertain whether the marks awarded to various answers have been correctly added and whether the Examiner has evaluated answers to all the questions written by the Examinee. Re-totaling will be done in the examination dept of the university in the presence of Head Examiner of the concerned subject appointed by the respective Principal.
- (iii) The re-evaluation shall be done by the 02 external evaluators for the paper and average of the two shall be taken as final marks also the student can apply for 02 paper or 01 subject if fail by 5 or less marks

If any mistake is discovered as a result of re-totaling as above, the result section shall rectify the result.

### **13 SUMMER TRAINING/INTERNSHIP/WINTER INTERNSHIP**

**13.1** Students of all programmes will be required to undergo summer training/internship of about 8 weeks as part of their academic programme.

**13.2** Students will have to keep a Record/Work Book detailing out the activities that are carried out during their summer training/internship.

**13.3** Students will be required to submit a Detailed Report at the start of the next semester after completion of their summer training/internship.

**13.4** The Course Coordinator will notify the date of presentation of the project/activities undertaken during summer training/internship.

**13.5** The Report and the presentation will be evaluated by a duly constituted committee. The committee will ordinary consist of:

- (i) HOD of the Concerned Department or his nominee;
- (ii) Professor of the Constituent College;
- (iii) Course Coordinator.

The Deans of the respective colleges would have authority to alter the Constitution of the Committee if deemed necessary.

**13.6** The Committee will submit its evaluation grade in a sealed envelope to the Controller of Examination.

## **14 DISSERTATION/PROJECT WORK**

**14.1** Every student shall, carryout dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the Constituent College concerned shall be allowed to supervise a dissertation/project work. When the topic of a dissertation/project work so warrants at the most two faculty members of the Constituent College concerned may be allowed to supervise a dissertation/project work. Considering the interdisciplinary nature of the work involved a faculty from the sister Constituent College and/or from industry/corporate organization active in the area in which the work is being carried may be allowed to be associated as a co-supervisor.

**14.2** Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Constituent College of SGRR University.

**14.3** The Coordinators shall, in consultation with the Dean concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s).

For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he considers it necessary or expedient, ask a student to carry out dissertation / project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carryout his/her dissertation/project work. Mid course alteration/ modification in the scope of dissertation would need explicit approval from the Dean of the respective college.

The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Dean of the concerned College shall be sent to the Examination Section.



**14.4** The dissertation/project work shall

- (i) Be focused on the problem as per clause 14.3;
- (ii) Include current status of knowledge in the subject (literature review);
- (iii) Embody the result of studies carried out by him/her;
- (iv) Show evidence of the student's capacity for critical examination and judgment; and
- (v) Be satisfactory in presentation so far as language, style and form are concerned.

**14.5** The student shall indicate clearly and extensively in his/her dissertation/project, the following:

- (i) The source from which referred information is taken;
- (ii) The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
- (iii) Whether his/her dissertation/project work has been conducted independently or in collaboration with others.

**14.6** A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.

**14.7** Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.

## **15 SUBMISSION OF DISSERTATION/PROJECT WORK**

- 15.1** Every student shall, on completion of his/her dissertation/project work, submit to the Examination Section (through the Coordinator concerned) two typed (or printed) hard bound copies of his/her dissertation/project work embodying the results of his/her dissertation/project work.

The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the Coordinator with the approval of the Dean.

Provided that, in exceptional cases, the Dean may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.

- 15.2** No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).

## **16 EVALUATION OF DISSERTATION/PROJECT WORK**

### **16.1 Seminar and Viva-voce of Dissertation/Project Work**

Every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Deans. The Coordinator shall, in consultation with the Dean concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project

### **16.2 Examination of the Dissertation/Project Work**

Two Examiners, one internal and one external, who could be a faculty member of the college, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Dean concerned. The internal examiner shall ordinarily be the teacher under whose supervision the student carried out his/her project work.

**16.3** The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.

**16.4** The viva-voce (oral defence) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the Coordinator and approved by the Dean. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the Examination Department by the Course Coordinator.

**16.5** All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report produced by the software will necessarily be submitted to the Examination Department along with the evaluation of the Summer Internship Report/Dissertation Report. The Deans of the Constituent Colleges will frame the rules of anti-plagiarism and display them on students Notice Board.

## **17 RE-EXAMINATION OF DISSERTATION/PROJECT WORK**

If a student does not appear or fails in the 'Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. Evaluation shall be done in the same manner as specified in Clause 15 and 16. If he/she again fails to clear the seminar, his/her name shall be struck off the SGRRU rolls.

## **18 PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION**

Whenever a case of adoption of unfair means in an Examination is brought to the notice of the Controller of Examinations by an invigilator (through the Centre Superintendent) or by a Centre Superintendent, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of unfair means in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

The constitution of the Examination Disciplinary Committee shall be as follows:

- |       |   |                  |
|-------|---|------------------|
| (i)   | Dean/Professor of a Constituent College/ or their nominee | Chairman         |
| (ii)  | Course Coordinator; and                                   | Member           |
| (iii) | Nominee of Office of Controller of Examinations           | Member Secretary |

The Examination Disciplinary Committee may take further action under the following broad guidelines:

<b>Nature of unfair means adopted</b>	<b>Punishment to be awarded</b>
<p>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) When a student tries to copy from other Student's answer book, talks to other students, tries to exchange answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.</p>	<p>A. Examination in that subject shall be cancelled. In the event of the unfair-means being adopted in an End-Semester Examination the student(s) may be allowed to clear the subject by appearing in the Supplementary Examination.</p> <p>In the event of the unfair-means being adopted in a Supplementary Examination the student shall be declared failed in the Examination.</p>
<p>B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator.</p> <p>(b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/ calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).</p>	<p>B. Examination in the subject as also in all other subjects of the semester shall be cancelled and the student shall be declared failed in all the subjects of the Semester.</p> <p>In the event of the unfair-means being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at special Examination in all the subjects.</p> <p>However, in the event of the unfair-means being adopted in supplementary Examination.</p>

<b>Nature of unfair means adopted</b>	<b>Punishment to be awarded</b>
<p>C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or</p> <p>(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of unfair means on earlier occasion of the same End-Semester/Special Examination; or,</p> <p>(c) When the incriminating material comprises answer book/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.</p>	<p>C. Examination in all papers of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the unfair-means being adopted in an End-Semester Examination the student shall not be allowed to appear in the Special Examination.</p>
<p>D. When use of unfair-means has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty or staff on Examination supervision duty.</p>	<p>D. Examination in all papers of the semester shall be cancelled and the student shall be expelled from the University.</p>

- 18.1** The Unfair Means Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/Vice Chancellor as the case may be.
- 18.2** Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case to case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.
- 18.3** In case a student:
- 18.3.1** is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.
- 18.3.2** All such cases will be taken cognizance by the Examination Disciplinary Committee of the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.



## 19. DELETION FROM THE ROLLS OF THE UNIVERSITY

The name of a student shall be deleted from the rolls of University if

- (i) he/she does not clear programme/Course in max duration defined in clause 2.1 above;
- (ii) he/she is expelled from the University on account of punishment for adoption of unfair means as defined in Clause 19; or
- (iii) he/she is expelled from the University on account of indiscipline as defined in the Regulations Governing Maintenance of Discipline among Students, 2017.

**19.1** In case of ambiguity in any of the clauses above, the decision of the Vice Chancellor shall be final and binding on the student.

**19.2** For any exigency on Medical Grounds and/or natural calamity, a student can make an appeal to the Vice Chancellor whose decision shall be final and binding on the student.

## 20. PRESCRIBED FEES

Type of Fee Charged	Revised Fee
Supplementary Examination for Non-medico Students	Rs. 2000/- per paper
Re-Totaling of Examination paper	Rs. 2000/- per paper
Re-Evaluation(medical students )	Rs. 5000/- per paper
Re-Evaluation(Others )	Rs. 2500/- per paper
Duplicate Grade Card	Rs. 1500/-
Duplicate Degree	Rs. 6000/-
Supplementary Examination for MBBS Students	Rs. 25000/- per subject

## 21. GRACE MARKS

The allocation of grace marks to students during their entire study tenure for MBBS students shall be as follows:

Name of Examination	Grace
MBBS	<b>Maximum 5 Marks in entire Course (only once)</b> <b>* Applicable for theory subjects only</b>

## 22. CONVERSION FORMULA FROM CGPA TO PERCENTAGE

The following is the Conversion formula from CGPA to Percentage:

Conversion Formula <b>from CGPA into Percentage</b>	$\text{CGPA} \times 9.5$
---	--------------------------

## **24. Disciplinary action against officers, academic staff, administrative staff & other employees of the university**

<b>From (Section 27(g) &amp; 34(2)) SGRRU-ACT</b>	23.01	The disciplinary authority for officers, academic staff, administrative staff and other employees of the University shall be as laid down in the Ordinance.
	23.02	<p>The disciplinary authority may take disciplinary action against any officer, academic staff, administrative staff or employee of the University for any of the following reasons:-</p> <p>a) Breach of any of the conditions of appointment;  b) Failure or inefficiency in the discharge of duties; and  c) Violation of one or more clauses or provisions of code of conduct of the University.</p>
	23.03	<p>Suspension:</p> <p>(1) In case of any allegation of serious misconduct against any officer, academic staff, administrative staff or employee of the University, the disciplinary authority, by order in writing, shall place such employee under suspension and shall forthwith report to the Appointing Authority the circumstances in which the order was made.</p> <p>(2) The disciplinary authority shall suspend an officer, academic staff, administrative staff or employee who has been accused in a Court of Law for any offence, involving moral turpitude until the disposal of the case.</p> <p>(3) An order of suspension shall be in writing and shall take effect from the date of the order or such date as may be specified.</p> <p>(4) An order of suspension shall remain in force until it is modified or revoked by the Disciplinary Authority, which made the order, or by the Higher Authority.</p> <p>(5) Leave will not be granted to any officer, academic staff, administrative staff or employee during his suspension period.</p> <p>(6) The officer, academic staff, administrative staff or employee under suspension shall mark his attendance every day at the place and time mentioned in the order of suspension. If he fails to mark his attendance on any</p>

	<p>day, he shall not be entitled to receive subsistence allowance for that day.</p> <p>(7) Subsistence allowance will be paid as follows:</p> <p>(i) Where the enquiry/investigation contemplated or pending is departmental, the subsistence allowance for the first 90 (ninety) days from the date of suspension shall be equal to 50% of the gross emoluments drawn immediately prior to the date on which the officer, academic staff, administrative staff or employee was suspended.</p> <p>(ii) If the departmental enquiry/investigation gets prolonged and the officer, academic staff, administrative staff or employee continues to be under suspension for a period exceeding 90 (ninety) days shall be equal to 75% of the gross emoluments drawn immediately prior to the date on which he was suspended.</p> <p>Provided that where such an enquiry/investigation is prolonged beyond a period of 90 (ninety) days for reasons directly attributable to him, the subsistence allowance for the period exceeding 90 (ninety) days shall be reduced to 25% of the gross emoluments drawn immediately prior to the date on which he was suspended.</p> <p>(iii) Where the criminal proceedings against the officer, academic staff, administrative staff or employee are ongoing, the subsistence allowance for the first 180 (one hundred and eighty) days from the date of suspension shall be equal to 50% of the gross emoluments drawn immediately prior to the date on which he was suspended.</p> <p>(iv) If the criminal proceedings gets prolonged and the officer, academic staff, administrative staff or employee continues to be under suspension for a period exceeding 180 (one hundred and eighty) days, the subsistence allowance for the period exceeding 180 (one hundred and eighty) days shall be equal to 75% of the gross emoluments drawn immediately prior to the date on which he was suspended.</p> <p>Provided that where such criminal proceedings are prolonged beyond a period of 180 (one hundred and eighty) days for reasons directly attributable to him, the subsistence allowance for the period exceeding 180 (one hundred and eighty) days shall be reduced to 25% of the</p>
--	--

		<p>gross emoluments drawn immediately prior to the date on which he was suspended.</p> <p>(8) On the conclusion of the enquiry/investigation or criminal proceeding as the case may be, if the officer, academic staff, administrative staff or employee is found guilty of the charges framed against him and an order of termination/dismissal is passed, he will be deemed to have been terminated/ dismissed from the date of passing of order of suspension and he shall not be entitled for any additional remuneration/allowances.</p> <p>(9) On the conclusion of the enquiry/investigation or disposal of the criminal proceedings, as the case may be, if the officer, academic staff, administrative staff or employee is found to be not guilty of any of the charges framed against him, he will be deemed to have been on duty during the period of his suspension and shall be entitled to the same wages as he would have received had he not been placed under suspension. He shall be paid his fully wages for the suspension period after deducting the subsistence allowance already received by him during the period of his suspension.</p>
	23.04	<p><b>Penalties/Punishment for misconduct:</b></p> <p>(1) Following an enquiry/investigation, officer, academic staff, administrative staff or employee who is adjudged to be guilty of misconduct, based on the gravity of the misconduct, is liable to be punished as follows:</p> <p>(a) Minor punishment:</p> <p>(i) Warning;</p> <p>(ii) Fine; and</p> <p>(iii) Recovery of the amount of loss.</p> <p>(b) Major punishment:</p> <p>(i) Withholding of increments for any specific period with or without cumulative effect;</p> <p>(ii) Suspension without wages/salary;</p> <p>(iii) Demotion to lower post, lower grade or lower place in the scale of pay.</p> <p>(iv) Stoppage of increments.</p> <p>(v) Removal/Termination/Dismissal from service.</p> <p>(2) The order of punishment shall be communicated to the concerned officer, academic staff, administrative staff or employee in writing.</p>

## **24. Award of Degree /Diploma**

**24.1** The degree certificate shall be conferred as per SGRR University and Statutory bodies norms.

### **24.2 PROVISIONAL DEGREE CERTIFICATE:**

A certificate stating that a student has successfully completed the courses of studies prescribed under the rules and regulations and has qualified for the award of the degree in his/her discipline is called a provisional degree certificate.

This can be issued only after a student has been approved as graduate from SGRR University and has cleared all dues and submitted a clearance form to this effect in Exam Cell. This certificate is issued and valid till the date of Convocation in which he/she shall be conferred a degree.