

EXAMINATION POLICY

(Revised & Updated for 2024-2025 session and onwards)



SAI NATH UNIVERSITY

(Established Under Jharkhand Govt. Act No. 15 of 2012 &
Recognized as per Section 2(f) of UGC Act, 1956)

**Jirawar, Chandway – Kuchu Road, Ormanjhi,
Ranchi – 835219 (Jharkhand)**

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RULES AND REGULATIONS FOR PERFORMING ALL SORTS OF TASKS AT THE EXAMINATION DEPARTMENT, SAI NATH UNIVERSITY, RANCHI

(A) PREAMBLE

The successful conduction of examinations depends specifically on the integrity, alertness and sincerity of all such officials who are assigned the responsibilities of different examinations which are scheduled to be conducted at different time-frames according to the Academic Calendar. The guidelines framed for conduction of examinations aim to set out uniform codes of conduct for each official engaged in connection with examinations which shall be holding for various courses running at Sai Nath University, Ranchi (Jharkhand). It is, therefore, necessary that each & every person who are assigned the responsibilities of fair & successful conduction of University examinations holding at different time-frames should follow the rules and guidelines strictly.

(B) TERMINOLOGY

In this Examination Policy (Revised & Updated) for 2024-2025 session and onwards – Sai Nath University, Ranchi (Jharkhand), unless the context otherwise requires,

- 1) **“Academic Programme”/“Programme”** shall mean a programme of courses and/or any other component leading to a Bachelor’s degree, Master’s degree, Post-graduate and Under-graduate diplomas;
- 2) **“Course”** shall mean a component of the Academic Programme, carrying a distinctive **Code No.** and specific **Credits** assigned to it;
- 3) **“Academic Year”** shall be a period of nearly 12 months devoted to completion of requirements for a course specified in the Scheme of Teaching and the related examinations;
- 4) **“Semester System”** shall be a programme wherein each Academic Year shall be apportioned into two Semesters (of approximately six months each);
- 5) **“Student”** shall mean a person admitted to the School(s)/ College(s)/Faculty of Sai Nath University, Ranchi for any of the Academic Programmes to which this Examination Policy (Revised & Updated) for 2024-2025 session and onwards – Sai Nath University, Ranchi (Jharkhand) shall be applicable;

- 6) **“University”** shall mean Sai Nath University, Jirawar, Chandway-Kuchu Road, Ormanjhi, Ranchi – 834219 (Jharkhand) (in short – SNU, Ranchi);
- 7) **“Board of Studies (BOS)”** shall mean the Board of Studies of the concerned School/College/Faculty of Sai Nath University, Ranchi which shall be constituted & perform its tasks as per the provisions contained under Section-26 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 16.4(a)(xiii) read with Statute No. 16.4(a)(xiv) of the University ;
- 8) **“Academic Council”** shall mean the Academic Council of Sai Nath University, Ranchi which shall be constituted & perform its tasks as per the provisions contained under Section-22 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 18.1 read with Statute No. 18.4 of the University;
- 9) **“Board of Management”** shall mean the Board of Management of Sai Nath University, Ranchi which shall be constituted & perform its tasks as per the provisions contained under Section-21 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 17.1 read with Statute No. 17.4 of the University;
- 10) **“Finance Committee”** shall mean the Finance Committee of Sai Nath University, Ranchi which shall be constituted & perform its tasks as per the provisions contained under Section-23 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 19.1 read with Statute No. 19.3 of the University;
- 11) **“Board of Governors”** shall mean the Board of Governors of Sai Nath University, Ranchi which shall be constituted & perform its tasks as per the provisions contained under Section-20 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 16.1 read with Statute No. 16.4 of the University;
- 12) **“College”** shall mean an Academic Institution maintained or admitted by Sai Nath University, Ranchi to its privileges. In normal course of time, “College” shall run within the premises of the University located at aforementioned place;
- 13) **“School”** shall mean a school of studies of Sai Nath University, Ranchi;

- 14) **“Faculty”** shall mean a Faculty of studies of Sai Nath University, Ranchi. Faculty shall exist as division of the University which shall be as many according to the Academic Programmes running under Sai Nath University, Ranchi;
- 15) **“Department”** shall mean a department of studies of Sai Nath University, Ranchi. Department shall exist as division of Faculty/College/School which shall be as many according to the courses running under a Faculty/College/School of Sai Nath University, Ranchi;
- 16) **“Chancellor”** shall mean the Chancellor of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-13 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 09 of the University;
- 17) **“Pro-Chancellor”** shall mean the Pro-Chancellor of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 18) **“Vice-Chancellor”** shall mean the Vice-Chancellor of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section – 14 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 10 of the University;
- 19) **“Pro Vice-Chancellor”** shall mean the Pro Vice-Chancellor of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No.13 read with Statute No. 16.4(a)(ii) of the University;
- 20) **“Registrar”** shall mean the Registrar of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-16 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 11 of the University ;
- 21) **“Controller of Examinations”** shall mean the Controller of Examinations (CoE) of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15

- of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 22) **“Additional Registrar”** shall mean the Additional Registrar of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 23) **“Joint Registrar”** shall mean the Joint Registrar of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 24) **“Deputy Registrar”** shall mean the Deputy Registrar of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 25) **“Assistant Registrar”** shall mean the Assistant Registrar of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;
- 26) **“Finance Officer”** shall mean the Finance Officer of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-17 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 12 of the University;
- 27) **“Accountant”** shall mean the Accountant of Sai Nath University, Ranchi;
- 28) **“Competent Authority/Officer”** shall mean the Competent Authority/Officer of Sai Nath University, Ranchi who shall be appointed & perform his/her tasks as per the provisions contained under Section-18 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 13 read with Statute No. 16.4(a)(ii) of the University;

- 29) **“Principal”** shall mean the Head of a college/school run & maintained by Sai Nath University, Ranchi within the campus and shall include, where there is no Principal, the person who is for the time being duly appointed to act as the Principal, and in the absence of the Principal or the acting Principal, as the case may be, a Vice-Principal duly appointed as such by the Vice-Chancellor of Sai Nath University, Ranchi;
- 30) **“Director”** shall mean the Head of a college run & maintained by Sai Nath University, Ranchi within the campus. Similarly, the Head of a Cell (viz. Placement Cell, Admission Cell, IQAC) shall also be termed as Director in Sai Nath University, Ranchi;
- 31) **“Dean of Faculty”** shall mean the Dean of Faculty (Programme Name), Sai Nath University, Ranchi who shall be appointed by the Vice-Chancellor and shall perform his/her tasks as per the provisions contained under Section-15 of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 14 of the University;
- 32) **“Dean Academics”** shall mean the Dean Academics, Sai Nath University, Ranchi who shall be appointed by the Vice-Chancellor and shall perform his/her tasks as per the provisions contained under Section-14(3) read with Section-14(6) of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 10(f)(iv) read with Statute No. 10(k) of the University;
- 33) **“Dean Research”** shall mean the Dean Research, Sai Nath University, Ranchi who shall be appointed by the Vice-Chancellor and shall perform his/her tasks as per the provisions contained under Section-14(3) read with Section-14(6) of the Sai Nath University, Jharkhand Act No. 15 of 2012 and in consonance with the provisions contained under Statute No. 10(f)(iv) read with Statute No. 10(k) of the University;
- 34) **“Associate Dean”** shall mean the Associate Dean of Faculty (Programme Name), Sai Nath University, Ranchi;
- 35) **“Associate Dean Academics”** shall mean the Associate Dean Academics, Sai Nath University, Ranchi;
- 36) **“Teacher”** shall mean a person hired & approved by Sai Nath University, Ranchi for the purpose of imparting instructions, or conducting research, or both to the students admitted in the Faculty/College/School running under the University campus;
- 37) **“Campus”** shall mean the unit established or constituted by Sai Nath University, Ranchi for making arrangements for

instructions, or research, or both to the students admitted for such purpose;

- 38) **“Academic Staff”** shall mean such categories of staff as shall be designated by the Statutes to be the Academic staff of Sai Nath University, Ranchi;
- 39) **“External Examiner”** shall mean an examiner who is not in the employment of Sai Nath University, Ranchi and shall be hired for some duration by the University for the specific Examination (e.g. Viva-Voce/Practical/Theory Papers) purpose or specific Answer Scripts Evaluation purpose;
- 40) **“Internal Examiner”** shall mean an examiner who is in the employment of Sai Nath University, Ranchi and shall be deputed by the Controller of Examinations (CoE) of the University for the Examination purposes (e.g. Viva-Voce/Practical/Theory Papers) or the Answer Scripts Evaluation purposes;
- 41) **“Marks Sheet”** shall mean the Marks Sheet issued by the Controller of Examinations to any candidate/student/examinee of Sai Nath University, Ranchi after successfully appearing in the University examinations (either Semester Examinations or Yearly Examinations) of the course enrolled therein;
- 42) **“Grade Sheet (Transcript)”** shall mean the Grade Sheet (Transcript) issued by the Controller of Examinations to Examinations to any candidate/student/examinee of Sai Nath University, Ranchi after successfully appearing in the Final Semester/Final Year examinations of the University for the course enrolled therein;
- 43) **“Clerk”** shall mean a person (non-teaching staff) hired & approved by Sai Nath University, Ranchi for performing all sorts of clerical tasks assigned to him/her in any department of the University;
- 44) **“Computer Operator”** shall mean a person (non-teaching staff) hired & approved by Sai Nath University, Ranchi for performing all sorts of computer-related tasks assigned to him/her in any department of the University;
- 45) **“Examination Hall/Room”** shall mean the Examination Hall/Room fixed & rearranged by the Controller of Examinations (CoE) of Sai Nath University, Ranchi within the University campus for conducting any examinations (home examinations of Sai Nath University or examinations to be conducted by other regulatory councils/regulatory bodies);
- 46) **“Examination Centre”** shall mean any Academic Building converted into the Examination Centre which shall be fixed &

utilized by the Controller of Examinations (CoE) of Sai Nath University, Ranchi within the University campus for conducting any examinations (home examinations of Sai Nath University or examinations to be conducted by other regulatory councils/regulatory bodies);

- 47) **“Invigilator”** shall mean any teaching staff/non-teaching staff of Sai Nath University, Ranchi deputed by the Controller of Examinations (CoE) in consultation with the Vice-Chancellor for performing examination invigilation duty assigned to him/her within the Examination Hall/Room of the University;
- 48) **“Hall Superintendent”** shall mean any teaching staff/non-teaching staff of Sai Nath University, Ranchi deputed by the Controller of Examinations (CoE) in consultation with the Vice-Chancellor for performing the examination superintending duty assigned to him/her within the Examination Centre of the University;
- 49) **“Chief Centre Superintendent of Examinations”** shall mean any senior most teaching staff or administrative officer of Sai Nath University, Ranchi deputed by the Controller of Examinations (CoE) in consultation with the Vice-Chancellor for supervising, monitoring and controlling the Examination Centre of the University in coordination and support of all the Hall Superintendents as well as Assistant Centre Superintendent of Examinations deputed for such purpose;
- 50) **“Assistant Centre Superintendent of Examinations”** shall mean any senior/junior teaching staff or administrative officer of Sai Nath University, Ranchi deputed by the Controller of Examinations (CoE) in consultation with the Vice-Chancellor for assisting the Chief Centre Superintendent of Examinations in supervising, monitoring and controlling the Examination Centre of the University in coordination and support of all the Hall Superintendents deputed for such purpose;
- 51) **“Flying Squad”** shall mean the group of persons deputed as Flying Squad from within the teaching staff of Sai Nath University, Ranchi by the Controller of Examinations (CoE) in consultation with the Vice-Chancellor for checking the Unfair Means (UFM) of the candidates/students/examinees during the University examinations;
- 52) **“Question Paper-setter”** shall mean a teaching staff appointed from within or outside Sai Nath University, Ranchi by the Controller of Examinations (CoE), after getting due approval of the

- Vice-Chancellor, as Question Paper-setter for preparing a **Question Paper** on a **Subject** of studies for the University examination as per instructions provided to him/her;
- 53) **“Answer Booklet”** shall mean the blank Answer Booklet to be utilized in any examination of Sai Nath University, Ranchi;
- 54) **“Answer Script”** shall mean the written Answer Booklet of any candidate/student/examinee of any examination conducted at Sai Nath University, Ranchi;
- 55) **“Evaluation”** shall mean the checking and awarding Marks on the Answer Scripts of the candidates/students/examinees by any Evaluator/Examiner appointed for such purpose by the Controller of Examinations of Sai Nath University, Ranchi;
- 56) **“Evaluator/Examiner”** shall mean a teaching staff (of Sai Nath University, Ranchi or outside) appointed for checking the Answer Scripts of the candidates/students/examinees of any examinations conducted at the University and awarding Marks thereon the Answers against the Questions (required numbers to be attempted) as per instructions provided by the Controller of Examinations of the University;
- 57) **“Tabulator”** shall mean a non-teaching staff/computer operator appointed by the Controller of Examinations for feeding the Marks (through ERP Module of Sai Nath University, Ranchi) awarded by the Examiners (Internal/External) in the Answer Scripts of the candidates/students/examinees of the examinations held at the University;
- 58) **“Theory Examination”** shall mean the written examination of any Question Paper of any Subject of studies to be appeared in compulsorily by the candidates/students of Sai Nath University, Ranchi as per Examinations Schedule notified by the Controller of Examinations for any course of studies;
- 59) **“Practical Examination”** shall mean the Practical session of any Subject of studies to be conducted for any Course of study at Sai Nath University, Ranchi wherein appearing of the candidates/students of such course shall be compulsory as per Practical Examinations Schedule notified by the Controller of Examinations;
- 60) **“Viva-Voce Examination”** shall mean oral Question-Answer session of any Subject of studies between the candidates/students examinee and the Examiner to be conducted for any Course of study at Sai Nath University, Ranchi wherein appearing of the candidates/students of such Course shall be compulsory as per

Viva-Voce Examinations Schedule notified by the Controller of Examinations;

- 61) **“Unfair Means (UFM)”** shall mean any such unlawfully, unethically and prohibited written contents/digital contents/electronic gadget/electronic device/any other mode of copying the contents related to a Question Paper of any Course of study which may be/shall be supposed to be utilized for preparing the Answer/Answers of such Question/Questions during the examination by any candidate/student/examinee at the Examination Hall/Room of Sai Nath University, Ranchi;
- 62) **“Degree Certificate”** shall mean any specifically designed printed-paper-format possessing all the security features protecting any types of manipulations/fabrications after issuing/conferring to any candidate/student/examinee who has successfully completed & passed his/her Course of study within the stipulated time-period for such Course at Sai Nath University, Ranchi;
- 63) **“Diploma Certificate”** shall mean any specifically designed printed-paper-format possessing all the security features protecting any types of manipulations/fabrications later on after issuing/conferring to any candidate/student/examinee who has successfully completed & passed his/her Course of study within the stipulated time-period for such Course at Sai Nath University, Ranchi;
- 64) **“Migration Certificate”** shall mean any specifically designed printed-paper-format possessing all the security features protecting any types of manipulations/fabrications later on after issuing to any candidate/student who has successfully completed & passed his/her Course of study at Sai Nath University, Ranchi. The Migration Certificate shall be the document for certifying the transfer and eligibility of such candidate/student to other University/Institution for further studies;
- 65) **“Convocation”** shall mean the specific Academic Event to be held at the campus of Sai Nath University, Ranchi or at any other specified place of the University which shall be scheduled to be organized for conferring the Degree Certificates/Diploma Certificates/other Academic Distinctions along with Prizes/Shields/Trophies etc. to the candidates/students who shall have successfully completed & passed their respective Courses of studies within the stipulated time-period for such Courses at Sai Nath University, Ranchi;

- 66) **“Examination Fee”** shall mean the prescribed chargeable amount fixed by Sai Nath University, Ranchi for appearing in the examinations of any Course of study by the enrolled candidate/student therein before the examinations scheduled to be started at the University;
- 67) **“Migration Fee”** shall mean the prescribed chargeable amount fixed by Sai Nath University, Ranchi for obtaining the “Migration Certificate” following the set procedure by the candidate/student from the Examination Department of the University;
- 68) **“Convocation Fee”** shall mean the prescribed chargeable amount fixed by Sai Nath University, Ranchi for obtaining the Degree Certificate/Diploma Certificate/other Academic Distinction from the Examination Department of the University following the set procedure by the candidate/student, who has completed & passed his/her Course of study;
- 69) **“Revaluation/Reassessment Charges”** shall mean the prescribed chargeable amount fixed by Sai Nath University, Ranchi for re-checking/re-assessing/re-valuing the Answer Script of any candidate/student/examinee of the examination of his/her Course of study held earlier at the University, for rectification, in case of any mistakes/wrongly awarded/non-awarded Marks, in his/her Total Marks obtained so awarded therein by the concerned Examiner/Evaluator;
- 70) **“Back in Paper”** shall mean any Subject-Paper of the candidate/student/examinee not cleared by him/her as per its minimum Pass Marks standard in the examinations held earlier for such Course of study of Sai Nath University, Ranchi;
- 71) **“Examination Form”** shall mean the specifically designed blank-paper-format bearing necessary instructions for the University examinations which shall be filled & submitted along with the Course-wise prescribed Examination Fee by the candidates/students of the Courses of studies before their respective examinations to be conducted as per the notified Examinations Schedules of the Controller of Examinations;
- 72) **“Invigilation Duty”** shall mean any specific instructions pertaining to fair & flawless conduction of the Examinations given to the teaching staff/non-teaching staff of Sai Nath University, Ranchi (or outsider person hired for the purpose) deputed as Invigilator in an Examination Hall/Room of the Examination Centre of Sai Nath University, Ranchi by the Controller of Examinations (CoE) of the University;

- 73) **“Semester Examinations”** shall mean the examinations of any Course of study to be conducted after every period of Five or Six months till stipulated completion-time-period of the Course at Sai Nath University, Ranchi by notification of the Controller of Examinations of the University for conducting every Semester Examinations;
- 74) **“Annual Examinations”** shall mean the examinations of any Course of study to be conducted after every period of One Academic Year till stipulated completion-time-period of the Course at Sai Nath University, Ranchi by notification of the Controller of Examinations of the University for conducting every Annual Examinations;
- 75) **“Research Supervisor”** shall mean a member of the academic-staff of Sai Nath University, Ranchi/other recognized academic-staff/outside academic-staff approved by the concerned Board of Studies (BOS) on the recommendation of Degree Research Committee (DRC) to guide/supervise the research work of the research student/candidate of the University;
- 76) **“Joint Research-Supervisor”** shall mean a member of the academic-staff of Sai Nath University, Ranchi/other outside academic-staff, other than the Research Supervisor, and approved by the concerned Board of Studies (BOS) of the University on the recommendation of the Degree Research Committee (DRC) of the University to guide/supervise the research work of the research student/candidate of the University.
- 77) **“Research Student/Candidate”** shall mean a person registered at Sai Nath University, Ranchi for the obtaining the Ph.D. Degree as per procedures and devoting his/her adequate time for completing the necessary requirements for it under the guidance of Research Supervisor deputed for such purpose;
- 78) **“Research Degree Committee (RDC)”** shall mean Research Degree Committee of Sai Nath University, Ranchi, and shall consist of the Vice-Chancellor, Dean of the concerned Faculty/Principal of the concerned college, Controller of Examinations, and two Professors of the University other than the Research Supervisor/Joint Research-Supervisor of the research student/candidate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall be the Chairperson of the Research Degree Committee of the University;
- 79) **“ERP Module”** shall mean an Online Software specifically designed for Sai Nath University, Ranchi for

performing all sorts of Academic affairs/tasks, Administrative affairs/tasks including Examination Department affairs/tasks and other miscellaneous tasks for the flawless functioning of the University;

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(C) APPLICABILITY OF THE EXAMINATIONS' RULES & REGULATIONS

Notwithstanding the integrated nature of a course spread over more than two academic years, the regulations in force at the time a student joins a course at Sai Nath University, Ranchi (Jharkhand) shall hold good only for the examinations held during or at the end of the final academic year of such course. Nothing in these regulations shall be deemed to debar Sai Nath University, Ranchi from amending the regulations subsequently and the amended regulations, if any, may apply to all students whether old or new, as decided by Sai Nath University, Ranchi.

Where the regulations and curriculum of the statutory bodies like Medical Council of India (MCI), Indian Nursing Council (INC), Bar Council of India (BCI), National Council for Teacher Education (NCTE), Pharmacy Council of India (PCI) etc. are available, they will be applicable and will supersede these regulations.

(D) REGISTRATION AND ENROLMENT OF COURSE

- 1)** The registrations for all the courses offered (Semester System/Yearly System) to the students at Sai Nath University, Ranchi running under various faculties/schools/colleges/departments are controlled by the office of the Controller of Examinations (CoE) of the University;
- 2)** Only eligible students (as per the respective regulations) shall be permitted to complete the course enrolment process;
- 3)** For the course enrolment, all the guidelines mentioned in the respective regulations shall be required to be followed by the student;
- 4)** If a student did not appear for his/her course in the End Semester Examinations (Sai Nath University examinations) of the previous semester, he or she shall give an appeal to the Vice-Chancellor, Sai Nath University, Ranchi through concerned Dean of Faculty/Principal of the School/College within two weeks from the

commencement of University examinations with valid reasons (medical grounds). Only if the Vice –Chancellor permits, he or she will be allowed to register for the course in the subsequent semester. The delayed submission will not be accepted by the University;

- 5) The enrolment of course shall be done as per the procedure given in the respective regulations using University's ERP Module through online either by the student himself/herself/themselves or by the concerned Admission staff;
- 6) Once the course enrolment is over, a copy of the course enrolment for all the students shall be submitted to the office of the Controller of Examinations (CoE) duly signed by the student, Faculty advisor/Head of the Department concerned and Head of the Institution;
- 7) If, due to any genuine/technical reasons, the online registration is not possible, the course registrations shall be permitted manually and shall be submitted by the concerned student/students to the office of the Controller of Examinations (CoE) through proper channel.

(E) ADMISSION TO EXAMINATIONS BY THE STUDENT

- 1) Registration for examination is mandatory for all the students admitted in different courses running at Sai Nath University, Ranchi. There will be a fixed **Examination Fee** for each course and payment of the **Examination Fee** shall be mandatory for all the students;
- 2) **Application** for admission to an examination by each student shall be made on the prescribed **Examination Form** accompanied by the requisite **Fee** fixed for such course and shall be submitted at the Examination Department of the University on or before the date fixed for the purpose. The prescribed **Examination Fee** for all the courses running at Sai Nath University, Ranchi may be posted on University's official website for ready reference;
- 3) **Application** for admission to the examination by each student shall be accompanied by the following certificates duly signed by the authority of the University specified in the **Admission Form**, namely:
 - a) that the candidate/student bears a good moral character;
 - b) that the candidate/student is eligible to appear in the examination as per the provisions of the Regulations governing the examination concerned;
 - c) any other certificate(s) required under the Regulations;
- 4) In the case of an ex-student of Sai Nath University, Ranchi, the Application for admission to an examination by such ex-student shall be accompanied by a certificate signed by the concerned Dean/Head of Department/Director/Institution, last attended, that the candidate/student has completed the prescribed course of

- lecturers and earned the credits, within the period specified in the Regulations governing the examination concerned;
- 5) The Academic Council of Sai Nath University, Ranchi shall have power to exclude any candidate/student from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate/student is not a fit and proper person to be admitted to the examination for reason(s) to be duly recorded in the relevant register maintained at the University;
 - 6) If a candidate/student after admission to an examination-
 - a) Commits an immoral act; or
 - b) Is discovered to have committed an immoral act which in the opinion of the Academic Council of the University is such that had it come to their knowledge in time, they would have excluded him/her from the examination;

The Academic Council may-

- (i) Cancel his/her candidature; and/or
 - (ii) Disqualify him/her permanently or for a specified period;
- 7) **Hall Tickets/ Admit Cards** shall be issued to the eligible students after getting list of detained students from all the concerned colleges/faculties, which must be provided by the respective Principals/Deans of Faculties at least fifteen (15) days before the commencement of the examinations;
- 8) After having ensured that the Sessional Marks of all concerned students have been entered in the ERP Module, or have been made available at the Examination Department of Sai Nath University, Ranchi and such Sessional Marks are more than the required for appearing in the examination, the corresponding **Hall Tickets/ Admit Cards** shall be issued to all concerned students;
- 9) All the candidates/students whose Applications (Examination Forms) have been accepted to appear in the examinations, shall be issued their respective **Hall Tickets/Admit Cards** containing respective Name of the Candidate/Student, the Examination Centre, Enrolment and Roll Number.
- 10) If a candidate/student, before issue of **Hall Ticket/Admit Card** or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations (CoE);
- 11) If a candidate/student, subsequent to issue of **Hall Ticket/Admit Card** or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations (CoE);
- 12) (a) Where a candidate/student for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed by the Vice-Chancellor of the University if the candidate, having submitted his/her **Admission Form** and **Fee**, informs the

Controller of Examinations (CoE) before the commencement of the University Examination of his/her inability to appear in the examination and also furnishes a Medical Certificate from Civil Surgeon or the Medical Officer authorized by the University. This additional chance shall be availed of immediately next to the last admissible chance by such candidate/student;

(b) Where chances of the candidate/student to clear an examination are limited, the Vice-Chancellor of the University shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate/student for no fault of his/her, provided that the extra chance shall be availed of immediately next to the last admissible chance;

(c) Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates/students who are allowed additional chance under Sub-Clauses 9(a) & 9(b) above;

- 13) A candidate who misses one or more chances of appearing in an examination due to late receipt of result of his/her use of unfair means case in which he/she is exonerated of the charge or due to late receipt of result of re-evaluation/re-checking of answer books wherever applicable, may be allowed one additional chance by the Vice-Chancellor of the University;
- 14) Unless otherwise provided, a candidate/student who-
 - a) Has already passed an examination of Sai Nath University, Ranchi or any other University shall not be permitted to re-appear in that examination or a corresponding examination of Sai Nath University, Ranchi;
 - b) A candidate/student for an examination in full subjects of Sai Nath University, Ranchi cannot simultaneously study/admit for, or appear at, another examination of this University or of another University/Board, in full subjects, in the same academic year;
- 15) The bar/prohibition shall not apply to a candidate/student appearing in another examination of the University for passing or for improvement of division/result or for additional subject;

Provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination;

- 16) Notwithstanding anything contained in any other Regulations, the Academic Council of the University shall, for reasons to be recorded, have power to admit a candidate/student provisionally to the next higher class pending his/her qualifying in the paper or papers, which he/she may have missed for no fault of his/her

own. The Academic Council shall record reasons for granting such, permission in each case.

(F) PATTERN FOR CONDUCTION OF EXAMINATIONS AND STUDENTS ATTENDANCE FOR ELIGIBILITY TO APPEAR IN THE EXAMINATIONS

- 1) Sai Nath University, Ranchi may follow the Semester System or the Yearly System for conduction of examinations, as may be decided by the Board of Management of the University;
- 2) Uniform examination system with 40:60 ratio (Internal: University) will be followed.
- 3) (a) The examination will be centralized. The University shall select a centre / venue for students which will be different from their own College. However, under extraordinary situations, the Controller of Examinations (CoE) of the University may, with approval of the Vice-Chancellor, decide to make the centre / venue in the same College;
(b) The teachers / academic staff members of Sai Nath University, Ranchi where examinations are to be conducted, will be appointed by the Vice-Chancellor as Invigilators for such examinations, on recommendation by the Dean of Faculty/Principal of the School/College. They shall not be of the same subject of which examinations are to be conducted at a particular Centre, as far as possible;
- 4) In order to appear in the examination, the student must have:
 - (a) **No Dues** from the University;
 - (b) **Attendance:**
 - (i) The students shall be expected to attend all the classes of his/her course but should have minimum attendance as prescribed by the individual statutory councils and/or notified by the University;
 - (ii) In cases where no directions of the regulatory council have been prescribed, the student should have at least 75% attendance in Theory Classes as well as in Practical Classes of his/her course;
 - (iii) Shortfall in attendance can however be condoned in deserving cases to the extent of 10% by the Principal concerned/Dean of Faculty concerned;
 - (iv) If the shortfall is more than 10% but not more than 20%, the Principal concerned/Dean of Faculty concerned may

- recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.
- (v) The Principal concerned/Dean of Faculty concerned may conduct Extra Classes, assignments etc. to improve the attendance of the students with prior permission of the Vice-Chancellor of the University;
 - (vi) The Vice-Chancellor may fix payment for Extra Classes/Practical to be paid by the students concerned
 - (c) The student shall have to obtain minimum 20% marks in Internal/Sessional Examinations (Assessment) to be eligible for appearing in the University examinations.
- 5) The basis of Internal/Sessional Examinations (Assessment) will be (for all the Courses running at Sai Nath University, Ranchi where guidelines by the concerned regulatory bodies/councils are not notified.) as follows:
- (a) Mid-Term Written Tests/Practical/Sessional Examinations including in-between Snap Tests, if any, shall carry 20 marks independently in each subject of the course;
 - (b) A maximum of 10 marks in each subject of the course shall be awarded for attending classes (Theory/Practical) as per the following norms:

(i)	85% or more attendance	10 Marks
(ii)	80% or more but less than 85% attendance	09 Marks
(iii)	75% or more but less than 80% attendance	08 Marks
(iv)	70% or more but less than 75% attendance	07 Marks
(v)	65% or more but less than 70% attendance	05 Marks
(vi)	60% or more but less than 65% attendance	03 Marks
(vii)	55% or more but less than 60% attendance	02 Marks
(viii)	Less than 55% attendance	00 Marks
 - (c) The Vice Chancellor shall have the right to call for all the records of Sessional Examinations for scrutiny, if it deems fit in any specific case;
- 6) Student has to complete his/her course in stipulated time as notified in the Regulations.

(G) DECLARATION OF EXAMINATIONS SCHEDULE:

- 1) The Academic Calendar for conducting every session for different programmes running under various faculties shall be finalized by the respective faculties. Based on this Academic Calendar, the office of the Controller of Examinations (CoE) shall prepare the

- time table for University Examinations and shall get the approval from the Registrar and the Vice-Chancellor of the University;
- 2) The approved Examinations Schedule for all Semester Exams/Yearly Exams for the year shall be notified in the University's Academic Calendar of that session in the first week of July/August as the case may be;
 - 3) The notified Examinations Schedule for all Semester Exams/Yearly Exams for the year shall be communicated to the students well in advance at least two months prior to the commencement of examinations.
 - 4) The Examinations Schedule for all Semester Exams/Yearly Exams for the year fixed by the Controller of Examinations shall be displayed in the concerned college/faculty and in a conspicuous place at the examinations centre (notified by the University) before the commencement of the examinations and it shall remain there till the completion of the examinations. All the relevant Instructions for the candidates/students pertaining to their Examinations shall also be displayed on all the concerned Notice Boards of Sai Nath University, Ranchi;
 - 5) Such notified Examinations Schedule shall also be made available to the students publicly also and other concerned at the University website: www.sainathuniversity.com.
 - 6) Similarly, the notified Academic Calendar for every session shall be made available publicly at the University website: www.sainathuniversity.com.

(H) ISSUE, COLLECTION OF EXAMINATION FORMS & PAYMENT OF EXAMINATION FEES

- 1) **Issuing of unique identification to the students for all courses:** Student of Sai Nath University, Ranchi will be given unique Enrolment Number and Roll Number on the prescribed format;
- 2) **Documents required for issuing of Enrolment Number & Roll Number :**
The student of Sai Nath University, Ranchi shall have to submit an application for obtaining his/her Enrolment Number on prescribed format on the payment of prescribed **Fee**, after the admission is confirmed and after Migration Certificate from the previous institution of such student is submitted in original. The **Enrolment Number** once allotted will remain the same, till the student continues his/her studies in the University without break.
- 3) **Submission of Examination Forms (provisional):**
Important: Appearing in Sai Nath University's Examinations will be subject to eligibility to appear in the examination.
 - (i) All the **Applications** for granting permission by the students to appear in any of the examinations of the University shall be

- submitted on the prescribed forms (Examination Forms) and forwarded to the Controller of Examinations (CoE) through concerned Head of the Institution/Principal/Dean of Faculty 30 days before the scheduled date of examination to be notified by Controller of Examinations (CoE) of the University;
- (ii) Application (Examination Form) of the student to appear in examinations shall be accompanied by the following endorsement signed by his/her concerned Head of the Institution/Principal/Dean of Faculty in the Examination Form :
- (a) He/she has the required attendance as prescribed by the Ordinance of Sai Nath University/statutory body;
 - (b) He/She has acquired Sessional Marks/Internal Assessment as per the University Ordinance/statutory body;
 - (c) There is nothing against him/her which may disqualify him/her to take the examination;
- (iii) A candidate/student may be permitted to submit his/her **Examination Form** after the Last Date of submission of the Examination Form by the:
- (a) Vice-Chancellor/Registrar of Sai Nath University, Ranchi with the prescribed **Late Fee** notified from time to time before the examinations, upto 15 days before the examinations;
 - (b) The Vice-Chancellor/Registrar of the University may condone the Late Fee in case a Department or a College/Faculty has failed to deposit the required **Examination Fees** in full, within the prescribed period/Last Date, due to a clerical mistake, viz. totalling of the Amount Payable, Rate of Examination Fees payable, etc.;
 - (c) Under special circumstances, the concerned Head of Institution/Principal/Dean of Faculty of the University may recommend to the Vice-Chancellor for allowing a candidate/student to submit his/her Examination Form and grant permission to appear in the examination even at lesser than seven days, mentioning the reason for his/her recommendation. The Vice-Chancellor may permit such a student, if he/she agrees, on payment of **Late Fee** and **Fine** as he/she deems fit;
- (iv) The Vice-Chancellor/Registrar of the University may, when he/she considers it appropriate in any exceptional case:
- (a) Extend the date for submission of the filled **Examination Forms** and required **Examination Fees** by the candidates/students of the concerned College/Faculty keeping in view the circumstances; and

- (b) Accept the filled **Examination Forms** and required **Examination Fees** after the expiry of the Last Date with Late Fee as prescribed by the University from time to time;
- (v) The Examination for students reappearing in any **Papers** shall be held along with the subsequent regular examinations for the relevant Semester;
- (vi) **Examination Fees** once paid by the students of Sai Nath University, Ranchi shall not be refundable;
 - (a) When name of any candidate/student is withdrawn for non-payment of College/Faculty/Departmental dues;
 - (b) When name of any candidate/student is withdrawn on account of his/her rustication or expulsion from the Department/College/Faculty or withdrawal of his/her **Character Certificate** because of misconduct;
- (vii) A candidate/student shall not be entitled to refund of his/her **Examination Fees** paid by him/her earlier:
 - (a) If permission accorded to him/her to take an examination of the course concerned is subsequently cancelled, as a result of misstatement of facts or suppression of important facts or want of relevant information in his/her Examination Form;
 - (b) If he/she tried to obtain permission to an examination of the course concerned by making a false statement of facts in his/her **Admission Form**;
- (viii) Filling of the Examination Form does not ensure that the student will be issued his/her **Admit Card** but the issuance of the Admit Card shall depend upon the fulfilment of the conditions aforementioned in Sub-Clauses (H)(3)(ii)(a)/(b)/(c);
- 4) For each course (purely Internal course, seminar, theory, practical, theory combined with laboratory, projects, pedagogy etc.,) which shall be reflected in the Mark Sheet/Grade Sheet, there shall be prescribed Fees for appearing in the examinations of such course;
- 5) The **Examination Forms** shall be made available at the Examination Department, Sai Nath University, Ranchi and shall also be posted through online mode for the eligible candidates/students only;
- 6) The **Examination Fee** dues shall be raised through online mode as well as by releasing relevant Notice at least six weeks before the commencement of examinations. Once the Examination Fee due is raised, then the student can pay their Examination Fee through Student Online Portal or by submission at the Fee Collection Counter, Sai Nath University, Ranchi;
- 7) The **Examination Form** shall be available to apply through **Online** mode which shall contain all the details, such as the name of the candidate/student, registration number, degree and branch,

semester, subject code/course code with title of the course, etc. This shall include arrear/failed courses to which the student shall be appearing;

- 8) Sufficient time shall be provided to the students for the payment of required **Examination Fee** prescribed for each course separately by Sai Nath University, Ranchi for submission of the respective Examination Form;
- 9) After receiving the required **Examination Fee** for the course from the students whose examinations have been scheduled, the concerned college office staff/faculty office staff shall download the filled Examination Forms and shall arrange to send all such Examination Forms to the office of the Controller of Examinations (CoE) of the University for further necessary process;

(I) DETENTION/CANCELLATION OF CANDIDATURE FOR APPEARING IN THE EXAMINATION

- 1) If a candidate/student does not earn the required attendance and required minimum **Internal Assessment Marks** as prescribed in the respective Ordinances/Regulations of Sai Nath University, Ranchi, he/she shall be allowed to sit for the examinations after satisfying the required attendance and **Internal Assessment Marks** during the subsequent semester/year;
- 2) The **Candidature** of a candidate/student for appearing in the examination in particular subject(s) in which he/she falls short of attendance and the same has neither been made up nor condoned in accordance with the Ordinance of Sai Nath University, Ranchi may be **Withheld** in that particular subject(s)/paper(s) wherever prescribed in the relevant Ordinance;
- 3) The **Candidature** of a candidate/student for appearing in the examination shall stand **Withheld/Cancelled**, if his/her name is struck off from the rolls of the University, teaching department provided such action is taken before the commencement of the examinations;
- 4) The **Candidature** of a candidate/student shall stand **Withheld/Cancelled** if he/she is rusticated or expelled from the University/Department or his/her **Character Certificate** is withdrawn for misconduct before the commencement of examinations;
- 5) When the **Candidature** of a candidate/student is to be cancelled before his/her sitting in the examination on grounds of his/her being ineligible, the Controller of Examinations (CoE) shall be authorized to pass orders in such context;
- 6) The Controller of Examinations (CoE) shall have authority to cancel the **Candidature** of a candidate/student for any Examination of Sai Nath University, Ranchi on grounds of his/her

ineligibility after he/she had actually appeared in the Exam(s) and to file/withhold (Not to publish) his/her result.

(J) COLLECTING INTERNAL ASSESSMENT MARKS FOR THEORY/PRACTICAL/PURELY INTERNAL COURSES AND COLLECTING EXTERNAL ASSESSMENT MARKS FOR PRACTICAL/CLINICAL EXAMINATIONS

- 1) The Internal Assessment Marks for Theory/Practical/Purely Internal Courses/Projects shall be collected from the concerned College/Faculty by transferring the **Data** from the academic module to examination module through ERP Module of Sai Nath University, Ranchi;
- 2) Wherever the Marks (Internal/External) shall be transferred through ERP Module of the University, a Hard Copy of the same set shall also be submitted to the office of the Controller of Examinations (CoE) through concerned Principal of College/Dean of Faculty duly signed by the Internal Examiners as well as the External Examiners;
- 3) Internal Assessment for Theory/Practical/Seminar/Projects/Assignments/Comprehension and technical courses etc. shall be conducted at the University level as per the Regulations of the respective programmes and shall be updated in the academic module of the University as and when shall be completed;
- 4) Wherever there shall be a passing minimum marks in the Internal Assessment (as prescribed in the respective guidelines of the programmes), the student shall satisfy the same for appearing in the examinations;
- 5) The improvement in the Internal Assessment marks shall be permitted only if there shall be a provision in the respective Regulations.

(K) PROCEDURE FOR APPOINTMENT OF PAPER-SETTER/EXAMINER/EVALUATOR

- 1) The Examinations Committee of Sai Nath University, Ranchi in the meeting convened by the Examinations Cell of the University, Ranchi shall submit a **Panel** of Paper-setters/Examiners to the Examinations Cell whose names shall be received through Dean of Faculty/Principal of College of the University;
- 2) The **Examinations Cell** shall recommend to the Vice-Chancellor of Sai Nath University, Ranchi the **Panel of the Examiners** for taking the Examinations/Paper-setting/evaluating Answer Sheets in each subject. In making their recommendations the **Examinations Cell** shall ensure that the minimum eligibility criteria have been followed;

- 3) The Vice-Chancellor of the University may appoint anyone for taking the Examinations/Paper-setting/evaluating Answer Sheets from the **Panel List** referred to him/her by the Dean of Faculty/Principal of College. The Vice-Chancellor may also appoint anyone else, who is eligible but his/her name has not been mentioned in the **Panel List** for any of the purposes mentioned hereinabove;
- 4) The Course Coordinators (Subject Teachers) may act as the Question Paper-setters/Examiners/Evaluators. However, other faculty members involved in handling the course may also be associated with the Answer Sheets evaluation process;
- 5) Controller of Examinations (CoE) shall issue general instructions for the guidance of the Examiners/Paper-setters/Evaluators for the proper discharge of their respective duties;
- 6) Where the appointed Examiner/Paper-setter/Evaluator is/are incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute of them/him/her;
- 7) In situations where the appointed Examiner shall not be able to come, the Vice-Chancellor shall appoint any other eligible Examiner out of the recommended **Panel of the Examiners** or otherwise;
- 8) Under special circumstances the Principal of College/Dean of Faculty can take permission from the Vice-Chancellor after meeting personally or on phone and call anyone else as Examiner, if the already appointed Examiner fails to come on the day of examination;
- 9) An External Examiner shall be one who shall not be teaching in any department of Sai Nath University, Ranchi. He/she shall be a teacher with a requisite qualifications and experience in the subject as laid down by the concerned statutory council of the course or as per the University Regulations/Ordinances in force, shall have/worked in other than this University/College/Faculty;
- 10) An Internal Examiner shall be one who shall be teaching at Sai Nath University, Ranchi and shall be having requisite qualifications and experience laid down by the respective statutory council or this University as applicable;
- 11) External Paper-Setters and External Examiners shall be appointed on semester to semester basis, but no such person shall ordinarily continue to act as such for a period of more than two successive examinations continuously in the same **Question Paper** and shall not be eligible for re-appointment unless there is a gap of at least one semester;
- 12) No such person shall be appointed as Paper-setter/Examiner:
 - (a) If he/she has written or revised a help-book or Guide relating to that **Question Paper** for use of candidates/students for the examination concerned;

- (b) If he/she does not possess sufficient teaching experience in the **Subject** for a minimum of 04 years provided that this condition may be relaxed in the case of a **Subject** in which qualified teachers are not easily available;
 - (c) If any of his/her relations is appearing in the Examination concerned. For this purpose “relation” shall mean-“Wife, Husband, Son, Daughter, Sister, Wife’s Brother and Wife’s Sister, Brother’s Son/Daughter, Sister’s Son/Daughter, first Cousin, Husband’s Sister, Brother, Nephew, Niece, Grandson, Grand-Daughter, Daughter-in-Law and Son-in-law”;
 - (d) If such person (he/she):
 - (i) Is convicted of any offence which, in the opinion of the Vice-Chancellor, involves moral turpitude;
 - (ii) Is declared insane
 - (e) If a person has already been appointed as Paper-setter/Examiner and has acquired any of the above disqualifications, his/her appointment shall be cancelled;
- 13) The Controller of Examinations (CoE) of the University shall issue instructions to the Paper-setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto;
- 14) The appointment of a Paper-setter shall be deemed to be cancelled, if he/she fails to send the Question Paper by the date fixed in this behalf provided that the Controller of Examinations (CoE) may, for sufficient cause, extend the period of sending the required Question Paper;
- 15) Notwithstanding anything contained in any other Ordinance for the time being in force at Sai Nath University, Ranchi, the Controller of Examinations (CoE)/Vice-Chancellor of the University in consultation with the Chairperson of the Board of Studies concerned shall have the power to remove permanently for a specified period, any Paper-setter/Examiner in any Faculty for any examination, if his/her work is found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there is some doubt with regard to his/her integrity or was otherwise unable to perform the work or to conform to directions of the University;
- 16) Where the appointment of any Paper-setter/Examiner is cancelled under Clause (K)(15) above, any Paper-setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Controller of Examinations (CoE) shall be empowered to appoint a substitute as deemed suitable;
- 17) Instructions to be followed by every Paper-setter:
- (a) The Questions must be in neat handwriting/typed paper pasted on one side of the format provided. Technical terms should be in the capital letters;

- (b) Session or year is not to be written on the Question Paper;
- (c) Every Question and every part of a Question should be clear in language and free from ambiguity;
- (d) The Question Paper shall be strictly from the prescribed syllabus/scheme. The Question Paper should be fairly distributed over the whole course of study and not concentrated on any one or few portions;
- (e) The Numerical Parts in the Question Paper should not be more than 50% except in mathematic(s) (as subject of Paper) and/or the Papers similar in nature to mathematics;
- (f) Log Tables or other materials shall be supplied to the candidates/students only when it shall be recommended by the Paper-setters. It is therefore, necessary to write specifically in the Head Note if the Log Tables, PWF Tables, Graph Papers, Steel Code, etc. are to be supplied to the candidate/student even for general use. It shall also be clearly mentioned in the Head Note by the Paper-setter whether the use of calculator shall be permitted or not and of which specification;
- (g) Paper-setter shall clearly indicate in the Head Note of Question Paper regarding number of questions to be attempted from a particular Section. He/She shall ensure that sum of Marks allotted to each Section/Question is equal to maximum Marks and is as per Evaluation Scheme;
- (h) The Paper-setter shall not keep with him/her any copy or rough drafts of the Question Paper set by him/her. All the drafts and notes shall be supposed to be destroyed by him/her positively;
- (i) Paper-setters shall be requested to ensure that both the Outer Cover and the Inner Cover containing the Question Paper are positively sealed in separate envelopes before they are posted or personally handed over to the Controller of Examinations (CoE)/Confidential Cell of the University;
- (j) Paper-setter shall certify that to best of his/her knowledge none of his/her direct or indirect dependents/relatives (i.e., wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law etc.) are appearing in the examinations in which his/her Question Paper may be one of the Question Paper. Paper-setter shall have to avoid his/her own book material in the Question Paper;
- (k) In case serious mistakes shall be found in the Question Paper, which may create confusion in the minds of the examinee, in such case, Sai Nath University, Ranchi can drop the name as Paper-setter and can cease the remuneration of such Paper-setter;

- (l) Vice-Chancellor of Sai Nath University, Ranchi may also appoint more than one Paper-setter for same Subject under special circumstances.

(L) PREPARATION OF QUESTION PAPERS

- 1) The Controller of Examinations (CoE)/Confidential Cell of Sai Nath University, Ranchi shall contact the Paper-setters/Examiners and shall ensure that they prepare three sets of **Question Paper** and that all the three sets of the **Question Paper** reach back to the CoE/Confidential Cell of the University on or before time as stipulated to him/her in a sealed envelope;
- 2) The **Question Paper** for the Semester examinations/University examinations shall be collected from the Internal Examiners/ External Examiners;
- 3) Proof-reading and checking of compliance of the received **Question Paper** with syllabus and pattern shall be done thereafter by the concerned Principal/Dean/Head of Department;
- 4) One set out of three sets received of such **Question Paper** shall be selected and the other two sets of those Question Paper shall be kept sealed & preserved to be utilized in case of any contingencies;
- 5) The selected set of such **Question Paper** shall be typed at the Confidential Cell under the personal supervision of the Confidential Cell In-charge with close monitoring by the Controller of Examinations (CoE) maintaining absolute confidentiality;
- 6) **Question Papers** shall usually be printed a day before that particular examination to be held at Sai Nath University, Ranchi;

Provided that if the number of Question Papers required are of very big quantity, printing may be done two days in advance before that particular examination;

- 7) All the Question Paper-setters shall send the respective Answers/Solutions of the Questions and their corresponding Marking Scheme along with the Question Paper mandatorily to the Controller of Examinations (CoE)/Confidential Cell of Sai Nath University, Ranchi. Answers must be sufficiently in detail indicating Marking Scheme;
- 8) The Confidential Cell shall pack the Question Papers in different packets with exact number of Question Papers required for each Examination Hall/Examination Room in accordance with the Seating Plan given in advance by the superintendent of exams and keep them in the Strong Room of the Examinations Department of the University after having them sealed.

(M) RULES & REGULATIONS FOR CONDUCTION OF UNIVERSITY EXAMINATIONS

- 1) **Chief Centre Superintendent:** The Head of the Institution/ Principal of College/Dean of Faculty or a senior most faculty, as recommended by the Head of the Institution shall be appointed as the Chief Centre Superintendent (CCS) by the Controller of Examinations (CoE) for smooth conduct of the examinations;

The Chief Centre Superintendent (CCS) shall be responsible for the safe custody of Answer Books and satisfactory conduct of the examinations. Overall responsibility for safe and fair conduction of such examination shall be of the Chief Centre Superintendent. In the absence of the Chief Centre Superintendent, an authorized representative shall perform the functions of the Chief Centre Superintendent with intimation to the Controller of Examinations (CoE) of the University;

Duties of Chief Centre Superintendent of Examinations:

- (a) All communications of confidential nature relating to the examinations shall be addressed to the Controller of Examinations (CoE) of the University by Name and not by Designation;
- (b) On receipt of Question Papers, the Chief Centre Superintendent shall be requested to check the description of each packet with the Regulation, Schedule of Examinations and to report any discrepancies to the Controller of Examinations (CoE) immediately;
- (c) The Chief Centre Superintendent shall depute a senior faculty to collect the Question Papers from CoE office, one hour before the commencement of the examinations;
- (d) Written Answer Booklets shall be submitted session-wise to the CoE office along with the bundle details and consolidated reports;
- (e) At the end of each session, the candidates/students attendance and excess of Question Papers shall be returned to CoE office;
- (f) Chief Centre Superintendent shall be requested to put a copy of instructions to the candidates/students and punishments of malpractice cases at a prominent place in the venue of examination;
- (g) For non-possession of Hall Ticket/Admit Card, the candidate/student may be issued duplicate Hall Ticket/Admit Card by collecting a fine amount for only one session;
- (h) In case, the candidate/student lost his/her Hall Ticket/Admit Card, such candidate/student shall approach the office of CoE and the Duplicate Hall Ticket/Admit Card shall be collected after the payment of necessary fee;

- (i) Candidates/Students with no Identity Card shall obtain the authorization letter from concerned Class In-charge/ Counsellor/HOD of Sai Nath University, Ranchi;
- (j) If a candidate/student presents himself/herself whose name does not appear in the attendance, the Chief Centre Superintendent shall permit such candidate/student after obtaining an “Undertaking” that he/she has paid the examination fee for the subject and report the matter to the Controller of Examinations (CoE) immediately;
- (k) Candidates/Students shall not be admitted presenting themselves more than half an hour after the commencement of examination;
- (l) Candidates/Students, who enter the Examination Hall, under no circumstances shall not be permitted to leave the Examination Hall. Candidates/Students shall be expected to be available inside the Examination Hall for the whole duration. Only on rare occasion, the candidates/students may be permitted to leave the Examination Hall during the last half an hour of the examination;
- (m) If any candidate/student found involved in malpractice, the Chief Centre Superintendent shall make preliminary investigation and communicate to the Controller of Examinations (CoE) immediately. Candidate/Student may be allowed to write the subsequent examinations, pending the decision by the University Authorities;
- (n) Answer Booklet of malpractice cases shall be forwarded to the Controller of Examinations (CoE) in a separate cover with the statements obtained from the candidate/student and Examination Hall Superintendent/Invigilator, including all materials of evidence available together;
- (o) Examination Hall Superintendents/Invigilators shall be instructed not to answer any enquiries whatsoever relating to the Question Papers by any candidate/student;
- (p) Answer Booklets shall be affixed with the facsimile of Chief Centre Superintendent before hand over to the Examination Hall Superintendents/Invigilators;
- (q) Correct Answer Booklets shall be distributed to the candidates/students;
- (r) At the end of the University examinations, unused Answer Booklets and stationery items shall be required to be returned to CoE office by all the Examination Hall Superintendents/Invigilators compulsorily.

2) **Assistant Centre Superintendent:**

- (a) The Assistant Centre Superintendent(s) shall be appointed by the Chief Centre Superintendent from amongst the faculty members of the rank not lower than of Associate

Professor/Reader to make all preparatory arrangements for holding the examinations including seating arrangement for the candidates/students;

- (b) One Assistant Centre Superintendent may be appointed where the total number of candidates/students registered for all the examinations at a particular centre of Sai Nath University, Ranchi in one particular session does not exceed 50; two Assistant Centre Superintendents where such number exceeds 50 but is less than 200 and three Assistant Centre Superintendents where such a number is more than 200;
- (c) The Assistant Centre Superintendent shall conduct the examinations under the supervision of the Chief Centre Superintendent according to the instructions given by the Controller of Examinations (CoE) of the University from time to time in this regard. He/She shall take all necessary measures for fairly and smoothly conduction of the examinations at a centre;
- (d) The Assistant Centre Superintendent(s) shall perform such duties as are assigned to him/her by the Chief Centre Superintendent of the Examination Centre. He/She shall particularly be responsible for opening of Question Papers in the presence of Chief Centre Superintendent, seating arrangement, checking the absentee statements, updating the record of utilized Answer Booklets on daily basis, packing of Answer Books along with the Attendance Sheet, Docket, Question Paper etc. and then dispatch to Controller of Examinations (CoE) of the University immediately on the same day of Examination;
- (e) The Assistant Centre Superintendent(s) shall also ensure that all the cases of UFM (Unfair Means) in the examinations, if utilized by any candidates/students of Sai Nath University, Ranchi, have been sent to the Examination Department in a sealed Envelop on daily basis;

3) Hall Superintendents/Invigilators:

- (a) Hall Superintendents/Invigilators shall be appointed by the Chief Centre Superintendent of the Examinations of Sai Nath University, Ranchi in a manner that their ratio to candidates/students does not exceed one Invigilator to 20 candidates/students registered at any particular session with a minimum of two Invigilators in an Examination Hall, even if the number of examinees is less than 20 in the concerned Examination Hall. In case the number of Invigilators appointed in any Examination Hall exceeds the prescribed ratio of 1:20, the Controller of Examinations (CoE) shall submit the following report:

EXAMINATION POLICY (Revised & Updated) for 2024-2025 Session & Onwards – Sai Nath University, Ranchi (Jharkhand)

1	2	3	4	5	6
Date of Exam	Room No.	Capacity of Room/ Exam Hall	Students allotted in the Room/ Exam Hall	No. of Invigilators appointed in the Exam Hall	Reason

- (b) The teachers/academic staff members of the University appointed by the Chief Centre Superintendent of the Examinations (Vice-Chancellor/Principal/Dean) shall perform as Invigilators in different Examination Halls/Rooms. The Duty Roster of the Invigilators must be maintained by the Asst. Centre Superintendent and Centre In-charge. The same along with day-wise signatures and contact numbers of the Invigilators must be sent to the Examination Department a day prior to the conduction of the Examinations;
- (c) The Chief Centre Superintendent of the Examination Centre may invite the Invigilators from other Colleges/Faculties of Sai Nath University through Vice- Chancellor;
- (d) The Librarian of the College/Faculty may be engaged as an Invigilator if required;
- (e) Teacher of the Subject of which Examination shall be conducted, shall not be appointed as Invigilator;
- (f) The Invigilators shall report to the Examination Hall at least 15 minutes before the scheduled time of examination;
- (g) Duties of Hall Superintendent/Invigilator**
 - (i) Hall Superintendent/Invigilator shall report to duty well in advance at least one hour prior to the commencement of Examinations;
 - (ii) Hall Superintendent/Invigilator shall wear his/her Identity Card and shall not carry Mobile Phone inside the Examination Hall;
 - (iii) Hall Superintendent/Invigilator shall check the number of Answer Booklets and Question Papers with the attendance before distribution to the candidates/ students in the Examination Hall;
 - (iv) Hall Superintendent/Invigilator shall check the facsimile of the Chief Centre Superintendent affixed on the Answer Booklets before distribution and shall distribute the correct Answer Booklets to the candidates/students;
 - (v) Hall Superintendent/Invigilator shall check the identity of the candidates/students with the help of Hall Ticket/Admit Card, Identity Card before entering into the Examination Hall;
 - (vi) During first half an hour, each candidate/student present in the Examination Hall shall be asked to mark his/her signature on the Attendance Sheet and shall

write the Serial Number of his/her Answer Booklet Serial Number;

- (vii) Hall Superintendent/Invigilator shall instruct the candidates/students to write the correct Subject Code, Subject Title, Date of Examination and other entries on the designated space of the Answer Booklets;
- (viii) Hall Superintendent/Invigilator shall instruct the candidates/student to put their respective signatures and to write the Answer Booklet Serial Number against their names. Also, check the total in the attendance OMR sheet with that of the candidates/students writing examination in the Examination Hall;
- (ix) Hall Superintendent/Invigilator shall check all the entries filled in, including that the correct roll number is written in words at the allotted space on the Answer Booklet by the candidate/student, on the cover page of Answer Booklet with help of Hall Ticket/Admit Card of the candidate/student. That the candidate has signed at the appropriate place/space provided in Answer Booklet. The Hall Superintendent/Invigilator shall sign only after checking all the above entries;
- (x) Hall Superintendent/Invigilator shall sign each Answer Booklet at the assigned box as evidence of verification of candidature of the candidate/student. He/She shall also check (at the assigned space) the number of supplementary sheets used by the candidate/student in each case and he/she shall issue B-Copy (supplementary/continuation sheets) to any candidate/student only after verifying that the Answer Booklet has been fully utilized by such candidate/student;
- (xi) Hall Superintendent/Invigilator shall ensure that the Answer Booklet (duly closed) and Question Paper of the candidate/student has been left behind on his/her seat in the Examination Hall when such candidate/student shall be allowed to go out to toilet etc. only after one hour of start of the examination;
- (xii) At the end for the examination, no candidate/student shall be allowed to leave the Examination Hall without permissions of the Hall Superintendent/Invigilator till all the Answer Booklets are collected, counted and found correct;
- (xiii) Hall Superintendent/Invigilator shall make frequent announcement to the examinees, to check themselves for mobile phones, bit materials, programmable calculators etc., inside the Examination Hall before the commencement of Examinations;

- (xiv) Strict silence shall be required to be maintained in the Examination Hall and Hall Superintendent/Invigilator shall not move out to attend any other tasks;
- (xv) Hall Superintendents/Invigilators shall be under the control of the Chief Centre Superintendent. During the period they are on Examination Duty, they shall not leave the Examination Centre without the permission of the Chief Centre Superintendent or Asst. Centre Superintendent;
- (xvi) Hall Superintendent/Invigilator shall be expected to be alert at every moment beginning from the entry of the candidates/students till such time that all the Answer Booklets are collected from them. So, it is necessary that he/she should make frequent rounds in the Examination Hall;
- (xvii) Candidates/Students shall not be admitted to enter into the Examination Hall after half an hour of the commencement of examination by the Hall Superintendent/Invigilator;
- (xviii) Candidates/Students writing the examinations shall sit inside the Examination Hall for the whole duration of the examination;
- (xix) Detained candidates/students shall not be allowed to enter inside the Examination Hall and shall not be allowed to write their examinations on any account. Hall Superintendent/Invigilator shall have to check the attendance sheet for this purpose. The names of the detained candidates/students shall be encircled in **RED** by respective Chief Centre Superintendent of the Examinations;
- (xx) On rare occasions, when a candidate/student has to leave the Examination Hall, he/she shall be accompanied with a Teaching staff deputed at the Examination Centre;
- (xxi) Hall Superintendent/Invigilator shall not answer to any enquiries whatsoever relating to the question paper by any candidate/student;
- (xxii) Any Malpractice/Unfair Means utilized by any candidate/student shall be reported immediately to the Chief Centre Superintendent of Examinations by the Hall Superintendent/Invigilator;
- (xxiii) Hall Superintendent/Invigilator shall collect the Answer Booklets directly from the candidates/students before leaving the Examination Hall. Hall Superintendent/Invigilator shall not allow the candidates/students to keep the Answer Booklets on the desk;

- (xxiv) In case, Hall Superintendent/Invigilator or any other University staff on/off duty is found assisting the candidate/student in unfair means, the disciplinary action shall be initiated against him/her. The action against the candidate/student shall also be taken as per UFM policy of Sai Nath University, Ranchi;
- (xxv) After the completion of the exam, Hall Superintendents/Invigilators shall report back to Chief Centre Superintendent of Examinations in order to account for the Question Papers/Answer Booklets/additional Answer Sheets they had received from the candidates/students.

4) Examination Halls/Examination Rooms:

- (a) The doors of the Examination Halls/Examinations Rooms shall be opened each day of Examination only 30 minutes before the time fixed for the commencement of the examination;
- (b) Roll Numbers of candidates/students shall be written on desks either with chalks or through roll cards or printed slips. A seating plan of the examination showing the measurement of each hall/room used and the position of each candidate/student relatively to the other shall invariably be supplied to the University and a copy of the same shall be maintained in the college records/faculty records for Inspection as and when necessary;
- (c) A space of not less than 20-25 square feet shall be assigned to each candidate/student. If there is space constraints, the candidates/students of different courses shall be seated judiciously and shall maintain a reasonable distance between the course-mates;
- (d) Seating arrangement for candidates/students shall be properly notified at some prominent place and it shall also be displayed outside the Examination Room/Examination Hall of Sai Nath University, Ranchi. Changes made in seating arrangement on any particular day shall be notified at least one day earlier;
- (e) Examination Hall and Seating arrangements for conduction of the examinations shall be prepared and displayed at all vantage/prominent points by the Chief Centre Superintendent (CCS) for the benefit of the students;

5) Prohibited Materials Inside the Examination Hall:

- (a) Mobile Phones/Smart Watches/Programmable Calculator or any other Electronic Gadgets shall be strictly prohibited to bring inside the Examination Hall for both the students as well as the Examination Hall Superintendents/Invigilators;
- (b) But, the candidates/students, who shall be suffering from illness, can bring the required medicines/other energy supplements.

6) Attendance & Verification:

- (a) The Enrolment Number, Roll Number and Signature of all the candidates/students appearing in the examinations shall be recorded in the daily Attendance Sheet and Verification Sheet on the prescribed Performa supplied by the Controller of Examinations (CoE);
 - (b) This statement, duly countersigned by the Hall Superintendent/Invigilator, Assistant Centre Superintendent and the Chief Centre Superintendent, shall be forwarded to the Controller of Examinations (CoE) after the conduction of Examinations;
 - (c) However the copy of the Attendance Sheet shall also be sent with the docket along with the Question Paper in the sealed packet of the Answer Booklets.
- 7) The Attendance Sheets, Nominal Roll etc., shall be sent to the Chief Centre Superintendent (CCS) through concerned Head well in advance for planning and smooth conduction of the examinations;
 - 8) Bar-coded Answer Booklets shall only be used for the examinations;
 - 9) The sealed Question Papers and Answer Booklets along with additional Answer Sheets shall be handed over to the Chief Centre Superintendent of Examinations on the day of Examination;
 - 10) The sealed Question Papers and Answer Booklets along with additional Answer Sheets shall be handed over to the Assistant Centre Superintendent 20 minutes prior to the commencement of the Exam in different envelopes for each Examination Hall;
 - 11) The Question Papers may be opened by Assistant Centre Superintendent of Examinations after having verified of any tampering with seal and obtained signature of two Invigilators in any Examination Hall for that day;
 - 12) The Question Papers should be counted and the number should be tallied with the figures given on the face of envelope containing the Question Papers. Before distributing the Question Papers to candidates/students, it has to be made sure either by personal inspection or through invigilators that the correct Question Paper for the session is being given to the candidates/students in the Examination Hall. This precaution is very necessary since the possibility of wrong Question Paper being packed in one packet cannot be ruled out. If the number of the Question Papers in any envelope falls short of the required number, the questions may be dictated and the Controller of Examinations should immediately be informed of this fact by phone. Candidates/Students shall be given the usual time for answering the questions after the Question Paper has been dictated to them by the concerned Invigilators;

(N) DISCIPLINARY CONTROL

- 1) During the examination, all the candidates/students shall be under the disciplinary control of the Chief Centre Superintendent of the Examinations and they will obey his/her instructions. If a candidate/student disobeys the instructions of the Chief Centre Superintendent/Assistant Centre Superintendent or any of the Hall Superintendents/ Invigilators or misbehaves towards any other candidates/ students, he/she may be suspended by the Chief Centre Superintendent from that day's examination. The misbehaviour done by such candidate/student shall be reported by the Chief Centre Superintendent to the Vice-Chancellor on the same day;
- 2) However, if the student has any grievances against the Chief Centre Superintendent/Assistant Centre Superintendent/ Hall Superintendent/Invigilator, he/she can submit his/her grievances to the Dean Students Welfare of Sai Nath University, Ranchi and in his/her absence to the Registrar of the University. Appropriate action shall be taken by them in such matters.

(O) INSTRUCTIONS FOR CANDIDATES/STUDENTS

- 1) All the candidates/students shall be in proper Uniform with the University Identity Card;
- 2) The candidate/student shall be expected to be present at the Examination Centre at least 30 minutes before the commencement of the examination;
- 3) No candidate/student shall be admitted to the Examination Hall after 30 minutes of commencement of the examination;
- 4) The candidate/student shall have his/her proper Hall Ticket/Admit Card and the valid University Identity Card, without which he/she shall not be eligible to appear for the examination;
- 5) All the candidates/students shall be advised to deposit their bags & other belongings in the **Bag Deposit Room** in the respective venue of the Examination Hall. They shall not keep **Valuable Things** inside their bag;
- 6) All the candidates/students shall have to identify their respective correct Examination Hall Number from the Display Board placed for such purpose before going to the Examination Hall. If the register number is not displayed, he or she shall contact to the Chief Centre Superintendent of Examinations immediately;
- 7) Each candidate/student shall have to identify his/her Seat Number from the Seating Arrangement Chart/Notice displayed outside the Examination Hall;
- 8) Before entering into the Examination Hall, all the candidates/students shall have to check themselves and ensure that they do not possess mobile phones, programmable

- calculators, electronic gadgets, any other irrelevant papers, any material notes pertaining to the Examination Paper etc.;
- 9) Candidates/Students shall not be permitted to leave the Examination Hall during the initial one hour and last 30 minutes of the Examination;
 - 10) Exchange of Answer Booklets, supplements and drawing instruments etc. among the candidates/students shall be strictly prohibited;
 - 11) Possession of any arms, weapons, mobile phone, electronic devices, other unrelated materials with the Question Paper etc. in the Examination Hall or at the Examination Centre by the candidate/student shall be strictly prohibited;
 - 12) None of the candidates/students shall write anything on the Question Paper other than his/her Registration Number. Writing any hint or note in the Question Paper shall also be supposed to be a kind of malpractice;
 - 13) None of the candidates/students shall be supposed to write their Registration Number or Name inside the Answer Booklet/ Additional Sheets/Drawing Sheet/Graph Sheet etc.;
 - 14) All the candidates/students shall be instructed to follow the special instructions given in the Question Paper. If the Question Paper contains more than one section, the answers shall be required to be written section-wise in the Answer Booklets;
 - 15) None of the candidates/students/examinees shall tear out any pages of the Answer Booklet. Rough working may be done in the last page of the Answer Booklet and it is advised that clearly cross out the rough working before handing over his/her Answer Booklet to the Hall Superintendent/Invigilator;
 - 16) The candidate/student shall behave properly before, during and after the examination to maintain the conducive atmosphere at the Examination Centre;
 - 17) The candidate/student shall be prohibited from keeping in his/her possession in the Examination Hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator, electronic communication device etc. The violation of these instructions shall attract suitable punitive action against such candidate/student by the Disciplinary Committee of Sai Nath University, Ranchi;
 - 18) The candidate/student found guilty of misbehaviour or using/attempting to use unfair means (UFM) shall be liable for suitable punitive action by the Disciplinary Committee of Sai Nath University, Ranchi;
 - 19) Disclosure of identity on the part of any candidate/student/examinee by way of communicating his/her name/sheet number/signature/phone number/address or any other request to the examiner in the Answer Booklet shall be a punishable offence as

- per the respective Rules of the University and shall be treated as a case of UFM;
- 20) At the closure of the examination, respective Hall Superintendent/Invigilator shall instruct the candidates/students/examinees to stop writing and hand over their respective Answer Booklets to such Hall Superintendent/Invigilator and then vacate the Examination Hall;
 - 21) None of the candidates/students/examinees shall be strictly prohibited from taking away his/her Answer Booklet(s)/part of Answer Booklet or any enclosure(s) issued to him/her out of the Examination Hall. Violation shall attract punitive action against him/her as per the respective Rules of the University;
 - 22) A candidate/student, who shall come to appear in his/her examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the Examination Hall and if found somehow appearing in the examination, shall be turned out from the Examination Hall immediately;
 - 23) A candidate/student who shall be suffering from Dyslexia, a physical disability can be considered for exempting him/her from appearing language Papers in his/her End Semester University examination and request for additional one hour for writing Theory Exam may also be considered provided such candidate/student submits the physical disability certificate through proper channel;
 - 24) The candidates/students suffering from contagious diseases like Chicken Pox, Mumps, and Madras Eye shall be isolated and allowed to take up the examinations, in a separate Examination Hall with a Hall Superintendent/Invigilator;
 - 25) The candidates/students who have registered and eligible for regular End Semester examinations but couldn't able to attend the same due to any one of the following reasons, shall be permitted to take up in the subsequent University's End Semester examinations. It will be considered as first appearance:
 - (a) Sudden demise of candidate's/student's father/mother/spouse/child;
 - (b) Met with an accident;
 - (c) Participation of student in a sport meet of national/international level, representing Sai Nath University, Ranchi;
 - (d) Participation of student in a national/international conference representing Sai Nath University, Ranchi
 - 26) Issuing of Duplicate Hall Ticket/Admit Card:

If any candidate/student enters into the Examination Hall without his/her Hall Ticket/Admit Card, he/she shall be allowed to take examination only in the following condition:

 - (a) If the Chief Centre Superintendent/Assistant Centre Superintendent of an examination centre shall be satisfied that Hall Ticket/Admit Card of such candidate/student is left

at home/room, he/she may permit the candidate/student to appear in the examination. However, the same shall be noted on his/her Attendance Sheet and the information shall be sent to the CoE and the Accounts Department of Sai Nath University, Ranchi for adding Rs.100/- in his/her dues against the penalty for losing the Hall Ticket/Admit Card;

- (b) If the Hall Ticket/Admit Card is lost or destroyed by the candidate/student, such candidate/student shall apply on the prescribed form to the CoE for issuing the Duplicate Admit Card after depositing the prescribed fee. The office of the COE will ensure that the duplicate Hall Ticket/Admit Card is issued to the student the same day or is sent to the Examination Centre of the student before the next examination of such student.

27) Provisional Permission to Candidate/Student:

The candidates/students who have not been issued their Hall Tickets/Admit Cards and whose Names/Roll Numbers do not exist in the Roll Lists, shall not be allowed to sit/appear in the examination unless permitted by the Vice-Chancellor of Sai Nath University, Ranchi on the written application by such candidates/students.

The candidates/students who do not possess their Hall Tickets/Admit Cards but are permitted in the Examinations at a later date, the following conditions shall apply:

- (a) Their names shall be in the additional list of students
- (b) They shall carry the original copy of the permission letter obtained from the Vice-Chancellor of the University.

(P) FLYING SQUAD

The Flying Squad shall overview and supervise the conduction of examinations as per instructions of the Vice-Chancellor/CoE of Sai Nath University, Ranchi and shall take surprise inspection of the examination venues so as to eliminate possibilities of use of Unfair Means (UFM) by the candidates/students in the Examination Halls, to hold the examination in a fair, impartial and smooth manner and to maintain credibility of the examinations.

1) Appointment of Flying Squad

- (a) A Flying Squad shall consist of a Convener, 1 to 3 Squad Members and shall be appointed by the Vice Chancellor of the University or by the CoE with the permission of the Vice- Chancellor;
- (b) All the members of the Flying Squad shall be holding the post of Associate Professor and above in the University;
- (c) These members shall be instructed about their duties and work on the same day as of the surprise visit planned;

- (d) There shall be at least two female members in the Flying Squad compulsorily.

2) Duties of Flying Squad

- (a) The Flying Squad shall monitor all aspects of the conduction of examinations and shall ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the candidates/students/examinees or any other person to indulge in malpractice or misbehaviour in the examinations. The Flying Squad shall be adequately empowered to verify the entire examination process at the Examination Centre of Sai Nath University, Ranchi;
- (b) The Flying Squad Members shall carry their respective Identity Cards/Authority Letters for disclosing their identity at the Examination Centre;
- (c) The Flying Squad, the Examination Hall Superintendents/Invigilators as well as the Supervisory Staff of Sai Nath University, Ranchi shall have the authority to search any candidate/student/examinee to find out as to whether he/she has got any objectionable material with him/her or not. However, female candidates/students/examinees can be searched only by the female members of the Flying Squad;

Refusal of any candidate/student/examinee to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be utilized in the examination;

- (d) The Flying Squad shall inspect all the Examination Halls and shall check the seating arrangements in each Examination Hall. If the seating arrangement is found improper, the Flying Squad shall inform to the Assistant Centre Superintendent and shall get it corrected;
- (e) The Flying Squad shall observe that internal vigilance group (Hall Superintendents/Invigilators, Assistant Centre Superintendents etc.) of the University deputed for the purpose is active and performing their respective duties in a proper manner;
- (f) The Flying Squad shall keep vigil on all aspects of the conduction of examinations at the Examination Centre of Sai Nath University, Ranchi and shall report the cases of malpractice/misconduct, if any, done by the candidates/students/examinees to the Assistant/Chief Centre Superintendent. The Chief Centre Superintendent shall take action in such cases as per the prescribed procedures;
- (g) The Flying Squad shall also inspect the toilets and other surrounding areas of the Examination Centre of the University for the hidden books/notes/other unwanted stuffs;

- (h) A detailed report of observations made by the Flying Squad along with any suggestions shall be sent to the Vice-Chancellor of the University, duly signed by all the members of the Flying Squad, each time it operates.

(Q) SPECIAL PROVISIONS FOR AMANUENSIS/ SCRIBE

- 1) A candidate/student shall be allowed help of an Amanuensis (Writer) if:-
 - (a) he/she is blind; or
 - (b) he/she is permanently disabled to write with his/her own hand; or
 - (c) he/she is temporarily disabled to write, such as fracture of the right-arm or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc.; or
 - (d) he/she is disabled to write due to an accident, disease or congenital deformity.
- 2) For Practical Courses, no Amanuensis/Scribe shall be permitted to any candidate/student;
- 3) The concerned Principal/Dean of Faculty shall recommend the appointment of Amanuensis/Scribe for a particular candidate/student to the Vice-Chancellor of Sai Nath University, Ranchi. The Vice-Chancellor shall take the decision on the basis of **Application**, after meeting the candidate/student personally or shall ask such candidate/student to submit a Medical Certificate from the Medical Superintendent of Medical College/Govt. Hospital of the District concerned;
- 4) The candidate/student shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate/student is unable to write with his/her own hand the Answer Booklets because of the temporary disablement;
- 5) The candidate/student shall submit his/her **Application** to the concerned Principal/Dean of Faculty of Sai Nath University, Ranchi at least one month before the commencement of the Examinations;
- 6) In case of accident occurred recently, such candidate/student shall write an **Application** directly to the Vice-Chancellor of the University through the concerned Principal/Dean of Faculty and in exceptional circumstances, directly to the Vice-Chancellor;
- 7) Exception can only be in case of any unforeseen mishap, in which case the student may apply any time before starting of exam or even during the exam; however, in such cases the appointment of amanuensis will depend upon the availability of the appropriate person at that time:

- (a) The Amanuensis/Scribe shall be a person of a lower qualification than the candidate/student concerned;
 - (b) The Chief Centre Superintendent of Examinations of Sai Nath University, Ranchi shall arrange for a suitable space for the disabled candidate/student;
 - (c) An extra Half an Hour shall be given to such candidates/students/examinees for 3-hours duration Paper;
 - (d) The payment of the Amanuensis/Scribe, if any, shall be borne by the candidate/student/examinee concerned.
- 8) The Qualifications of Amanuensis/Scribe shall be lesser than the candidate/student/examinee (for UG course Exam, not more than Higher Secondary level or equivalent and for PG course Exam, not more than UG in a department not relevant to the candidate's/student's/examinee's discipline), but such Amanuensis/Scribe must not have secured more than 55% Marks in his/her Examination. The requirement of having obtained not more than 55% Marks in the last examination may be relaxed if the Qualifications of the Amanuensis/Scribe are more than two grades lower than that of the candidate/student/ examinee;

Provided further that in case of Blind candidate/student/examinee, Amanuensis/Scribe shall be of one grade lower in Qualifications than such candidate but such Amanuensis/Scribes must have not secured more than 50% Marks in the examination;

- 9) The Chief Centre Superintendent of Examinations shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.

(R) CANCELLATION OF EXAMINATIONS RELATED APPOINTMENTS/EXAMINATIONS

The Vice-Chancellor of Sai Nath University, Ranchi shall reserve the right to cancel or rescind any appointment relating to examinations or to cancel or reschedule any examinations at any time in the interest of smooth conduction of examinations at the University.

(S) LOST ANSWER SCRIPT OF ANY CANDIDATE/ STUDENT/EXAMINEE

- 1) The Vice-Chancellor of Sai Nath University, Ranchi, after he is satisfied that the Answer Script of a candidate/student/ examinee has been lost after having been handed in the custody of the Chief Centre Superintendent of Examinations may:
- (a) Permit the candidate/student/examinee to reappear in the **Subject** of which Answer Script has been lost, on a date and

- time to be fixed by the Controller of Examinations (CoE) of the University; or
- (b) Award him/her **Marks** in the Answer Script lost equal to the Marks obtained by the candidate/student/examinee in the other **Paper**, subject to a maximum of **60% Marks** in that **Paper** in case the candidate/student/examinee has appeared in one **Subject** having two **Papers A & B**; or
 - (c) Award him/her the average **Marks** of the remaining **Subjects/ Papers** which he/she has already cleared, subject to a maximum of passing **Marks** in case he/she has appeared in one **Subject** having one **Paper** to clear carry over;
 - (d) Award him/her **Marks** in the Answer Script lost, equal to the **Marks** obtained by the candidate/student/examinee in the other **Paper**, subject to a maximum of passing **Marks** in case the candidate/student/examinee appeared in one **Subject** having two **Papers A & B** to avoid carry over.
- 2) If there is a dispute as to whether a candidate's/student's/examinee's Answer Script/**Paper** was duly handed in or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations (CoE) shall report his/her findings, shall be final.

(T) OTHER TYPES OF COMPLAINTS/GRIEVANCES OF ANY CANDIDATE/STUDENT/EXAMINEE FOR EXAMINATIONS

- 1) Grievances/Complaints of any candidate/student/examinee, other than mentioned in Clause-(R) above, if any, regarding examinations may be brought to the notice of the Controller of Examinations (CoE) in writing on the same day or the latest by the following office working day and these grievances/complaints shall be referred to the concerned Examination Committee/authority of Sai Nath University, Ranchi for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved candidate/student/examinee and redress them at the earliest but not later than ten working days from the date of the last Examination or the receipt of the complaint/grievance whichever is later;
- 2) If the candidate/student/examinee is not satisfied with the decision of the Examination Committee of the University, may apply to the Vice-Chancellor within three office working days of the communication of the decision;
- 3) The Vice-Chancellor shall decide on the matter personally or with the advice of experts, if necessary, with a priority of delivering justice to the aggrieved candidate/student/examinee, communicate to the candidate/student/examinee at the earliest but not later than 15 working days;

- 4) The decision of the Vice-Chancellor shall be final and binding to all concerned.

(U) REGULATIONS FOR UNFAIR MEANS, PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES

- 1) **UNFAIR MEANS CASES :** A candidate/student/examinee found guilty of any of the following offences shall be deemed to have used Unfair Means (UFM):
- (a) No candidate/student/examinee shall bring any objectionable material for the purpose of being used for answering his/her Question Paper in the Examination Hall;
 - (b) Writing name or putting signature or any other mark in the Answer Booklet which may disclose, in any way, the identity of the candidate/student/examinee;
 - (c) Writing his/her Roll Number by the candidate/student/examinee at any other place for which the specific space has been provided;
 - (d) Having in his/her possession book(s), notes, papers or any other similar materials by any candidate/student/examinee which may be utilized in the examination;
 - (e) Receiving or giving assistance to other candidate/student/examinee by any candidate/student/examinee in copying in any written contents from his/her Answer Booklet during the period of the examination;
 - (f) Smuggling in or out of the Examination Hall of Answer Booklet etc. and tearing leaf/leaves by any candidate/student/examinee from his/her Answer Booklet or tampering with the Answer Booklet in any way;
 - (g) Impersonation i.e. sending some other person in his/her place to appear in examination by any candidate/student/examinee;
 - (h) Making any communication by any candidate/student/examinee with the Hall Superintendent/Invigilator/ Examiner or any other person connected with the Examination, with the object of unduly influencing him/her in any way;
 - (i) Any other type of misconduct or a deliberate attempt by any candidate/student/examinee to cheat in the examination;
 - (j) Writing the Questions or Answer by any candidate/student/examinee on any paper other than the Answer Booklet;
 - (k) Any other case of Unfair Means (UFM) detected at any stage during or after the Examination;
 - (l) Using mobile phone or any other smart device(s) for receiving/sending messages by any candidate/student/examinee in the Examination Hall. Even keeping mobile

phone or any such device shall be considered as an attempt to cheat;

- (m) Refusal of the candidate/student/examinee to be searched by the Invigilator/Flying Squad would raise a presumption against him/her that he/she is in possession of objectionable materials to be used in the Examination Hall

2) PROCEDURE TO BE FOLLOWED BY THE INVIGILATOR/CHIEF CENTRE SUPERINTENDENT IN BOOKING UNFAIR MEANS (UFM) CASES:

(a) Issuing a Second Answer Booklet to the questioned candidate/student/examinee

As soon as any case of Unfair Means (UFM) comes to the notice of the Invigilator/Hall Superintendent/Flying Squad of the Examination Centre of Sai Nath University, Ranchi, he/she shall take possession of the Answer Booklet of such candidate/student/examinee along with paper of other material found in his/her possession. The candidate shall be provided another Answer Booklet immediately and a stamp of “Fresh Answer Booklet” will be marked on the top of the Answer Booklet;

(b) Statement of the candidate/student/examinee

While issuing the fresh Answer Booklet, the candidate/student/examinee shall be asked by the Invigilator/Chief Centre Superintendent to submit the information on prescribed format;

If he/she does not give such information, the verification can be done by another Invigilator/Examination Superintendent;

In case a candidate/student/examinee refuses to cooperate and does not agree with the observation of the Invigilator/Chief Centre Superintendent, he/she may be counselled that he/she should cooperate and write his/her comments in the remarks. He/She should be informed that he/she may write about his/her grievances to the Dean Students Welfare (DSW)/Registrar after the examination;

(c) Statement of the Flying Squad/Invigilator/Hall Superintendent

Flying Squad/Invigilator/Hall Superintendent, who detects the use of Unfair Means (UFM) by the candidate/student/examinee, shall record the statement which shall be countersigned by the Chief Centre Superintendent of Examinations and the same shall be enclosed;

(d) Material found from the candidate/student/examinee

Precise Information on the prescribed format as to from where the material was found shall be mentioned in the statement of

the Flying Squad/Invigilator/Hall Superintendent (for example - from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc.);

The incriminating material so detected by the Flying Squad/Invigilator/Hall Superintendent shall also be signed by the him/her on each page and the total number of pages detected shall be mentioned on the title of the Answer Booklet of such candidate/student/examinee duly signed by the Invigilator and Chief Centre Superintendent of Examinations;

If it is a mobile phone/electronic device, it shall be packed in the envelope and sealed. It shall be signed by the Invigilator and the Chief Centre Superintendent and shall be mentioned on the envelope/packet as Unfair Means (UFM) material. The packet shall preferably be signed by such candidate/student/examinee also. The same shall also be mentioned in the UFM (incrementing material) prescribed format.

(e) **Other Cases of Unfair Means (UFM):**

(i) **Impersonation:**

The Chief/Assistant Centre Superintendent of Examinations shall hand over the person impersonating as the candidate/student/examinee in place of the actual candidate/student/examinee of such **Paper** to the Security Officer of the University who will file an FIR at nearby Police Station and shall hand over the person to the Police. The matter shall also be reported to the Vice-Chancellor, the concerned Principal of College/Dean of Faculty in which the candidate/student/examinee studies;

(ii) **Misconduct:**

In case of misconduct by any candidate/student/examinee, the statement of the Invigilator/Assistant Centre Superintendent/Chief Centre Superintendent shall be sent to the Vice-Chancellor of the University for taking appropriate action against such candidate/student/examinee.

(f) **Documents Required to be Sent in Unfair Means (UFM) Cases**

All Cases of Unfair Means (UFM) shall be recorded on the Performa set for the purpose. The Performa shall be accompanied by the following documents:

- (i) One + One = Two Answer Books/sets of Answer Books;
- (ii) Statement of the candidate/student/examinee on prescribed format;
- (iii) Statement of the Invigilator/Hall Superintendent on prescribed format;

- (iv) “Unfair Means”/ “Unwanted Material” found from the candidate/student/examinee

(g) **Dispatch of Unfair Means (UFM) Cases**

Copies of Unfair Means (UFM) shall be sent separately in a sealed envelope duly labelled to the Controller of Examinations (CoE) of Sai Nath University, Ranchi along with the prescribed Performa for each case booked under UFM on daily basis;

All the materials {Answer Booklets of Unfair Means (UFM), together with the materials recovered from the candidates/students/examinees) duly signed by the candidates/students/examinees, Invigilator and by the Chief Centre Superintendent of Examinations be sent to the Controller of Examinations (CoE) of the University separately under sealed cover soon after examination is over on the same day;

His/her examination result shall be withheld till finalization by the UFM Committee of the University. The decision of UFM Case shall be made within 15 days from the registration of the Case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate/student/examinee shall be final and binding on the candidate/student/examinee.

(h) **Miscellaneous Conditions of Unfair Means (UFM) Cases**

- (i) The fact that a particular Roll Number was booked under Unfair Means (UFM) utilized by the candidate/student/examinee in the Examination shall be recorded in the Attendance Sheet as well in the statement for dispatch of Answer Booklet to the Controller of Examinations of the University;
- (ii) The candidate/student/examinee booked under Unfair Means (UFM) shall not be expelled from the Examination Centre for that **Paper** rather a fresh copy shall be issued to attempt his/her **Paper** except in the cases of Impersonation;
- (iii) The candidates/students/examinees found using any of the Unfair Means (UFM) shall not be debarred from appearing in the remaining **Papers** except where so provided;
- (iv) The candidates/students/examinees may be physically searched by the Chief Centre Superintendent/Invigilators/Members of the Flying Squad deputed by the Controller of Examinations (CoE) of the University before or during the examination at any time. In case of the female candidates/students/examinees, search shall necessarily be made by female faculty members only;

- (v) If a candidate/student/examinee forces his/her way out with the Answer Booklet, the complete statement explaining the circumstances under which such candidate/student/examinee has left the Examination Hall with the Answer Booklet shall be reported separately to the Chief Centre Superintendent of Examinations. The Invigilator's statement shall also contain the time of the incident and details of the Unfair Means (UFM) Case as to how the candidate/student/examinee took away his/her Answer Booklet. If any effort was made to recover the Answer Booklet that shall also be stated and the same shall be sent to the University.

3) GUIDELINES FOR UFM COMMITTEE REGARDING IMPOSITION OF PENALTIES FOR DIFFERENT TYPES OF OFFENCES COMMITTED UNDER UNFAIR MEANS (UFM) W.E.F. 2024-2025 SESSION AND ONWARDS:

S.N	UFM Offence Committed	Maximum Penalties
1.	(i) Copying Material was found in his/her possession but was not utilized, including electronics devices like Smart Mobiles, Electronic gazettes etc.; (ii) If during the University Examinations, any candidate/student/examinee was found talking to another candidate/student/examinee or any person Inside or Outside the Examination Hall/ during the examination hours, without the permission of Invigilator/ Supervisory Staff, before he/she has handed over his/her Answer Booklet; (iii) Writing identity in the Answer Booklet like name, request, Roll Number at unauthorized place, etc.	(a) A warning letter shall be given to the candidate/student/examinee; (b) Candidate/student/examinee shall not be considered for any kind of awards for one year; (c) A Fine upto Rs. 2500/- may be levied to such candidate/student/examinee; (d) Candidate/student/examinee shall be debarred from taking part in any extra-curricular activity of the University for one year.
2.	Copying Material was brought in the Examination Hall and utilized, including the script written in Mobile Phone or have searched Internet during the Examination hours.	a) A Warning Letter shall be given to the candidate/student/examinee; b) If the Copying Material was utilized, monetary/ financial punishment upto Rs. 5000/- shall be added; c) Candidate/student/examinee shall not be considered for any kind of awards for one year;

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		d) The candidate/student/examinee shall not be eligible for Grace Marks; e) The Question(s) attempted with the Copying Material shall be marked Zero. Candidate/student/examinee shall be debarred from taking part in any extra-curricular activity of the University for one year.
3.	(i) Destroying evidence including tearing/swallowing of the Copying Material or of the Answer Booklet, Or running away with the Answer Booklet or any other examination material; (ii) The Answer Booklet brought from outside and/or not written in the Candidate's/student's/examinee's handwriting; (iii) Extraordinary electronics equipment and Smart devices utilized by the candidate/student/ examinee	a) A Warning Letter shall be given to the candidate /student/examinee; b) Candidate/student/ examinee shall not be considered for any kind awards for one year; c) Concerned Subject/ Paper shall be cancelled; d) Monitory/financial punishment upto Rs. 10,000/- shall be added.
4.	Impersonation	a) A Warning Letter shall be given to the candidate/ student/examinee along with disciplinary action; b) Candidate/student/ examinee shall not be considered for any kind of awards for one year; c) Whole the Examinations conducting currently shall be cancelled; d) Monitory/financial punishment upto Rs. 10,000/- shall be added; e) Candidate/student/ examinee shall be debarred from taking part in any extra-curricular activity of the University for one year; f) FIR may be lodged against him/her for placing other person in his/her place
5.	Any other Unfair Means (UFM) not covered above which jeopardize the sanctity of the Examinations conducting at Sai Nath University, Ranchi.	Any/All of the above penalties may be imposed by the UFM Committee of Sai Nath University, Ranchi on the candidate/student/ examinee in question

4) MASS-COPYING CASES DURING EXAMINATIONS:

Mass Copying during examinations shall be dealt differently than the individual Unfair Means (UFM) cases. Modes of the Mass-Copying are as under:

- (a) Copying by the candidates/students/examinees from the printed sheet circulated in the Examination Hall;
- (b) Displaying the “Copying Material” on the Blackboard/ Whiteboard in the Examination Hall;
- (c) Use of loud speaker from outside the Examination Hall;
- (d) Dictating the “Answers” by the Invigilators etc.;
- (e) Any other evidence which proves Mass-Copying.

Each case of Mass-Copying shall be investigated separately by a committee constituted by the Vice-Chancellor of Sai Nath University, Ranchi and the Enquiry Report shall be placed before the Vice-Chancellor who shall take appropriate decision on case to case basis.

Note:

- (i) If in the University examination, a candidate/student/examinee voluntarily surrenders the papers, books or notes wrongly kept in his/her possession to the Chief Centre Superintendent of Examinations or any other member of the Supervisory Staff of the University, before the Question Paper is distributed by the Invigilator/Hall Superintendent, in such conditions, no action may be taken against such candidate/student/examinee;
- (ii) In exceptional cases where the candidate/student/examinee is involved in criminal act, reporting to the Police authority may be recommended by the Disciplinary Committee to the Vice-Chancellor of the University who shall take the appropriate decision;
- (iii) In case, the Invigilator/Hall Superintendent or any other staff on/off duty is found assisting the candidate/student/examinee in Unfair Means (UFM), the disciplinary action shall be initiated against the involved University staff. The action against such candidate/student/examinee shall also be taken as per UFM Policy of Sai Nath University, Ranchi;
- (iv) Disciplinary aspects of the candidates/students/examinees pertaining to examination shall be dealt with by the concerned Principal/Dean of Faculty of the University;
- (v) If any person or the staff of the University who is found to be guilty of connivance at the use of Unfair Means (UFM) at the Examination Centre, by omission or commission, or, when called by the Unfair Means Committee for dealing such UFM Cases, fails to appear before the committee, his/her case shall

be reported to the Vice-Chancellor of the University for such action as considered necessary/deemed fit;

5) GENERAL INSTRUCTIONS PERTAINING TO UNFAIR MEANS (UFM) UTILIZED DURING EXAMINATIONS:

- (a) The intimation for the date and venue of enquiry shall be given to the guilty candidates/students/examinees who were indulged in Malpractice/Utilized Unfair Means in the Examination on the same day when they were booked for it;
- (b) The **Malpractice Enquiry Committee** of Sai Nath University, Ranchi shall be appointed by the Vice-Chancellor of the University for dealing all the matters and Cases of Unfair Means (UFM) in the University examinations;
- (c) The **Malpractice Enquiry Committee** of the University shall consist of one senior most Professor of the University as Convener and two or more Professors as members as recommended by the Vice-Chancellor;
- (d) The **Malpractice Enquiry Committee** shall consider the **Report** of the person (Invigilator/Hall Superintendent/Flying Squad of the University) detected the Unfair Means (UFM) during the examinations and shall provide opportunity to the candidate/student/examinee in question for due explanation and shall also consider the other circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority of the University;
- (e) If the Unfair Means adopted by a candidate/student/examinee in question come to the notice of the University authorities after the Examination, his/her case shall be decided by the Unfair Means Committee/Malpractice Enquiry Committee on such evidence as may be available after giving the candidate/student/examinee in question reasonable opportunity to defend himself/herself.

(V) EVALUATION OF WRITTEN ANSWER BOOKLETS (ANSWER SCRIPTS):

1) EVALUATION PROCEDURE

After receiving the Written Answer Booklets (Answer Scripts) of the candidates/ students/examinees from the Examination Centre:

- (a) Answer Scripts shall be bundled as parts as suitable;
- (b) Answer Scripts shall be coded (to hide the details of the candidates/students/examinees) in Examination Department before handing them over to the Evaluator;
- (c) Evaluation of the Answer Scripts shall be done in Central Evaluation Hall of Sai Nath University, Ranchi;

- (d) All the Answer Scripts of the examinations shall be evaluated by arranging a Central Evaluation Camp at the Central Evaluation Hall of the University;
- (e) The Controller of Examinations (CoE) shall appoint a senior most faculty member as the Camp Officer (CO) who shall be the In-charge for the smooth conduction of the central evaluation process. Depending upon the number of Answer Scripts, the Controller of Examinations (CoE) shall appoint any number of Camp Officers;
- (f) The Answer Scripts shall be handed over to the Camp Officer for the further process of evaluation;
- (g) Senior most faculty members shall be appointed by the Controller of Examinations (CoE) as Chief Examiners (CE) for different courses as recommended by the Head of the Department/Dean of Faculty of the University;
- (h) Evaluation of the Answer Scripts shall be done by the Internal/External evaluators in Central Evaluation Camp of the University only;
- (i) In special circumstances the Answer Scripts (coded) can be sent to External evaluator with prior permission of the Vice-Chancellor;
- (j) The evaluation of the Answer Scripts shall be done by the Internal/External examiners as per the Regulations of the respective Regulatory Bodies and as provided in the relevant Ordinance of each course.

However, the Controller of Examinations (CoE) where deemed necessary, may appoint a Moderation Committee for each Subject for sample checking of evaluation of the Answer Scripts by the Examiner/Evaluator so as to avoid erratic/under-evaluation;

- (k) Evaluation of the Answer Scripts shall be done as per the Answer Key of the Question Paper concerned and the evaluation shall be checked by the Chief Examiner (CE);
- (l) The Answer Keys of the Question Papers shall be collected from the concerned faculty members and shall be checked by the Chief Examiners;
- (m) The Controller of Examinations (CoE) shall give necessary Instructions to all the Chief Examiners (CEs) as well as the Examiners before conducting the evaluation process in the Central Evaluation Camp of the University;
- (n) Marks awarded in the Answer Script shall be entered for each Question in the space provided and total Marks on the front page of the Answer Script in addition of awarding them at the end of the Answer;
- (o) Decoding of the Answer Scripts shall be done in the office of Examination Department before tabulation.

2) IMPORTANT INSTRUCTIONS FOR EVALUATORS/EXAMINERS:

- (a) No **Question** or part of a **Question** shall remain be unevaluated in the Answer Script. In particular, extreme care shall be exercised in case where there are Multiple Choice Questions (MCQs)/Very Short Answer-type Questions;
- (b) **Marks** awarded to a **Question** or any part of a **Question** shall be written at two places of the Answer Script. Firstly, where the **Answer** of the **Question** ends, and secondly, on the front page of the Answer Script against the serial number of the **Question**;
- (c) **Marks** awarded to a **Question** or any part of a **Question** shall be written legibly at both places of the Answer Script. This shall be necessary to avoid any confusion during the process of re-checking/re-totalling;
- (d) There shall be no mismatch between the **Marks** awarded and entered on i.e. in the Table, on the front page and where the **Answer** of the **Question** is written in the Answer Script;
- (e) Ensure that the **Marks** awarded are correctly counted before writing the **Total Sum** on the front page of the Answer Script;
- (f) Overwriting/Corrections shall be supposed to be avoided. However, where correction shall become unavoidable, it shall be required to be encircled and authenticated by the signatures of the Evaluator/Examiner on the right side of the circle in the Answer Script;
- (g) While evaluating the Answer Script, if any new page(s) is/are found, inserted or any handwritten chit pasted on any page of the Answer Script, it shall be required to be brought to the notice of the Controller of Examinations (CoE) by such Evaluator/Examiner. Same procedure shall also be required to be followed if any evidence of double handwriting is found/apparent in any Answer Script;
- (h) If any candidate/student/examinee shall have attempted more Questions than asked for in the Question Paper, the **Marks** of best attempted/scored requisite number of **Questions** shall be required to be granted/awarded on the front page and word “over attempted” be mentioned at the end of those **Answers** which shall have not been taken into account in the Answer Script;
- (i) Evaluation tasks of the Answer Scripts assigned to the Evaluator/Examiner shall be required to be completed within the stipulated period.
- (j) Very important to keep in mind by all the Evaluators/Examiners is that due to Right to Information Act, 2005 (RTI Act, 2005) in force throughout the Indian regions, Xerox copy of any evaluated Answer Script may be demanded by the candidate/student/examinee immediately after the declaration of the Result.

Any compromise with the instructions aforementioned can seriously discount the honour and integrity of the concerned Evaluator/Examiner on one hand and name and fame of Sai Nath University, Ranchi on the other hand, so all the Evaluators/Examiners shall be required to ensure that no **Question** escapes evaluation particularly where the **Answer** shall be attempted by the candidate/student/examinee at two places in the Answer Script;

In certain cases, the candidate/student/examinee also leaves a few Blank Pages and then writes his/her **Answer** of a fresh **Question**, hence the following shall be required to be followed;

- (1) It shall be necessary that Evaluator/Examiner shall put his/her Initial Signature or at least a Tick-Mark at the end of each attempted **Answer** in the Answer Script. It shall convince the candidate/student/examinee that each **Answer** has been thoroughly evaluated/checked;
 - (2) That none of Evaluator's/Examiner's relatives (Brother, Sister, Son, Daughter, Cousin, Nephew, Niece, Spouse, Brother-in-law, Sister-in-law or any other person financially dependent person) have appeared in the said examination;
 - (3) Word "END" shall be required to be written by the Evaluator/Examiner at the end of the last attempted **Answer** and the remaining pages shall be required to be crossed (X) if the same are uncrossed in the Answer Script;
 - (4) For the evaluation of the Answer Scripts, all the Evaluators/Examiners shall be compulsorily required to use **Red Pen** alone.
- (k) Not more than 50/60 Answer Scripts shall be required to be evaluated by each Evaluator/Examiner per day.
- 3) After evaluation completed by the Evaluators/Examiners, the number of Answer Scripts and the Evaluation Sheet shall be verified (for totalling errors) by the Chief Examiners;
 - 4) A sample of 5% of the evaluated Answer Scripts shall be checked randomly by the Chief Examiners to ascertain any discrepancies or anomalies and if found any, the Controller of Exams (CoE) shall bring the matter to the notice of the Vice-Chancellor/Examinations Committee of the University for necessary action including rechecking of those sets of Answer Scripts, if deemed necessary;
 - 5) The Custodians deputed for the safe custody of the evaluated Answer Scripts shall also check the correctness of the entry of Marks awarded by the Evaluator/Examiner on each Answer Script;

- 6) After completion of rechecking process of the evaluated Answer Scripts, these shall be handed over by the Custodians to the Camp Officer who shall then hand over to the Controller of Examinations (CoE) of the University;
- 7) The Controller of Examinations (CoE), thereafter shall pass over the Answer Scripts through the Custodians to Data Entry Section (the Confidential Section) for entering the Marks of the Answer Scripts. The Custodians shall verify again the correctness of entries in the Data Entry Section of the Examination Department of the University.

(W) PRACTICAL EXAMINATIONS

Practical Examinations shall be conducted by the Internal & External Examiners as approved by the Vice-Chancellor of Sai Nath University, Ranchi and shall be conducted strictly according to the curriculum and evaluation scheme of the respective Ordinances of the Academic Programs of the University complying with the corresponding Regulations of the Regulatory Bodies/Regulatory Councils of the country.

Marks awarded in the Practical Examinations along with the Attendance Sheet of the candidates/students/examinees shall be required to be reached at the Examination Department of the University either on the same day or the next working day after the conduction of the respective Practical Examinations at Sai Nath University, Ranchi.

(X) DECLARATION OF RESULTS OF EXAMINATIONS

1) Criteria For Passing:

(Where guidelines by the concerned Regulatory Bodies are not notified)

Pass percentage in Theory Papers Examinations, Practical Examination, Internal/External/Aggregate etc.

- (a) Minimum of 40% Marks in each Subject and in aggregate (Internal Examination & External Examination combined);
- (b) The candidate/student/examinee shall have to obtain minimum 20% Marks in Internal Examination to be eligible for appearing in University Examination;
- (c) The candidate/student/examinee shall have to Pass in Theory Papers Examinations and Practical Examination separately.

2) Division & Grade:

The final Result at the end of the course shall be prepared as below by aggregating the Marks obtained in all the Semesters by the student

S. No.	Criteria	Grade	Division
1.	Below 40% in aggregate	E	Fail
2.	40% or above but below 50% in aggregate	D	3 rd
3.	50% or above but below 60% in aggregate	C	2 nd
4.	60% or above but below 65% in aggregate	B	1 st
5.	65% or above but below 70% in aggregate	A	1 st
6.	70% or above but below 75% in aggregate	A+	1 st
7.	75% or above in aggregate	A++	1 st

A student has to secure at least grade “D” for being declared to have passed the final Examination.

For calculating the Marks, if a fraction is half or more it shall be rounded off to the next higher figure, but if it is less than one-half, it shall be ignored.

3) **Awarding Grace Marks:**

Any examinee/student of the courses of Sai Nath University, Ranchi shall be eligible for getting maximum of 05 (five) Grace Marks, after fulfilling the conditions given below:

- (a) If a candidate/student/examinee fails in only one Subject and having passed in all other Subjects of the given examination of Semester/year, then his/her deficiency of Marks may be fulfilled by **Grace Marks** under the following conditions:-
 - (i) Grace Marks are not a matter of right of the candidate/student/examinee but the discretion of the University;
 - (ii) Grace Marks shall only be given provided that the candidate/student/examinee has appeared in the Main Examination of the concerned course and falls short of Pass Marks by not more than five (05) Marks in Theory Paper only. Benefit of above mentioned Grace Marks shall not be given to the candidates/students/examinees who have appeared in Supplementary Examination/ Special Examination/Carry-over Examination;
 - (iii) Further, benefit of Grace Marks may be given only to the candidate/student/examinee who will pass the entire concerned examination of the semester/year after awarding the Grace Marks and not for the purpose of promoting the candidate/student/examinee to next year with Back Papers for improvement of division or percentage;
 - (iv) If in a Subject of an examination passing in Theory Papers, Practical or Sessional exams separately is mandatory, then the benefit of Grace Marks shall be given only in Theory Papers examination of the University examination;

- (v) The award of Grace Marks permissible shall be on the basis of 1 Grace Mark for every 05 Marks secured by an examinee/student over and above the minimum passing aggregate Marks of all Subjects of the year;
- (b) Awarding of Grace Marks shall be done as given below:-

Aggregate Marks obtained over & above minimum passing Marks	Permissible Grace Marks
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
21- 25	5

4) **Declaration And Publication Of The Result:**

- (a) A consolidated Statement of Marks shall be prepared and after having made a preliminary analysis, the Controller of Examinations (CoE) of Sai Nath University, Ranchi shall appraise to the Registrar followed by the Vice-Chancellor of the Result for the final approval for declaring the Result. On approval, after having made the Tabulation Report, the Result shall be declared by the Controller of Examinations (CoE);
- (b) Commencement of the declaration of Result of the Examinations held shall be latest by 15 days from the last date of Examinations held and declaration of all the Results shall be completed within two weeks thereafter unless any unavoidable situation arises;
- (c) The Results of those candidates/students/examinees, who have been booked for utilizing the Unfair Means (UFM) in the examinations held or of those candidates/students/examinees who had not complied with any requirements or formalities, shall be **Withheld** until decision on such matters are taken by the competent authorities/committees concerned;
- (d) A Mobile Alert shall be sent to the candidates/students/examinees before the declaration of the Results and each candidate/student/examinee shall be able to access and view his/her Result through the individual Login-ID;
- (e) The Results shall be uploaded on the University website www.sainathuniversity.com and shall be made available publicly for about ten days from the date of declaration of the Results.
- (f) Simultaneously with the declaration of the Results, these Results shall be communicated to the concerned Principal/Dean of Faculty of Sai Nath University, Ranchi.

5) Rectification Of Results

The Vice-Chancellor of Sai Nath University, Ranchi shall have power to quash the Result of a candidate/student/examinee after it has been declared by the Controller of Examinations (CoE) of the University, if/that:

- a) He/she was disqualified for utilizing the Unfair Means (IFM) in the examination; or
- b) A mistake has been found in his/her declared Result; or
- c) He/she had been found ineligible to appear in the examination; or
- d) If so directed by a Court of Law of applicable jurisdiction.

6) Procedure Of Rechecking/Scrutiny

A candidate/student/examinee shall be entitled to have his/her Answer Script scrutinized by following the laid down procedure:

- (a) The candidate/student/examinee who is not satisfied with his/her award of Marks in Theory Paper, may apply on a prescribed Scrutiny Form, along with Scrutiny Fee prescribed per Subject for scrutiny, within 15 days from the date of declaration of the Result;

The Scrutiny Form shall be available in the Examination Department of the University. Duly filled Scrutiny Form, along with a photocopy of the Marks Sheet shall be submitted to the Office Superintendent/Clerk assigned for the purpose of the University, along with the required Scrutiny Fee and a No-Dues Certificate from the Accounts Department of the University;

The Scrutiny Fee shall be subject to revision from time to time.

- (b) The concerned Office Superintendent/Clerk of the University shall place the Scrutiny Form before the Vice-Chancellor who shall forward the same to the Controller of the Examinations (CoE) for further process;
- (c) After receiving the Scrutiny Form, the Controller of Examinations (CoE) shall call the Subject Expert (scrutinizer) from the concerned College/Faculty and the scrutinizer shall check that all the Answers of the Questions have been evaluated or not and their corresponding Marks have been correctly posted on the front page of the Answer Script and their sum is correct or not. The Controller of Examinations (CoE) shall preferably call as scrutinizer all the Evaluators/Examiners who had examined the Answer Scripts of the examinations in question;
- (d) In case the Subject Expert/Evaluator/Examiner find any discrepancy, he/she shall inform in writing to the Controller

of Examinations (CoE) and shall rectify the same. In case he/she finds that any Answer of the Question or a part of the Question has not been evaluated, he/she shall evaluate the same and give Marks thereat and the same shall be posted on the front page of the Answer Script in question;

- (e) The Result of Scrutiny shall be declared within two weeks from the date of receipt of the Scrutiny Form of the candidate/student/examinee in question.

7) Revaluation Of Answer Scripts Under Annual Pattern

- (a) A candidate/student/examinee whose Result of the **Main Examination** has been declared, may apply to the Controller of Examinations (CoE) for the revaluation of any of his/her Answer Scripts (of only Theory Examination) in the prescribed Revaluation Form/Scrutiny Form within 15 days from the date of declaration of the Result with the prescribed Scrutiny Fee;

Provided that no candidate/student/examinee shall be allowed to have more than two Answer Scripts revalued;

Provided also that no revaluation shall be allowed in case of Answer Scripts of Practical Examination, Field work, Seminar, Sessional work, Tests, and Thesis/Dissertation/Project Report submitted at the examination and also for the Supplementary examination;

- (b) Retotaling (Scrutiny) of Marks shall be done before Answer Scripts are sent for revaluation without the candidate/student/examinee applying for it and if any change is found, necessary action to revise the Marks shall be taken accordingly and revaluation shall be undertaken if the candidate/student/examinee still desires to get his/her Answer Script revalued;
- (c) Where a candidate/student/examinee applies for revaluation of the Answer Script in which revaluation is sought will be sent for valuation to two examiners (other than the one who initially valued it). At least one of them shall be from a place outside the jurisdiction of the Sai Nath University, Ranchi. If necessary, five Answer Scripts valued by the same examiner and a copy of the Memorandum of Instructions for the guidance of the examiners (if prepared by the Question Paper-setter) may be sent to each of the two examiners to enable them to evaluate the Answer Script concerned in the light of the standard set by the examiner and the Memorandum of Instructions;
- (d) Upon revaluation, if the difference in Marks among the original examiner and re-evaluators is in the range of 10%-20% then the nearest two of the three Marks shall be

considered and the average of them shall be final. If the difference in Marks among the original examiner and re-evaluators is less than 10%, then the average of re-evaluations can be considered final. If the difference of re-evaluation is more than 20%, then Marks by the fourth evaluation shall be final, provided Marks by the fourth evaluator is higher than the original examiner.

8) Revised Mark Sheets to the candidates/students/examinees

- (a) The Result of re-totalling/re-valuation shall be notified by the Registrar of Sai Nath University, Ranchi and shall be communicated to the concerned candidate/student/examinee even if there is no change in the Marks in the Answer Script in question;
- (b) If as a result of the scrutiny/re-valuation, it is found that the candidate/student/examinee should be declared as “Passed” or placed in a “Higher Division” or has secured more Marks or on the contrary, has secured lesser Marks than what have been awarded earlier to such candidate/student/examinee in question, his/her Result shall be revised accordingly and the concerned candidate/student/examinee shall be provided with the revised Marks Sheet by the Controller of Examinations of Sai Nath University, Ranchi.

9) Storage Of Answer Scripts of Theory Examinations and Practical Examinations

All the Answer Scripts of Theory Examinations and Practical Examinations shall be stored at the Examination Department, Sai Nath University, Ranchi for the purpose of review/re-totalling/re-valuation/any other issues related to the conduction of examinations for a period of one year (two semesters).

10) Showing The Answer Script of the Examination Held To The Candidate/Student/Examinee

- (a) The candidate/student/examinee seeking permission for the showing his/her Answer Script of the examination held, shall submit an **Application** in the office of the concerned College/Faculty of Sai Nath University, Ranchi within 15 days of the declaration of the **Results**;
- (b) In case the candidate/student/examinee had initially applied for scrutiny, he/she can submit the **Application** for showing his/her Answer Script within 15 days of the declaration of the **“Result of the Scrutiny”** of the University;
- (c) The candidate/student/examinee shall attach a copy of Marks Sheet in question along with the Application. He/she shall also deposit Rs. 500/- per Subject along with the

- Application and a No-Dues Certificate from the Accounts Department of Sai Nath University, Ranchi ;
- (d) The concerned Office Superintendent/Clerk shall place the **Application** in question before the Vice-Chancellor of the University for his remarks/instructions;
 - (e) The Vice-Chancellor shall forward the **Application** in question to the Controller of Examinations (CoE) for further process;
 - (f) The Controller of Examinations (CoE) shall inform the candidate/student/examinee in question regarding the suitable date and time, which shall not be later than 15 days from the receipt of the Application from the concerned College/Faculty of the University, to come to office of the Controller of Examinations (CoE) of the University to see his/her concerned Answer Script(s);
 - (g) The Controller of Examinations (CoE) shall of the University allocate an isolated place under his/her jurisdiction where the concerned Answer Script shall be shown to the candidate/student/examinee in question;
 - (h) The concerned Answer Script(s) shall be shown to the candidate/student/examinee in question by the officer deputed for such purpose by the Controller of Examinations (CoE), under CCTV surveillance;
 - (i) The candidate/student/examinee in question shall not be allowed to carry a Camera, Mobile Phone, Pen or any other electronic device in the allocated place for the above requested purpose. However, the candidate/student/examinee shall be provided a pen thereat to write down notes on a separate piece of paper provided to him/her by the office of the CoE;
 - (j) The candidate/student/examinee in question shall also not be allowed to write anything on the concerned Answer Script(s). In case, it is found that such candidate/student/examinee has written something in the concerned Answer Script(s), disciplinary action as per the decision of the Vice-Chancellor/Disciplinary Committee shall be taken against him/her;
 - (k) The candidate/student/examinee in question shall not be accompanied by anyone;
 - (l) Total 30 minutes duration per Subject shall be given to the candidate/student/examinee in question to see his/her Answer Script. Any discrepancy in the concerned Answer Script, if found, shall be written by such candidate/student/examinee on a sheet of paper provided to him/her by the office of CoE and the same shall be submitted to the Controller of Examinations (CoE) by such candidate/student/examinee in the form of an **Application**. The **Application** along with submissions of such candidate/student/examinee

shall be considered by the CoE and shall be forwarded to the Vice-Chancellor of Sai Nath University, Ranchi along with his/her (CoE) comments for taking decision;

- (m) The Vice-Chancellor may seek comments pertaining to the Answer Script in question from the concerned Principal/Dean of Faculty or the examiner if he desires so. In such a case the concerned person/officer shall give his/her comments to the Vice-Chancellor preferably within three days;
- (n) The Vice-Chancellor of the University shall take the appropriate decision on the issue in question within seven days of receiving the comments from the concerned Principal/Dean of Faculty of the University or submission of the **Application** to Controller of Examinations (CoE) by the candidate/student/examinee in question for the Answer Script(s), in case no comments are called by the Vice-Chancellor from the concerned Principal/Dean of Faculty or the examiner;
- (o) The decision of the Vice-Chancellor shall be final and binding to all concerned in all respect.

(Y) PRINTING AND DISTRIBUTION OF GRADE CARDS (TRANSCRIPTS) / MARKS SHEETS

- 1) After the declaration of review results/revaluation results/retotaling results, the Mark Sheets/Grade Cards shall be printed and shall be distributed to the concerned candidate/students/examinees through the concerned Principal/Dean of Faculty of Sai Nath University, Ranchi;
- 2) Normal time for printing and distributing the Grade Cards (Transcripts) shall be one month from the date of declaration of the review results/ revaluation results/retotaling results;
- 3) Marks Sheets shall be issued to the students of Sai Nath University, Ranchi within fifteen working days from the publication of the respective Results;
- 4) Marks Sheets of final Semester/final Year of any course shall be issued to only those students who shall have cleared all their previous Semesters/previous years Examinations of Sai Nath University, Ranchi;
- 5) All the details pertaining to the Mark Sheets/Grade Cards (Transcripts) shall be made available to the candidates/students/examinees on the University official website www.sainathuniversity.com

(Z) ISSUANCE OF MIGRATION CERTIFICATE

- 1) A candidate/student, who has passed the final Semester Examination/Annual Examination or a part of examination, may apply for **Migration Certificate** from Sai Nath University, Ranchi

on the prescribed **Application Form** along with applicable Fee for the purpose. The Fee for obtaining the Migration Certificate by any candidate/student shall be subject to revision by the time;

- 2) The **Migration Certificate** shall be issued by Sai Nath University, Ranchi as per the guidelines issued from time to time by the Examination Department of the University;
- 3) The candidate/student leaving Sai Nath University, Ranchi in the mid-course shall have to deposit the Fee (applicable at the time of admission in the course) for the remaining course for issuance of the Migration Certificate by the University.

(AA) ISSUANCE OF DEGREE CERTIFICATE

- 1) Convocations are held in each year (generally) and are informed to the concerned students well in advance and notifications to this effect are published in the newspapers (both national editions and regional editions) besides being pasted in the University Website www.sainathuniversity.com;
- 2) The Degree certificates are conferred to the graduands on the day of Convocation holding at the campus of Sai Nath University, Ranchi;
- 3) For those students, who have opted for *in-absentia* (i.e. without personally receiving), such Degree certificates are sent by post with proper documentation to the respective graduands of Sai Nath University, Ranchi;
- 4) For the graduands, who desire to obtain his/her Degree certificates, prior to Convocation in the University, can apply to the office of the Controller of Examinations (CoE) of Sai Nath University, Ranchi in the prescribed **Format** along with necessary Fees for obtaining his/her Degree certificate. The Degree certificate is issued to every graduand of the concerned course after getting the necessary written permission from the Registrar and the Vice-Chancellor of the University.

(BB) ISSUANCE OF DUPLICATE CERTIFICATES

The duplicate Marks Sheet/Grade Card (Transcript)/Degree certificate shall be issued to the candidate/student of Sai Nath University, Ranchi after obtaining the prescribed Application Form, with necessary processing Fees and relevant supporting documents of such candidate/student of the University.

(CC) ISSUANCE OF CONSOLIDATED GRADE CARDS AND PROVISIONAL DEGREE/PROVISIONAL DIPLOMA CERTIFICATES

- 1) After the successful completion of the courses running under the Academic Programmes at Sai Nath University, Ranchi, the

Consolidated Grade Cards (Transcripts) and Provisional Certificates shall be prepared as per the Regulations of the University;

- 2) The corresponding Consolidated Grade Cards and Provisional Degree/Provisional Diploma Certificates of the courses shall be provided to the students who shall have successfully completed their respective courses, through concerned Principal/Dean of Faculty of Sai Nath University, Ranchi (Jharkhand);

(DD)COMMUNICATIONS

Any communication pertaining to Examinations or otherwise uploaded on the official website of Sai Nath University, Ranchi www.sainathuniversity.com or displayed on the concerned Notice Boards of the University shall be deemed to have been communicated to the students/persons concerned of Sai Nath University, Ranchi (Jharkhand).

FORM OF UNDERTAKING

To,
The Controller of Examinations
Sai Nath University
Jirawar, Chandway-Kuchu Road,
Ormanjhi, Ranchi -835219 (Jharkhand)

Full Name of the Candidate:

Permanent Address :

.....

Mobile No.:

Local Address:

.....

Mobile No.:

Email ID:

Sir,
I,, the undersigned, student of
.....College/Faculty
Sai Nath University, Ranchi appearing forExamination at
the College/Faculty (Examination Centre) do
hereby state on oath and solemnly affirm as hereunder:

I understand that I am involved in respect of an alleged use of Unfair Means (UFM) in the Examination Hall and therefore, a case against me is being reported to the University.

That in spite of registering a case of Unfair Means (UFM) against me, I request the University authorities to allow me to appear in the present Paper and the Papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination shall be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means (UFM) referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof, I mark my signature hereunder to this Undertaking.

Signature of the Candidate

Date:

Before me,
Chief Centre Superintendent of Examinations
Sai Nath University, Ranchi
Rubber Stamp of the University
Date :

SAI NATH UNIVERSITY, RANCHI (JHARKHAND)

**Report of the Invigilator/Asst. Centre Superintendent/
Chief Centre Superintendent of Examinations**

Examination Hall/Room No. :.....

Examination Held:

Subject:

Date:

**To,
The Controller of Examinations
Sai Nath University
Jirawar, Chandway-Kuchu Road,
Ormanjhi, Ranchi – 835219 (Jharkhand)**

Sir,

I, the undersigned Invigilator appointed on the above Examination Hall/Room No. at the examination held at College/Faculty (Examination Centre) am hereby making Report against Candidate No. Mr./Mrs./Ms. at the examinations, as follows:

.....
.....

Yours' faithfully,

(Invigilator)

Time :

Date:

Name & Address of the Invigilator

.....
.....
.....

On the basis of the report made by the Invigilator, I am of the opinion that there is a prima facie case of Unfair Means (UFM) resorted to by the aforesaid Candidate No. and therefore the case be forwarded to the University for investigation.

Signature of Asst. Centre Superintendent

Name:

Date:

Forwarded to the Controller of Examinations, Sai Nath University, Ranchi – 834219 (Jharkhand) for necessary action.

Seal of the College/Faculty (Examination Centre)

Place:

Date:

Encls.

Signature of Chief Centre Superintendent

(Kindly enclose a copy of the relevant Question Paper)