



A Charutar Vidya Mandal's Institution  
V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
OFFICE OF CONTROLLER OF EXAMINATIONS



# **EXAMINATION MANUAL**

## **FOR**

**Under Graduate and Post Graduate Programmes**

**(w.e.f. 2024-25)**



**OFFICE OF CONTROLLER OF EXAMINATIONS  
V.P. & R.P.T.P. SCIENCE COLLEGE  
VALLABH VIDYANAGAR-388120**

**(AN AUTONOMOUS INSTITUTION AFFILIATED TO SARDAR PATEL UNIVERSITY)  
(NAAC ACCREDITED WITH 'A' GRADE)**

**Phone No. 02692 230011  
Website: [www.vpscience.org](http://www.vpscience.org)  
Email: [vprptpsc@yahoo.co.in](mailto:vprptpsc@yahoo.co.in)**



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



**Published by:**

**Dr. Nikunj Bhatt (M.Sc., M.Phil , Ph.D )**

**Chief Controller of Examinations**

**V.P. & R.P.T.P. SCIENCE COLLEGE**

**(AUTONOMOUS) (Grant-in-Aid)**

**Affiliated to Sardar Patel University**

**VALLABH VIDYANAGAR-388120**



A Charutar Vidya Mandal's Institution  
V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
OFFICE OF CONTROLLER OF EXAMINATIONS



<b><u>Sr. No.</u></b>	<b><u>Title</u></b>	<b><u>Page No.</u></b>
	<b>Preamble</b>	<b>4</b>
<b>1</b>	<b>Admission Eligibility</b>	<b>6</b>
<b>2</b>	<b>Submission of Examination Form</b>	<b>7</b>
<b>3</b>	<b>Entry of Students from University Pattern to Autonomous Pattern</b>	<b>7</b>
<b>4</b>	<b>Examination Committee</b>	<b>8</b>
<b>5</b>	<b>Powers and Duties of Examination Committee</b>	<b>8</b>
<b>6</b>	<b>Controller of Examinations</b>	<b>9</b>
<b>7</b>	<b>Procedure For Conducting Internal Examinations:</b>	<b>10</b>
<b>8</b>	<b>Eligibility Criteria regarding Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner</b>	<b>14</b>
<b>9</b>	<b>Question Paper Setting and Moderation</b>	<b>15</b>
<b>10</b>	<b>Format of the Question Paper</b>	<b>17</b>
<b>11</b>	<b>Conduct of End Semester Examination (SEE)</b>	<b>18</b>
<b>12</b>	<b>Examination Vigilance Squad</b>	<b>19</b>
<b>13</b>	<b>Instructions to the Examinees and punishment</b>	<b>20</b>
<b>14</b>	<b>Conduct of Semester End Examination Theory and Practical</b>	<b>23</b>
<b>15</b>	<b>Assessment of Answer Books</b>	<b>27</b>
<b>16</b>	<b>Declaration of Results</b>	<b>31</b>
<b>17</b>	<b>Reassessment Procedure</b>	<b>31</b>
<b>18</b>	<b>On demand Examination</b>	<b>32</b>
<b>19</b>	<b>The Grading System</b>	<b>32</b>
<b>20</b>	<b>Semester Grade Card</b>	<b>34</b>
<b>21</b>	<b>Degree certificate</b>	<b>36</b>
<b>22</b>	<b>Number of Attempts for the Courses Closed in a Semester</b>	<b>36</b>
<b>23</b>	<b>Migration Certificate, Etc.</b>	<b>37</b>
<b>24</b>	<b>Multiple Exit &amp; Multiple Entry</b>	<b>37</b>
<b>25</b>	<b>Certificate Verification, Digital WES and Transcripts</b>	<b>37</b>
<b>26</b>	<b>Interpretation of Examination Manual</b>	<b>37</b>
<b>27</b>	<b>Power to Modify</b>	<b>37</b>



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



### **Preamble:**

V.P. & R.P.T.P. Science College, Vallabh Vidyanagar has been conferred and granted autonomous status vide UGC vide its reference letter No. **\_F.2-10/2023(AC-Policy) dated 19-01-2024** of and endorsement letter No. **K.1/7566 dated 21-02-2024** from Sardar Patel University Vallabh Vidyanagar. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology of conduction of examination to evaluate the performance of the students.

### **I. Definitions:**

1. In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context:

- i. "Academic Year or Year" means a year defined in the Academic Rules and Regulations for UG & PG Programmes.
- ii. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his/her having complied with all the conditions laid down in the Regulations of the Institute. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
- iii. "Applicant" means a person who has submitted an application to the Institute in the form prescribed for admission to an examination i.e. the Examination Form.
- iv. "Regular Student" means an applicant who applied for admission to Examination through a Department in which he was prosecuting a regular course of studies.
- v. "Examinee" means a person who presents himself/herself for an examination to which he/she has been admitted.
- vi. "Examination" means an examination prescribed by the Institute under Academic Regulations.
- vii. "Examination Fee" means the fee prescribed by the concerned rules and includes the fee for Statement of grades, but does not include any other fee.
- viii. An "Ex-student" is a person, who having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or absence thereat.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- ix. “Class Assessment Examination” means an examination conducted by a Department in accordance with the provisions made in Academic Rules and Regulations.
- x. “End Semester Examination”, “Re-Sit Examination/Improvement Examination” means an examination conducted by the Institute in accordance with the provisions made in Academic Rules and Regulations.
2. In these rules unless a different intention appears.
- i. Words referred to in masculine gender shall be taken to include a reference to feminine gender; and
  - ii. Words in the singular shall include the plural and vice-versa.

**II. Rules:**

1. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
2. A regular student wishing to take an examination, unless stated otherwise in the rules, must complete the prescribed course of study in the department for at least the duration (80 % attendance) specified in the Academic Rules and Regulations.
3. Despite any provisions in the Examination Rules, regulations regarding deficiencies in lecture and practical attendance shall be governed by the Academic Rules and Regulations of the institute.
4. Ordinarily the Syllabi and the scheme for the Examinations shall be published before the commencement of the academic year in which the programme commences.
5. The Academic Council shall notify the terms, vacations and holidays for the Academic year.
6. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the Programmes leading to the examination.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



7. No examination question shall require or prompt the examinee to declare their religious beliefs. Furthermore, no answer provided by an examinee shall be challenged based on the expression of any specific religious belief.
8. All examinations except practical/Group Discussion and viva-voce shall be conducted by means of printed question papers or in online mode.
9. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of three hour's duration.
10. In order to pass an examination, an examinee must satisfy the conditions laid down in the Academic Rules and Regulations of the Institute.
11. Notwithstanding anything to the contrary in these rules, no person shall be admitted to Examination if he/she has already passed the same examination (except for Grade Improvement) or an examination of another University which has been recognized as equivalent to that examination.

### **1. Admission Eligibility:**

#### **• Admission to the First Two Semesters of UG/PG**

The admissions to UG/PG Programmes are done strictly on Merit basis in a transparent manner in accordance with the rules and regulations of Gujarat State. The Institute shall follow the norms for eligibility of the students for admission to various Programmes as per the competent authority.

#### **• Admission for third and subsequent semesters of UG. (Second year onwards)**

- i. For being eligible to register for (or take admission in) Semester III, student must have earned at least 40% of the total credits (rounded off to nearest lower integer) in first year (Semester I & II together). There is a provision for candidates with lateral entry in the second year of the 4-year programme as per the prevailing practice in the University.
- ii. For being eligible to register for (or take admission in) Semester V, student must have completed successfully all courses & earned all the credits offered in first year and earned at least 40% of the total credits (rounded off to nearest lower integer) in second year (Semester III & IV together). For students admitted through lateral entry, a minimum of 40% of the credits from the third and fourth semesters must be earned for admission to the fifth semester.





A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- iii. For being eligible to register for (or take admission in) Semester VII, student must have completed successfully all courses & earned all the credits offered in first & second year and earned at least 40% of the total credits (rounded off to nearest lower integer) in third year (Semester V & VI together). For students admitted under lateral entry, student must have completed successfully all courses including **audit** courses & earned all the credits offered in second year and at least 40% Credits of fifth and sixth semesters.

## **2. Submission of Examination Form:**

- i. Regular and Ex-Student shall fill the examination form and pay the examination fees as per the dates notified.
- ii. Students will be allowed to fill the exam form after the notified last date with late fee and super late fees. Exam forms will not be accepted once the last date with the super late fee expires.
- iii. A candidate who is unable to present himself/herself for any examination shall not receive a refund of his/her examination fee.
- iv. Similarly, the principal shall have right to withhold result of any student for any reason related to admission. Only the principal will have the right to revoke the withheld results.
- v. Programme / Semester wise Admit cards (Hall Tickets) shall be distributed to the students through respective department before the commencement of the examination.
- vi. If a candidate suppresses some vital information and tries to appear at an examination for which he/she is not due, the total amount of fee paid by him/her shall be forfeited. He/she shall further be asked to appear before the Disciplinary Action Committee constituted by the Principal. The decision of the disciplinary action committee will be final in his/her case.

## **3. Entry of Students from University Pattern to Autonomous Pattern :**

The students, from University pattern, desirous to seek admission in III, V and VII semester in autonomous pattern, will have to fulfill the prevailing ATKT norms of Sardar Patel University, Vallabh Vidyanagar to be eligible for admission. However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of University.

The norms of absorption/equivalence shall be decided by the Academic Council on the recommendations of the Equivalence Committee from time to time. These students shall be



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



absorbed by obtaining the permission from the competent authority and following all its guidelines.

For the courses (compulsory/ elective/any other course) of all UG and PG programmes which are closed by the respective department in a semester of a particular academic session, maximum four consecutive (as and when the examination is conducted) available attempts will be provided to pass these courses.

Thereafter, the student shall be absorbed in new Autonomous scheme, as per the equivalence scheme of respective BOS. While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated from the SGPA obtained in previous semesters in the University pattern.

#### **4. Examination Committee:**

The institute has constituted Examination Committee as per directions issued by the Sardar Patel University and the provision made in the XII Plan of U.G.C. guidelines for autonomous colleges.

The examination committee shall consist of the following members:

1. Chief Controller of Examination (Principal)
2. Controller of Examination (COE)
3. Deputy controller of examination (DCOE)
4. Head of Departments (HODs)

In addition to the central examination committee, each department will have a departmental examination committee made up of the Head of Department (HOD), senior faculty member and one or two faculty members who are nominated by the HOD of respective department.

#### **5. Powers and Duties of Examination Committee:**

1. The committee shall ensure proper organization of all examination related work including paper setting, moderation, examination conduction, evaluation, result processing and declaration of results.
2. The EC shall suggest examination modifications & these shall be taken into implementation after the approval of Academic council.





A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



3. The EC shall prepare an in-depth schedule of the examinations as per the calendar approved by the Academic Council.
4. EC shall be responsible for strict vigilance during examination administration to prevent unfair examination practices by students, faculty, invigilators etc.
5. To conduct any meeting of the EC, at least **1/3 members** of the EC shall constitute a quorum. The COE shall decide whether **1/3 members** constitute a quorum for any meeting of the EC.
6. During the academic year, the members of EC must meet at least twice.
7. EC shall create the various forms/formats for record-keeping and for monitoring all examination-related activities with the help of DCOE.
8. For various examination-related tasks, DCOE and HODs will assist the Controller of Examination.

### **6. Controller of Examinations:**

The Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Principal.

#### **6.1. Duties of Controller of Examinations:**

- i • Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Rules and Regulations of the Institute.
  - Controller of Examinations shall be the principal officer-in-charge for the conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the superintendence, directions and guidance of the Principal.
  - An autonomous Office of COE shall ensure confidentiality at every stage of the examination process.
- ii Controller of Examinations shall be the member secretary of Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee
- iii The Controller of Examination shall be responsible for making all necessary arrangements for conducting examinations, assessment of answer books and declaration of results.
- iv The COE shall be responsible for
  - a) Directing senior supervisors for the smooth conduct of examinations.
  - b) For the preparation and announcement of the calendar (Time table of various Programme) of examinations in advance.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- c) Obtaining information from the various departments about their requirement of answer sheets, supplementary sheets, graph papers and other material requirements and keep them ready in the central examination cell for distribution to the departments throughout the examination process. A record of the same shall be maintained in the Examination Cell.
- d) The arrangements required for printing of question papers.
- e) According to the strength of students appearing in that particular exam, the COE shall appoint senior invigilator/s to supervise examinations.
- There must be one invigilator (Junior Supervisor) for a group of at most 30 students.
  - There must be one reliever for 5 blocks of a total of 150 students.
  - Invigilators and relievers shall be appointed from all departments by HOD or Senior Supervisor.
- f) Timely publication of results of examinations.
- g) Postponing or cancelling examinations, in part or in whole, in the case of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
- h) Taking disciplinary action wherever necessary, concerned with examinations, against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices during the examinations.
- v) Exercising such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.
- vi. In order to ensure smooth functioning of the above, the Principal shall depute a senior faculty member as Deputy COE to assist COE for:
- a) Conduct of Examination.
  - b) Central Assessment of Answer papers.

## **7. Procedure for Conducting Internal Examinations:**

### **Conduct of Mid-Semester (Internal) Examinations and Continuous & Comprehensive Evaluation (CCE)**

1. For **2 (Two) credit** courses internal written test shall be of **20 marks** with **1hour** duration.
2. For **4 (Four) credit** courses internal written test shall be of **30 marks** with **1.5 hour** duration.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



College/Department will conduct internal examinations only once during the each semester, Re-examination (Re-test/Arrear test) will be conducted separately for those students who are unable to appear in the examination due to any unforeseen circumstances.

**The process of conducting of the Mid-Semester Examinations is as follows:**

1. The HOD will supervise the smooth conducting of Mid-Semester (Internal) Examinations with the help of senior faculty member/s and the office staff.
2. Following the schedule for Mid-Semester (Internal) Examinations, all the concerned faculty members have to submit the printed question papers according to the number of students involved in the respective courses to the examination cell of the concerned department or to the coordinator.
3. Evaluation procedures will be finalized and marks will be made available within 10 days of the completion of each examination.
4. Students will have an opportunity to review their answer sheets, and in case of any query or errors, the faculty will address them and if the need arises, the students may approach the Examination Grievance Cell of the college.
5. Internal assessment must fulfill the criteria of continuous and comprehensive assessment.
6. Internal assessment must be done through various means including following components:

<b>Model for Theory Courses (CCE)</b>		
<b>Continuous and Comprehensive Evaluation (CCE) Components</b>	<b>Weightage For 4 credit (50 Marks)</b>	<b>Weightage for 2 credit (25 Marks)</b>
Internal Written Test (At least one)	15 (30%)`	10 (40%)
Quiz (At least one)	15 (30 %)	05 (20%)
Active Learning	05 (10 %)	-
Home Assignment	05 (10 %)	05 (20 %)
Class Assignment	05 (10 %)	-
Attendance	05 (10 %)	05 (20 %)
<b>Total</b>	<b>50 (100 %)</b>	<b>25 (100 %)</b>



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



<b>Model for Practical Courses (CCE)</b>		
<b>Continuous and Comprehensive Evaluation (CCE) Components</b>	<b>Weightage For 4 credit (50 Marks)</b>	<b>Weightage for 2 credit (25 Marks)</b>
Lab work Assessment (Practical internal test)	20 (40%)`	10 (40%)
Viva voce/Lab Quiz	20 (40 %)	10 (40%)
Attendance	10 (20 %)	05 (20%)
<b>Total</b>	<b>50 (100 %)</b>	<b>25 (100 %)</b>

**Note:**

1. Departments have to display the total internal (CCE) marks on the college Notice Board/ Portal.
2. The Principal / HODs in consultation with other faculty members of the college will prepare a detailed scheme of quizzes, seminars, assignments, attendance etc. at the beginning of the term and programme for the test examinations and the same will be announced to the students.
3. The record of the internal test examinations as well as quizzes, seminars, assignments, attendance, active learning etc. will be maintained by the various department of the college concerned.
4. Every candidate shall maintain a regular record of his/her practical work that shall be duly certified by his/her teacher(s) from time to time.
5. The weightage of the Continuous and Comprehensive Evaluation (CCE) and weightage of the Semester End Evaluation (SEE) shall be as per the existing norms approved by the respective Board of studies.

<b>Sr. No.</b>	<b>Evaluation</b>	<b>4 Credit subjects Marks(Percentage)</b>	<b>2 Credit subjects Marks (Percentage)</b>
1	Continuous and Comprehensive Evaluation (CCE)	50 (50%)	25 (50%)
2	Semester End Evaluation (SEE)	50 (50%)	25 (50%)
	<b>Total Marks</b>	<b>100</b>	<b>50</b>



### **Internal test (CCE) passing criteria for the undergraduate programmes:**

The candidate will be required to obtain at least **36% marks** separately in each head of passing and must achieve an aggregate have to receive **36% marks** in the Mid-Semester Examination (CCE) conducted by the department/college. However, a candidate, who fails to obtain 36% marks but **secures 24% or more** in any head of passing, may be allowed to appear at the Semester-End Examinations by the principal of college concern on the recommendation of a committee appointed by the principal to assess the candidate's overall performance.

### **Internal test passing criteria for postgraduate programs:**

The candidate will be required to obtain at least **40% marks** separately in each head of passing and must achieve an aggregate of **40% mark** in the internal test conducted by the department/college, However a candidate who fails to obtain **33% marks** in no more than two heads of passing, may be allowed to appear at the Semester-End Examinations by the principal of the college concerned, based on the recommendation of the committee appointed by principal to access the candidate's overall performance. (*Note: Head of passing will means a paper or practical or project paper*)

1. After completion of the internal test, the examination marks should be displayed on the college/department notice board/portal so that the student can see their internal marks
2. If the student fails in any head of passing and wishes to improve their marks, they should be given sufficient opportunity to do so. The college or department may conduct an internal improvement test for this purpose.
3. The Examination Committee constituted by the Principal or the Head of the Department may award grace marks **up to 10%** to the students in the mid-semester examination through resolutions if required.
4. Internal marks once submitted to the examination committee by the concerned department/college, candidate will not be allowed to improve his or her internal (CCE) marks.

### **Provision to detain students in semester end examinations:**

1. Students should have at least **75% of attendance** of the total working day in all courses put together and have at least 70% of attendance in each course/subject. Students who have below 70% attendance shall apply for condonation to the principal through the HOD in the prescribed form with a prescribed fee decided by examination committee per course.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



2. If a candidate fails the internal test (does not fulfill the internal test passing criteria) his/her terms will not be granted and he or /she will not be eligible to appear in the semester-end examination.
3. If a student is absent in the theory examination (internal test) of any subject, he/she will be treated as absent in all components of the CCE for that subject.
4. If the student has participated in NCC or NSS or sports or co-curricular activities, the students will be given the opportunity to attend extra lab sessions and accumulate the required percentage of attendance to compensate the absence in regular lab sessions.
5. If the student's attendance is less than 60% due to serious medical problems, the candidate has to produce the medical certificate given by the practitioner MD/ Surgeon
6. If any candidate fails to meet the above mentioned criteria 2 to 3 he/she will be declared as NPTA (not permitted to appear in the next semester) and his/her examination form will be withdrawn and the exam fee will be refunded.
7. All the departments will submit the list of candidates falling into categories 2 and 3 to the examination department at least 5 days before the commencement of the examination.(Note: 3 is not applicable to PG program)

**8. Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re- assessor/Practical Examiner”:**

- i The BOS will finalize the panel of the Paper Setter/Moderator/Examiner/Re- assessor/Practical Examiner for one academic year in the beginning of Academic Session.
- ii The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by COE on recommendation of Chairman of the respective BOS. The person appointed to perform such work shall have relevant qualification enforced from time to time, and shall be an employee of a College/ Institution.
- iii The setting of question papers for semester-end exams involves both internal and external faculty members. Internal faculty members will take on the role of convener for setting the question papers. Both the internal and external examiners are required to have expertise in the relevant subjects; along with a minimum of two years of experience in those subjects or he/she must have successfully completed Ph.D. or NET/ SLET. To facilitate this process, a panel list of subject experts from internal and external institutes will be formed. This selection of experts will be carefully prepared based on the recommendations of the Board of Studies.





A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- iv The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the Institute he/she must have at least five years of experience in the relevant field.
- v The Practical Examiner (Internal/External) shall have at least two years of teaching experience.
- vi However, if a person is not available as per the norms mentioned in (iii), (iv) & (v), as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Principal.
- vii No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.
- viii The appointments as Paper Setter/Moderator/Examiner/Assessor /Re-assessor/Practical examiner shall be made as per the following guidelines.
  - Appointment of paper setter shall be made at least one month before the end semester examination.
  - Appointment of assessor shall be made seven days before the start of end semester examination
  - Appointment of Internal/External examiner for practical/project/viva/seminar shall be made seven days before the scheduled examination.
- ix In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute, he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate in writing to the concerned authority immediately. In case no communication is received from Paper setter/Moderator/Examiner/Assessor /Re-assessor/Practical Examiner within prescribed time limit, it may be presumed that the appointment is accepted.
- x The Paper Setter/Moderator/Examiner/Assessor /Re-assessor shall follow all the directions given from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.

### **9. Question Paper Setting and Moderation:**

Question paper for the end semester examination (External) shall be of 50 marks /25 marks and maximum duration shall be of 2.5 /1.0 hours respectively. However, for some course(s) /subject(s) the duration may vary as mentioned in the curriculum scheme.

- i. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the college from time to time.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- ii. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
- iii. The Paper Setter/Moderator of Institutes other than V.P.and R.P.T.P. Science College , Vallabh Vidyanagar. shall submit his/her willingness/unwillingness to the authority within three days from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has been accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.
- iv. The faculty members of V.P. and R.P.T.P. Science College , Vallabh Vidyanagar cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations through the Chairman BOS within the prescribed time limit.
- v. The Paper Setter shall submit one paper set.
- vi. Nature of question paper should be precise. Paper setter should design the question paper such that,
  - a) Questions are written with simple, straight forward and meaningful wordings.
  - b) Questions are unambiguous.
  - c) Questions should be commensurate with the marks allotted.
  - d) Question paper covers the entire syllabus of the course.
  - e) The full question paper can be answered within the stipulated time allotted for it.
- vii. Paper Setter(s) shall not repeat the same question in the same/different set(s).
- viii. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
- ix. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely information.
- x. Marks shall be indicated on the right side of sub-question or the question.
- xi. The Paper Setter should specifically mention requirement ( if any) of graph paper ,charts,



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



tables, etc. for the examination.

- xii.** Paper Setters are required to submit a declaration form about no any blood relative appearing in the said exam to the COE office.
- xiii.** Moderators shall submit a declaration form to the COE office through BOS.
- xiv.** The paper setter should not accept appointment order if his/her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that programme. COE shall obtain appropriate undertaking in this regard from concerned members.
- xv.** The questions should be serially numbered as 1, 2, 3, 4, 5, & 6 while sub-questions shall be numbered as a, b, c, d, etc. while sub-sub questions shall be numbered as (i), (ii), (iii), etc.
- xvi.** “Common Instructions to Candidates” shall be sent to paper setter with appointment order. However, paper setter is requested to delete excess instructions or add some instructions, if required.

### **10. Format of the Question Paper:**

In general A4 size paper should be used for SEE question paper printing. Both the sides of the papers should be used for printing. The question papers shall be prepared in MS-Word processor only, Font to be used shall be Times New Roman, size 12 pt.

#### **10.1 Paper setting and Moderation process will be as under:**

- i.** COE will appoint paper setter(s) as per the list provided by BOS and appointments will be communicated to BOS. Then BOS will take a follow-up so that paper will be submitted on time. Appointment order to the paper setter and moderator will be sent accordingly through email, message or by Post or handed over in person.
- ii.** A paper setter may be assigned for setting only one set of the same subject. Getting the question paper for particular department is the responsibility of respective BOS.
- iii.** For all the courses only single moderation is required. Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.
- iv.** Paper should be set in the question paper template only.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- v. Paper setter and moderator must ensure that the material related to the question paper set is destroyed completely.
- vi. Chairman BOS/HOD must submit all envelopes of moderated question paper sets of their department, list of moderators and the declaration form by the moderator and minutes of meetings of moderation to the COE office.

### **11. Conduct of Semester End Examination (SEE) :**

#### **A Appointment of Officer-in-Charge:-**

Principal shall appoint senior faculty of Institute/ Deputy COE to act as Officer in-Charge for smooth and proper conduction of End Semester Examination. End Semester Examination for all Programmes shall commence on the day as per academic calendar and the time-table prepared by COE. However, in case of any contingency, the COE is empowered to reschedule any examination.

#### **B Duties & Responsibilities of the Officer-in-Charge:**

- Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- Appoint invigilators, and administrative staff for conduction of examinations.
- Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
- Display the examination related instructions for student as received from the COE office at appropriate places.
- Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination.
- Receive the cases of misbehavior, malpractices, use of unfair means etc. from the invigilator and forward the same to the office of COE.
- Provide at his/her level the facility of writer to visually Challenged ( Divyang) examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be less qualified than the blind/physically handicapped student.

- Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities under point (xiii) & point (xiv) above have been provided at the centre.
- Send the registration number of the absent students to the spot valuation centre.
- Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the registration numbers. OIC shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, control sheet and slip (docket) in two copies with each packet indicating all details of packed answer books.
- Thereafter OIC shall handover all the bundles of answer books to coordinator of Spot-Valuation Centre on the same day or latest on the next day and get the acknowledgement He/she shall maintain the record of all such bundles of answer books handed over to coordinator of Spot-Valuation Centre.
- Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office within a week.

## **12. Examination Vigilance Squad:**

### **A Appointment of Vigilance Squad:**

Principal/Controller of Examinations shall appoint a team comprising of Senior Faculty members of the Institute to act as members of Vigilance Squad.

- i. The vigilance squad shall consist of male & female faculty members of the Institute.

### **B Duties of Vigilance Squad:**

- Ensure physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.
- Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- Ensure that the examinee does not write anything on the question paper supplied to him/her.
- Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- Not cause any kind of harassment either to the students or to any of the officials of the examination centre.
- Inspect the examination centre regularly; go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
- The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to COE.
- The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.

### **13. Instructions to the Examinees and punishment:**

1. Write your Exam seat number, the name of the Examination, the date of the examination, Paper Number and/or Section on the cover page of your answer book. Do not write your name or your seat number anywhere else in the answer book. The examinee is strictly warned against making use of any kind of sign or symbol in any manner whatsoever in the answer except what is necessary for answering the questions.
2. Examinee shall answer the paper using blue fountain/Ball pen only. Use of other ink colour is prohibited.
3. Do not write anything on the top of your answer book, in the column meant for entering marks on your answer book, or in your copy of the Question Paper.
4. Write on both sides of the of the answer sheet and, if need be, use the left hand side of your answer sheet to do your rough work in pencil.
5. Use a fresh page to begin any new answer. Do not forget to write the Question number and sub-question number in the relevant margin on your answer book.
6. Examinee should not exchange any equipment/Instrument/Material in the Examination Hall. Bringing of cellular phone, page or any computer/Electronic gadget is prohibited.
7. If during the course of Examination, any candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examination.
  - (a) Having in possession of papers, books, notes or any other material or information.
  - (b) Found talking to or in any other manner communicating with any other candidate in the examination hall.
  - (c) Found copying or assisting any other student in copying from his/her answer book or otherwise.





A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- (d) Found in possession of written or blank answer books brought from outside the examination hall in to the examination hall.

The above list is merely illustrative and not exhaustive; any other such or similar conduct shall be considered as use of unfair means in the examination.

8. The examinee is not permitted to leave the Examination hall in the first half an hour after the commencement of the Examination or the last 10 minutes before the end of the Examination.
9. In case the examinee needs something, the block supervisor should be contacted the examinee should not leave the allotted seat under any circumstances whatsoever. Permission of the supervisor must be sought from the Block supervisor to take water or to go to the rest room.
10. Examinees must hand over the answer books (whether written or Blank) to the supervisor before leaving the Examination Hall.
11. There will be a warning bell 10 minutes before the end of the Examination. The examinees must stop writing when the second bell rings and be prepared to hand over your answer book/s to the block supervisor. The examinees must remain seated in their respective seats till the supervisor has not collected all the answer books from the block
12. Any candidate found absent from his/her seat in the Examination Hall at the time set for it will not be permitted to appear at the Examination as per the rules. However, If an Examinee is able to give a satisfactory reason for his/her being late, the Senior Supervisor of the Centre may allow him/her to give the Examination. Under no circumstances whatsoever will an Examinee who reports late beyond half an hour of the commencement of the Examination be permitted to take the Examination.
13. All Examinees are instructed to note that if they write wrong Question number, or not write the Question number at all, the answer to such Question will not be marked at all.

**Special Instruction:** If an Examinee does not follow the instructions given by the supervisor or the Senior Supervision/Co-ordinator (of the Centre), or if an Examinee behaves rudely or in a manner unbecoming of a student, he/she would be sent out of the Examination Hall at once, and will not be allowed to appear for rest of the Papers in the Examination.



**A Charutar Vidya Mandal's Institution**  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



### Punishment for Academic Misconduct:

Students caught adopting unfair means in the college examinations are handed down punishment as specified in each of following instances.			
No.	Instance(s) of unfair means adopted	No	Punishment handed down
1.A 1.B 1.C	<ul style="list-style-type: none"><li>• An examinee who has been found with examination related material in his/her possession of the respective examination.</li><li>• An examinee who is caught while trying to copy mutually from the answer script of a fellow examinee around him/her or making examination related enquires.</li><li>• An examinee who has mentioned his/her seat number at any other place in the Answer sheet or has put any identification mark which can reveal his/her identity.</li></ul>	1.	The examinee's result of the entire examination will be cancelled in all subjects and he/she will not only be debarred from two subsequent examinations but also from seeking admission to any course of study until after the subsequent examination.
2.A 2.B 2.C	<ul style="list-style-type: none"><li>• An examinee who has been reported copying with any examination –related materials more than once in the same examination.</li><li>• An examinee found in possession of any examination related literature (on slips or compass box or handkerchief or clothes or any part of body or foot-scale or calculator, cell phone any electric devices etc) and he/she has copied from the said literature or if he/she misbehaves with the Junior or Senior Supervisor or Observer.</li><li>• Is found to be non-cooperative in case of any unfair means adopted.</li></ul>	2.	The examinee's result will be cancelled and he/she will not only be debarred from the subsequent examination course of study until after the subsequent examination.  OR The result of the examinee will be cancelled and he/she will not only be debarred from three subsequent examinations but also from seeking admission to any course of study until after the two subsequent examinations.
3.	Instance of mass copying reported.	3.	The examinees result will be cancelled and he/she will not only be debarred from three subsequent examinations but also from seeking admission to any course of study after three subsequent examinations.
4.	Getting answers written in the answer script(s) from outside the examination centre and/or taking	4.	The student's result will be cancelled and the result of the student will be debarred from the



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



	answer script(s) out of the examination centre and for impersonation on behalf of the real examinee.		college/University for 3 (three) academic years.
5.	Irrespective if the above, all cases of any kind of malpractice or use of unfair means, indiscipline, misbehaviour or antisocial behaviour in an examination and other cases of examination-related malpractices OR Dummy student/s appearing in the examination.	5.	Punishment/Decision as recommended by the Committee for Examining Unfair Means in the Examinations of the University if the recommendation is approved by the college/University BOS.

### Permission To Attend The Examination With Scribe:

Candidates requiring scribe (writer) should apply in writing citing valid reasons along with the following documents.

1. A medical certificate provided by a Civil Surgeon employed in a government hospital.
2. Information about the intended writer including their name, address, qualifications, photograph and current occupation. (The writer's academic background should not exceed that of the student's exam.)
3. A letter from the scribe confirming their willingness to serve as a scribe.
4. A copy of the scribe's qualification certificate.

After careful verification of the application and the documents presented by the candidate, the Principal or COE may/ can grant permission for the use of a scribe (writer).

## **14. Conduct of Semester End Examination Theory and Practical**

### **Semester End Examinations**

- 1 Theory examinations will be conducted at the end of each semester. The schedule will be announced at least **10 days** prior to the commencement of the exam.
- 2 **Practical examinations** for the semester will be conducted as per the convenience of each department before or after the theory examinations and the Head of the respective department shall ensure that the overall results should not be delayed.
- 3 **Experts** included in the panel list by the HODs will be recommended for the role of external examiner in theory examinations, practical evaluations and major project evaluations. The Principal/COE will make the final selection from this group of experts.



### **Practical Examination:**

- i) There shall be one End Semester Practical Examination, as specified in scheme of the programme.
- ii) Practical examination shall consist of two parts i) Performance or written Examination (short answer/MCQ etc.) of 15marks (60%) and ii) Oral examination of 10 marks (40%).
- iii) Time table for practical examination pertaining to a programme shall be prepared by the HOD as per the slot provided by the COE according to the schedule mentioned in the Academic Calendar. HOD shall submit the copy of time table to COE, for information.
- iv) There shall be an Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as project evaluation.
- v) The Internal and External Examiner shall be appointed by the Chairman of the respective BOS/HOD. If, external examiner listed in the panel fails to turn up for the examination for whatsoever may be the reason, the concerned Chairman BOS/HOD shall make necessary alternate arrangement from the list of examiners. In case no examiner is available from the panel given, HOD is empowered to make any other suitable arrangement. HOD will send the list of subject wise Internal and External Examiners to COE office duly signed and stamped by Chairman BOS/HOD.
- vi) Respective HOD shall prepare detailed timetable (batch wise) for the practical examination. A consent of Heads of other Departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- vii) The HOD shall appoint staff for practical examination as per the following structure and shall forward the copy of the same to coordinator examination:
  - a) Internal Examiner: One for each practical course (subject), preferably the course teacher, as approved by Chairman BOS/HOD.
  - b) External Examiner: One for each practical course, as approved by Chairman BOS/HOD.
  - c) Teacher assisting the internal examiner: One for each practical course.
- viii) Internal examiners along with supporting staff shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination in their respective course(s).



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



- ix) The marks of the practical examination shall be allotted by the External and Internal examiners in consultation with each other. Judgment of the External examiner shall be treated as final in case of difference of opinion between them.
- x) The marks should be entered in the soft format and the external and the internal examiners both shall sign each page of the mark sheets showing the final marks allotted to the examinees.
- xi) Counter foil and attendance should be kept with HOD.
- xii) Answer books, foil, duly signed by the Internal and External Examiners of all the courses of a semester should be sent to the COE office together when the practical examination of a particular semester is over, within one working day.
- xiii) The HOD shall prepare the estimate for T.A./D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per the rules. T.A./D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after completion of the practical examination and account of payment shall be submitted to the account office within a week.

**Practical Courses:**

Semester end practical examination for **four credit course shall be of maximum 50 marks and duration of examination is three hours and for two credit course shall be of maximum 25 marks and duration of examination is two hours.** The process of conduct of the semester end examinations is as follows:

1. The schedule of semester-end lab examinations will be communicated through the academic calendar.
2. The External Examiner for semester 5th onwards will be selected by the Chief Controller of Examinations from the experts' panel proposed by the Head of Department.
3. The results will be submitted to the examination section in a sealed envelope right after the practical examination is concluded.



4. Internal and external examiners will collaboratively evaluate the assessments, contributing to a maximum of 50 marks.
5. A Student must appear in both the theory examination and the practical examination for subjects where both components are covered under the same subject code. If a student is absent from either examination, he/she will be declared absent for that subject.

<b>Model for Practical Courses (SEE)</b>		
<b>Semester End Examination Evaluation (SEE) Components</b>	<b>Weightage For 4 credit (50 Marks)</b>	<b>Weightage for 2 credit (25 Marks)</b>
Lab work Assessment (Practical internal test)	40 (80%)`	20 (80%)
Viva voce/Lab Quiz	10 (20 %)	05 (20%)
<b>Total</b>	<b>50 (100 %)</b>	<b>25 (100 %)</b>

### **Conduct of Semester End Examination**

#### **Theory course:**

The semester-end examination shall be of duration two hours and contribute to 50% of the overall marks. The process of conduct of the semester end examinations is as under:

1. According to the examination schedule, the COE and DCoE will pick one set of question paper for the relevant subject from the available two sets, at least **two days** before the scheduled start of the examination.
2. The COE and HODs with the help of the senior supervisor will oversee the printing of the chosen question papers for the respective courses in the necessary quantities as per list given by the office. These question papers will only be distributed 15 minutes before the beginning of each examination to the respective department.
3. An inspection team composed of Heads of Departments (HODs) is assembled by the Chief Controller of Examinations to oversee the exams on a given day. This team is expected to visit all exam halls to ensure strict adherence to the established rules and regulations. If necessary, the COE may also appoint senior faculty members from other higher education institutions (HEIs) to serve as members of the Flying Squad.





A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



4. The flaps to cover the students details on the answer books should be pasted in the examination hall itself on the before the end of the exam time. These flapped sheets are then sent to the central assessment Coordinator.
5. The Principal and Chief Controller of Examinations shall appoint the Examiners for each course (subject) from the experts' panel suggested by the respective Head of Department.
6. The central evaluation process shall have to be finished within **twenty days** after each exam.
7. **Results** will have to be declared within **20 to 30 days** after the central assessment is completed.

**External test (SEE) passing criteria for the undergraduate programmes:**

The student will have to secure **40% marks** in each head of passing. Overall, an aggregate of internal (CCE) and External (SEE) for particular course, student will also have to secure **40% marks** in each head of passing.

**External (SEE) passing criteria for the postgraduate programs:**

The student will have to secure **40% marks in each head** of passing. Overall, aggregate of internal (CCE) and External (SEE) for particular course, student will also have to secure **40% marks in each head** of passing.(Note: Head of passing will means a paper or practical or project paper

**15. Assessment of Answer Books:**

**Assessment of answer books shall be done offline**

- i. Principal, in consultation with COE, shall appoint a staff as In-charge, Central Assessment Centre.
- ii. The In-charge Spot valuation, shall select his/her team in consultation with the COE. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
- iii. Normal working hours of Central Assessment Centre shall be from 10.30 am to 4.30 pm. considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed.
- iv. The BOS will finalize the panel of the Examiner/ Assessor /Re-assessor for one



A Charutar Vidya Mandal's Institution  
**V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)**  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
**OFFICE OF CONTROLLER OF EXAMINATIONS**



academic year in the beginning of Academic Session. Chairman of the BOS will provide the course wiselist of approved Examiner(s) for all the course(s) under his /her board, to COE office.

COE will appoint Examiner as per the list provided by BOS.

- v. In order to have uniformity in the assessment of answer books, for the courses where more than one examiner is involved, the course coordinator should conduct a meeting of all the examiners and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical questions
- vi. Assessment procedure for assessor after receiving the order for assessment of answer books, the assessor shall
- a) Not disclose the order as it is confidential.
  - b) Not assess any answer book without solutions/scheme of marking.
  - c) Award step-wise marks for each solved question.
  - d) Enter marks carefully on the mark entry form on DVS portal.
  - e) Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings.
  - f) In following cases, examiner shall report immediately to officials in-charge for further action, if any complaints regarding the answer books such as,
    - Multiple-writings, / with multiple use of inks.
    - Requesting examiner to assess answer book favorably,
    - Mass copying,
    - Disclosing identity in any form with an intent to get clear-cut illegal / undue benefit,
    - Using abusive and threatening language,
    - Money in the answer book

**Duties and Responsibilities of In-charge central assessment center:**

- i. Receive the time table of the examination and formats from the office of COE.



- ii. Prepare the statement of remunerations to be paid to the staff involved in the spot evaluation centre as well as to the assessors and submit the details of accounts to the accounts department in the format prescribed and a copy of same should be sent to the COE for maintaining the records.

### **Instructions to Examiners:**

This assignment is confidential. Therefore, all examiners must maintain strict confidentiality and follow the following rules and regulations:

1. The examiner should have at least two years of teaching experience.
2. An examiner should not be examining a close relative for the examination in the same programme. An undertaking/ declaration should be given by each faculty.
3. The examiners will evaluate minimum **80 answer sheets** (160 answers) per day. They will have to assess half of the answers from each answer book and the remaining half of the answers will have to be assessed by the internal examiner.
4. Examiners are expected to follow the marking scheme, ensure consistency in marking and evaluate answer books uniformly. Marks awarded must be recorded in figures and words in the space allotted on the first page. Moreover, the evaluation sheet should contain separate marks for each section [(a), (b), (c)] of the question.
5. Examiners are required to use a red ball point pen to mark and cancel any blank pages or unused spaces in the answer booklets. Care should be taken by examiner not to leave any allotted question unassessed.

### **Evaluation Process for Theoretical Courses:**

The evaluation procedure shall be as follows:

1. The Institute will implement a Central Assessment center to evaluate the answer sheets. This includes appointment of external examiners from reputed institutions.
2. The CCOE/ COE will designate the following individuals for central assessment evaluation duties.
  - i **Coordinator (Central Assessment):**A faculty member with at least 10 years of experience will be selected as the Coordinator of the Central Assessment Centre. He/she will supervise the evaluation process for the semester-end examination of the answer sheets.



A Charutar Vidya Mandal's Institution  
V.P. & R.P.T.P. SCIENCE COLLEGE (AUTONOMOUS)  
(Grant-in-Aid)  
Affiliated to Sardar Patel University  
VALLABH VIDYANAGAR-388120  
OFFICE OF CONTROLLER OF EXAMINATIONS



- ii Moderator (Subject wise):** The faculty of the concerned subject having 10 years of experience will be appointed as Moderator for any number of answer sheets in any subject.
  - iii Convener (Subject wise):** The COE will appoint a faculty member as the convener if they possess a minimum of 3 years of teaching experience and have taught the relevant subject at least twice.
  - iv Examiners:** The examiners will be appointed by the COE from a panel of experts nominated by the Head of the Department. These examiners should have at least two years teaching experience or Ph.D. or NET/SLATE.
  - v Scrutinizers/Tabulator:** The COE will appoint a scrutinizer/tabulator to carefully review the answer scripts and compile the marks
  - vi Assessment Supervisor:** The COE will appoint Assessment supervisor as per the requirement.
  - vii Clerk/ Remunerator:** The COE will appoint Assessment supervisor as per the requirement.
  - viii Peon:** The COE will appoint peons as per the requirement.
- 3. Working Model for Central Assessment System**
- i** Internal and external examiners will jointly create the evaluation scheme, while the convener of subject will ultimately approve and finalize the scheme.
  - ii** The convener responsible for concern subject will organize a pre-evaluation meeting involving all the examiners involved. During this meeting, they will present the scheme and solutions and thoroughly discuss the different facets of the evaluation procedure.



## **16. Declaration of Results:**

1. The Examination Committee constituted by the Principal may award grace marks **up to 10 %** to the students in the Semester End Examination through resolutions if required.
2. Any concerns raised by students or faculty about questions being outside the syllabus or other errors in the question paper will be carefully reviewed. The exam committee will take necessary actions based on these representations. The results, along with the exam committee's suggestions, are then sent to the Chief Controller of Examination for ultimate approval. Once approved, the results will be publicly announced and made available on notice boards and the college website.

## **17. Reassessment Procedure**

In case any student is not satisfied with the marks obtained by him/her then reassessment is allowed on payment of a certain fee at the request of the candidate. Second reassessment shall also be entertained on payment of a specified fee if the student not satisfied with first reassessment. The second reassessment is a facility given to the student where the re-evaluation is done in the presence of the student. 'Second reassessment' of failed or passed subjects shall be performed as per the following norms.

1. Applications for re-assessment of semester-end examinations can be lodged in the examination cell within one week of declaration of result. Applications will not be accepted thereafter.
2. The application for re-assessment should follow the prescribed format and should include the required fee.
3. No application shall be entertained for re-assessment of marks/ grades obtained at the internal tests/s, practical tests, viva-voce and term work.
4. Upon receipt of the application in the examination department, the Controller of Examinations (COE), in consultation with the principal will appoint the examiner(s).
5. No modification in the original marks shall be made if the difference is ten percent or less of the total marks of the subject.



If the difference between the original assessment and the reassessment exceeds ten percent of the total marks of the question paper,

### **18. On demand Examination (for theory paper only):**

Students who did not clear or for absent in SEE as indicated in the mark-sheet of the semester end examination, can apply for an on-demand examination.

- On-demand exam fees per semester will be decided by the college.
- Date and time of On-demand exam will be decided by college.
- Rules and regulation of On-demand exam are the same as per guidelines given for the regular exam.

### **19. The Grading System:**

- i. For every course taken by a student, he/she shall assign a grade based on his/her combined performance in all components of evaluation scheme of a course / practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- ii. For the award of grades in a course, all component-wise evaluation is done in marks. The marks of different components (CEE) & (SEE), are reduced to relative weightage of each component as given in Scheme of Examination. For award of suitable pass grade in a Theory and Practical Courses,
- iii. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below.





### Absolute Grading System:

The absolute grading system is adopted as follows:

Sr.No.	% of marks = m	Division/Grade	Grade Points	Description
1	$96 \leq m \leq 100$	First/O	10	Out Standing
2	$86 \leq m \leq 95.99$	First/A <sup>+</sup>	9	Excellent
3	$76 \leq m \leq 85.99$	First/A	8	Very Good
4	$66 \leq m \leq 75.99$	First/B <sup>+</sup>	7	Good
5	$56 \leq m \leq 65.99$	Second/B	6	Above Average
6	$46 \leq m \leq 55.99$	Pass/C	5	Average
7	$36 \leq m \leq 45.99$	P	4	Pass
8	$m < 36$	F	0	Fail
9	Absent	AB	0	Absent

The performance of a student at the end of the each semester is indicated in terms of Semester Grade Point Average (SGPA). The SGPA of  $i^{\text{th}}$  semester is calculated as below:

$$\text{SGPA}(i) = \frac{\sum(\text{Credits of a course} \times \text{Grade points awarded for a course})}{\text{Total credit of } i^{\text{th}} \text{ semester}}$$

SGPA(i) is calculated for the candidates who have passed in all the courses of First Semester.

### Cumulative Grade Point Average(CGPA):

Cumulative Grade Point Average (CGPA) will be calculated from II semester onwards up to the final semester and its calculation is similar to that of SGPA, considering all the courses offered from the first semester onwards.

CGPA is calculated for those who clear all the courses in all the previous semesters by following formula

$$\text{CGPA} = \frac{\sum(\text{SGPA}(i) \times \text{Total credit of } i^{\text{th}} \text{ semester})}{\text{Total number credits of all semesters}}$$

CGPA is calculated for those who clear all the courses in all the previous semesters.



### AWARD OF CLASS:

S.No.	CGPA	Grade	Davison with Grade
1	$CGPA \geq 9$	O	First Class with O
2	$8 \leq CGPA < 9$	A <sup>+</sup>	First Class with A <sup>+</sup>
3	$7 \leq CGPA < 8$	A	First Class with A
4	$6 \leq CGPA < 7$	B <sup>+</sup>	First Class with B <sup>+</sup>
5	$5 \leq CGPA < 6$	B	Second Class with B
6	$4 \leq CGPA < 5$	C	Pass with P
7	$0 \leq CGPA < 4$	P	Fail with F

- To receive the First Class with Distinction, students must pass all subjects in their first attempt during regular examinations.
- If needed for other universities or purposes, you can convert your CGPA to an aggregate percentage by multiplying it by 10.

### 20. Semester Grade Card

The semester grade report reflects the performance of the student in that semester (SGPA) and also the cumulative performance (CGPA). The semester grade card issued at the end of each semester to each student, after the publication of result, duly signed by COE will contain the following:

- Name and student ID, and Seat Number
- programme and Branch
- QR CODE and Photograph
- The credits for each course registered for that semester.
- The grade points and letter grades and marks obtained in each course.
- The total number of credits earned by the student at the end of each semester.
- Grade point average of semester (SGPA) and Cumulative Grade Point Average (CGPA).  
Semester grade card will not indicate class or division or rank.



### **Carry Forward Criteria**

A candidate who has completed a regular semester of study, and **has** met the attendance criteria, and achieved passing marks in both internal and external exams will be eligible to continue their studies in the next semester.

### **For undergraduate programs:**

- (1) A candidate who fails in more than three subjects in Semesters I and II will not be allowed to proceed to Semester V.
- (2) The result of the VI semester examination shall not be declared until the candidate clears all the backlogs.

### **For postgraduate programs:**

- (1) A candidate who fails in more than two subjects in the Semester I will not be permitted to proceed to III semester.
- (2) A candidate who fails in more than two subjects in the Semester II will not be permitted to proceed to the Semester IV.

### **Time Span (in years) for the completion of the Degree Program**

A student who, for any reason, cannot complete the program within the normal or minimum duration may be given an additional two-year period beyond the normal duration to clear any outstanding requirements and qualify for the degree.

### **The general formula, therefore will be as under:**

1. Time span =  $N + 2$  years for completion of program where N stand for the normal or minimum duration describe for completion of the program.
2. In general, no student should be granted an extension after the initial two-year period. However, in exceptional circumstances and after evaluating each case on its merits, the Principal may grant the student an additional year to complete the program.
3. During the extended period the student shall be consider as a private candidate and also not be eligible for ranking.
4. All other provisions not mentioned here shall be as per the existing norms.
5. If there is a need for subject-specific regulations, the Board of Studies for the respective subject discipline shall create additional regulations in addition to these general regulations.



### **Eligibility for award of Degree:**

The Degrees shall be awarded by the **Sardar Patel University Vallabh Vidyanagar**, along with the name of College, on recommendations of the Academic Council/ Board.

A student shall be eligible for the award of the degree only if the student has,

- a. Passed all the prescribed courses.
- b. Satisfied minimum academic requirements.
- c. Satisfied all requirement specified by the concerned department; if any.
- d. Satisfied all requirements specified by the Academic Council and Academic Rules and Regulations.
- e. Paid all the dues to the institute, and

### **21. Degree Certificate:**

- After successful completion of the program at the Institute, the student will be eligible for award of degree in subsequent convocation of the **Sardar Patel University Vallabh Vidyanagar**.
- The University Degree Certificates will be distributed from the Institute office to all successful candidates once received from the **Sardar Patel University Vallabh Vidyanagar**. A student can claim the degree certificate in person from the college office after submitting the copies of grade sheets of all semesters and proving his identity..
- The students will have to pay the prescribe fees for the degree as decided by **Sardar Patel University Vallabh Vidyanagar**.

### **22. Number of Attempts for the Courses Closed in a Semester:**

For the courses (compulsory/ elective/any other course) of all PG and UG programmes which are closed by the respective department in a semester of a particular academic session, maximum four consecutive (as and when the examination is conducted) available attempts will be provided to pass these courses.

Thereafter, the student shall be absorbed in new Autonomous scheme, as per the equivalence scheme of respective BoS.



### **23. Migration Certificate, Etc.:**

- For a student who has not been allowed to appear due to lack of attendance, his/her migration certificate will be issued only after the completion of the course.
- On completion of the degree programme, the Cumulative Mark Sheet (CMS) will be provided to students as it may help those opting for further studies abroad; Graduation Ceremony will be held in December.

### **24. Multiple Exit & Multiple Entry:**

- Exit - 1: Award of UG Certificate in Major Science Course with 44 credits with additional 4 credit of Summer Internship in Core Specific NSQF define course OR continue with Major and Minor Courses for next NCrf credit Level.
- Exit - 2: Award of UG Diploma in Major Science Course with 88 credits with additional 4 credit of Summer Internship in Core Specific NSQF define course OR continue with Major and minor courses for next NCrf credit Level.

### **25. Certificate Verification, Digital WES and Transcripts :**

V.P.& R.P.T.P. Science college, Vallabh Vidyanagar offers online certificate verification, Digital WES and Transcript Request from students, educational institutions and employers. This is to ensure genuinely and quickness of meeting your requirement digitally with prescribed fees decided by college authority.

### **26. Interpretation of Examination Manual:**

In case of any dispute, difference of opinion in interpretation of any point in this Examination Manual or any other matter/point/s not covered in the manual, Refer latest version of Academic Rules and Regulation for undergraduate and post graduate courses.

### **27. Power to Modify:**

- Notwithstanding all that has been stated above, Principal/COE has the right to modify any point in this Examination Manual from time to time.
- **When it comes to interpreting any provision in the above rules and regulations, the decision of the Principal shall be considered final and binding for all parties involved.**