



Calendar of University Examinations

Preparation for Examinations

Updation of Student profile at the beginning of each academic year

Preparation of Nominal Roll (List of Candidates on roll)	-	60 Days prior to the commencement of the University Examinations
Collection of Exam Fee	-	45 Days prior to the commencement of the Examinations
Submission of IA foils sheets by the Colleges	-	15 Days prior to Examinations
Issue of Hall Ticket to the eligible candidates	-	7 days prior to the Examinations
Intimation of date of commencement of Examinations	-	At the beginning of the Semester /Trimester
Communication of Exam schedule	-	45 days prior to the Examinations
Publication of Results	-	10 Working days after the completion of the University Examinations.



GUIDELINES FOR CONDUCTING EXAMINATIONS

1.0 Eligibility and Enrollment of Examinees:

1.1 Attendance and Internal Assessment:

1. A candidate has to secure a **minimum of 35% marks in the internal assessment (IA) in each subject which is mandatory** to become eligible for appearing in the University examination for all the degree programmes of this University.
2. Internal marks from the colleges are to be submitted to the University using Internal OMR foil sheets provided 15 days prior to the University Examination for Theory and Practical.
3. **Securing 80% attendance in each subject is mandatory** to become eligible for appearing in the University examinations.
4. Students daily attendance is entered and uploaded in the University Web portal by the faculties. Which is centrally locked at the office of COE, this facilitates the students and parents to monitor the progress of attendance.

1.2 Theory examination schedule is prepared in the office of controller of Examinations and sent to concerned colleges at the beginning of the Academic year / Semester/Trimester.

1.3 Exam Fee Applications will be issued to the candidates containing the details of the candidate name, Register number, Subject code, Name and date of examination, 45 days prior to the Examination.

2.0 Examination Cell in the Constituent Colleges:

2.1 University Examination is conducted in the Common examination Hall available in all the campuses and the Examination cell in each college shall assist the University for smooth conduction of Examination

2.2 The Exam cell will be under the charge of experienced faculty who will act as Exam cell coordinator of the College concerned

2.3 One Superintendent and one Assistant Superintendent (depending upon the strength of candidates registered) shall regulate the activities from the Exam Cell.

2.4 In addition, faculty members are appointed as Invigilators. He / She will assist the Chief Superintendent in the performance of his/her duties vis-a-vis the Examination and the activities of the Exam Cell.



- 2.5 **Only those persons authorized by the University shall be involved in the Examination process.**
- 2.6 No other faculties of the colleges shall be permitted to enter the Exam Hall.

3.0 Provisional Hall Ticket:

- 3.1 The Provisional Hall Ticket grants permission to the candidate for appearing in the specified papers of the course. The University sends Hall Tickets of the eligible candidates to the concerned colleges. The candidates should pick them up from the college. A Hall Ticket is merely an interim, adhoc, provisional permission granted in the academic interest of the student. It does not testify that the student is bonafide, genuine and eligible for the course.
- 3.2 **In case the Hall Ticket of a candidate is lost, a duplicate Hall Ticket should be issued by the University** on the basis of roll list and attendance sheet after obtaining a written statement from the candidate concerned. The word 'Duplicate' should be written on the Hall Ticket so issued.
- 3.3 **The Hall Ticket of all the candidates should be checked by the invigilators every day.** The candidates must keep their Hall Ticket safely, till the end of the Examination and produce the same before the invigilators as and when demanded by them.
- 3.4 **No student will be allowed to appear at the Examination without a proper Hall Ticket.** In case a student, whose name figures in the list of examinees sent by the University, has not received his/her Hall Ticket, the Chief Superintendent should make arrangements to issue to him/her a duplicate admission card, with the approval of the University.
- 3.5 If a candidate has received his/her Hall Ticket but his/her name has not figured in the list of examinees then, after a declaration, the candidate may be allowed to appear at the Examination. A photocopy of his/her Hall Ticket be obtained and attached to the list of the examinees and sent to the University.
- 3.6 No student will be allowed to appear at the examination unless he/she has a reasonable claim and a logical case. His/her result will not be declared until the University is convinced, beyond doubt, about his/her eligibility.
- 3.7 The Invigilators should check the Hall Ticket of the candidates under his/her charge daily. If any candidate does not possess his/her Hall Ticket, the Invigilator should direct him/her to the Chief



- Superintendent. The Chief Superintendent should deal with the case as per the rules of the University.
- 3.8 The Roll Number written on the Hall Ticket should be the same as the Roll Number marked on the desk/table and as those written on the Main and Supplementary Answer Books. There should be no divergence, disparity or difference in these.
- 3.9 The student should occupy his/her correct seat and write his/her correct Roll Number on the Main and Answer Book. This should be verified with the help of Hall Ticket in which roll number is mentioned.
- 3.10 If a candidate loses his/her Hall Ticket, the duplicate copy will be used by the Chief Superintendent, after careful verification.
- 3.11 The Invigilator should ensure the identity of the person appearing for an examination by seeing his/her photograph, Scanned on his/her Hall Ticket and also on the Attendance Sheet.
- 3.12 The following instructions are indicated on the Hall Ticket of candidates: (The Exam Chief Superintendent should transmit to the University the photocopy submitted by the candidate under instruction below)

3.13 Instructions, for the Students on Provisional HallTicket:

1. Candidates should be present themselves at the respective center for theory, Practical and oral examinations half an hour before the commencement of examination.
2. Candidates should satisfy themselves, before answering, that they received the correct question paper.
3. Answers must be written legibly in blue/black ink.
4. Candidates should write the Register number in the specified column only in Main Answer Book. Candidates are prohibited from writing the register number in any other place in Main Answer book or Additional answer sheet.
5. Candidates are prohibited from writing their name or any type/form of symbols at any place in the answer book or additional answer sheet.
6. Separate answer books are used for each section where it is specified.
7. Answer scripts of the candidates violating instructions (4) and (5) shall not be valued.
8. Candidates should ascertain the scheme for the practical and oral examinations in the respective institutions/departments.
9. Any discrepancy with regard to the spelling of the name or the subjects for which the candidate is permitted to the examination should immediately be brought to the notice of the Controller of Examinations.



10. Candidate should not bring Cell phone/Incriminating materials/
Electronic gadgets in the examination hall.

No candidates shall be permitted to enter the examination hall after
half an hour from the commencement of examination

4.0 Conduct of Theory Examinations:

- 4.1 (a) There will be one Chief Superintendent in each Session appointed by the University.
- (b) Remuneration of the Superintendent will be paid as fixed by university from time to time.
- 4.2 **No person shall act as Chief Superintendent if his/her near relative is appearing at the examination.**
- 4.3 The Chief Superintendent shall be responsible for the smooth conduct of the examination at the Centre, in accordance with the norms, instructions directives and policies of the University.
- 4.4 **He/She will take full care of the safe custody of Question Papers, Answer Books and other materials relating to the examination.**
- 4.5 The bill for remuneration to the Chief Superintendent, Assistant Superintendents, Invigilators, should be prepared in two copies and sent to the University in original single copy, the second copy will serve as the office copy.

4.6 Instructions to Chief Superintendent:

- 4.6.1 **Answer books should be received on the previous day of the examination and the Question paper in Cloth lined covers at one hour before the examination from the COE office.**
- 4.6.2 **All the arrangements in connection with the examination, in the examination hall must be completed in the previous evening of the day of the commencement of the examinations in coordination with the principals of the respective colleges.**
- 4.6.3 Arrangements for supply of drinking water to candidates must be made in such a manner that the water man does not get outside the examination hall during the time of examination to fetch water.
- 4.6.4 The Chief Superintendent, invigilators should be present in the examination hall at least half an hour earlier to the scheduled time of commencement of examinations.
- 4.6.5 **The candidates shall be permitted to enter the examination 15 minutes earlier to the commencement of the examination hall.**



- 4.6.6 No clarification/discussion shall be made by the Chief Superintendent / Invigilators with candidates regarding any question.
- 4.6.7 Strict silence should be maintained during the examination.
- 4.6.8 The candidates must be instructed to write their Register Number in the answer sheet of MCQ in the specified boxes. Any correction in the MCQ answers must be attested by the invigilator. The unopened question and used question must be packed separately and return to the COE by name.
- 4.6.9 Clear instructions to the candidates to use separate answer books for section A & section B wherever necessary.
- 4.6.10 **Any candidate found copying from bits of paper or text books or any other source including electronic gadgets/Mobile phones must be asked to leave the examination hall forthwith, after getting a letter from the candidate. The material used for copying, with the signature of invigilators on them and the answer book of the candidate shall be packed separately and sent to the COE by name immediately with a detailed report by the chief superintendent.**
- 4.6.11 Toilet facilities during examination must be made available for the candidates and candidate should be accompanied by male/female attender to the toilet.
- 4.6.12 Candidates who are late may be permitted to enter the examination hall only within the first half an hour after the commencement of the examination.
- 4.6.13 Candidates shall not be permitted to leave the Examination hall under any circumstances on commencement of the examination for the first half an hour for papers without MCQs and for the first one hour for papers with MCQs.
- 4.6.14 The answer books must be collected immediately after the scheduled time in serial order, packed and sealed. The packets of answer books shall be dispatched on the same day to the COE office.
- 4.6.15 All communications of confidential nature should be addressed to the COE by name.
- 4.6.16 Peons and other servants should not, except in case of urgent necessity, be permitted to leave the rooms while the examinations are going on.
- 4.6.17 Where the examination is conducted in a number of rooms or in separate buildings, the Chief Superintendent should visit each room as frequently as possible.



- 4.6.18 The Chief Superintendent is further requested to issue instructions that each Assistant superintendent shall see the question paper issued to candidates are correct.
- 4.6.19 All books, note books etc., brought by the candidates shall be placed outside the examination hall or in a separate room.
- 4.6.20 One Additional Chief Superintendent may be appointed when the number of candidates appearing for the examination exceeds 250 per session.**

Assistant Superintendent:

- 4.7 (a) An Assistant Superintendent will be permissible for each session for more than 250 registered candidates or a part thereof.
- (b) The same person or two different persons may be appointed as Assistant Superintendents for the two sessions.
- (c) Remuneration, as may be fixed by the University from time to time, would be payable to the Assistant Superintendent.
- 4.8 No person shall act as Assistant Superintendent, if any of his/her near relative is appearing in the examination. He/she should inform the Chief Superintendent about this fact in case he/she is offered the assignment.
- 4.9 The Assistant Superintendent shall work under the overall guidance and supervision of the Chief Superintendent and shall comply with such instructions as he/she may give.
- 4.10 He/she shall relieve an Invigilator, for a short time, as and when needed.

Invigilators:

- 4.11.1 Invigilators will be appointed up to 25 examinees/per invigilator, or part thereof.**
- 4.11.2 Invigilators will be paid remuneration as may be fixed by the university from time to time.
- 4.11.3 The Chief Superintendent will appoint the invigilators, according to norms prescribed by the University.
- 4.11.4 Additional invigilators, may be appointed only after seeking prior approval of the Controller Examination who will have the discretion to decide each case separately on merits.



- 4.12 No one will act as an invigilator if his/her near relative is appearing in the examination, in his/her session. The Chief Superintendent should obtain a written statement from the invigilators likely to be appointed to the effect that their near relatives are not appearing in the examination at the Centre.
- 4.13 There will be one Invigilator in each room even when the candidates in the room are less than 25. It is, therefore, smaller rooms, having a seating capacity for less than 25 examines should not be chosen as examination rooms as far as possible.
- 4.14 All Invigilators shall work under the pleasure and guidance of the Chief Superintendent.
- 4.15 As far as possible, a teacher of a subject will not be appointed for invigilation in a room, on a particular day, where the examination of his/her subject is being held.**
- 4.16 If female examinees are appearing at a Centre, at least one lady invigilator may be appointed, as far as possible.**
- 4.17 The invigilators are allotted certain duties; they have to fill some proforma and have to complete certain formalities. The Superintendent will exercise proper supervision over the performance of duty by the Invigilators.
- 4.18 During the period of invigilation, the invigilators will keep on moving inside the room, exercising due caution and care.
- 4.19 They will not engage themselves in any work other than the exam work.
- 4.20 Invigilator shall issue the Main and Additional Answer Books after getting the signature of the examinees on the Statement of Attendance.
- 4.21 He/She will obtain the signatures of the examinees on the Attendance Sheets/Attestation Forms. He/She will match the signatures on the Admission Card and the Attendance Sheet.
- 4.22 He/She will identify the examinee with the help of the photographs pasted on the Attendance Sheet and on the Admission Card.

4.23 List of Material for Invigilators Issued from the Exam Cell:

The Chief Superintendent should provide the following material to the invigilators, from the Exam cell, 30 minutes before the commencement of examination on the first day and 15 minutes before the commencement of examination on the subsequent days:

- Seating Map/Chart of the room in duplicate



- The Proforma “CANDIDATE’S ATTENDANCE SHEET”.
- Main Answer Books.
- Instructions to Invigilators.
- Question Paper- To be delivered to the Invigilator inside the room of his duty.
- Additional Answer Books- to be delivered to Invigilator inside the room half an hour after of the commencement of the Examination.
- Twine/Thread for tying up the Additional Answer Books with Main Answer Books.
- Any other material deemed to be necessary.

5 Question Paper:

- 5.1 Sufficient number of printed Question papers in sealed cover will be given to the Chief Superintendent on the day of Examination and kept in a safe custody by the Chief Superintendent at the Examination Cell.
- 5.2 **The Chief Superintendent should exercise utmost care for the safe custody of the sealed envelopes of question papers received by him/her. Even when the examination is over, the envelopes should be retained under careful custody. Entries should be made every day in the Stock Register pertaining to Question Papers.**
- 5.3 Up-to date and the latest information should be furnished to the Inspection Teams or the Authorized Officer of the University.
- 5.4 The Superintendent should check the Name of the Course, Name of the subject, Subject Code No, title/heading of a Question Paper, session of the examination, date of examination, Number of Question Papers on the sealed envelopes immediately on their receipt, with the help of the schedule of examination programme. The ‘Candidates Attendance Sheet’ and list of candidates indicate the number of candidates subject-wise. It should be ensured that Question Papers have been received in requisite numbers. Errors, if any, should be communicated to the University immediately.



- 5.5 The sealed envelopes containing Question Papers, should be arranged date-wise, session-wise and Subject-Code Number-wise and kept under strict secrecy and vigil. The Almirah, in which these Question Papers are kept, should be sealed every times as and when it is opened.
- 5.6 Relevant sealed covers containing the Question Papers should be taken out of the confidential almirah strictly in accordance with the Examination Programme. Covers should be counted and an entry be made in the Stock Register before the envelopes are carried to the Control Room or to the Examination Room.
- 5.7 Before opening the sealed covers, entries relating to Course, Name of the subject, Subject code, number of Question Papers and should be checked with the Examination Programme to ensure that only the right cover is being opened. The Chief Superintendent and two Invigilators should certify that the seals on the envelopes are intact.**
- 5.8 The sealed covers are cut along the edge and Question Papers be taken out and counted 15 minutes before the commencement of the examination. The number of Question Papers should be the same as indicated on the cover. The Superintendent should read the heading of the Question Paper and verify that it is according to the time table of the Examination. Seals of the covers should not be broken. They should remain intact. These covers should also be retained under the safe custody of thechiefsuperintendent.
- 5.9 The Question Papers, in requisite numbers, should be delivered to the Invigilator in the Examination Room.
- 5.10 All the remaining/unused Question Papers and the covers not opened should be retained in safe custody.
- 5.11 The Chief Superintendent and invigilator should daily announce to the candidates that they should verify and ensure that the correct Question Paper is received by them. This precaution is necessary so that the candidate may not suffer due to the delivery or receipt of wrong Question Papers.
- 5.12 If the number of Question Papers received is less than the number of candidates, photocopies in requisite numbers, be made available to the candidates. Photocopies should be got prepared by the Chief Superintendent under his/her own supervision, in the presence of the Assistant Superintendent and two trustworthy invigilators.**
- 5.13 All the covers of Question Papers, whether opened or sealed, should be checked by the Flying Squad/Observer or the Inspection Team of



the University. The Stock Register of the Question Papers should also be checked.

5.14 Dispatch of sealed covers of Question Paper to Examination Centres:

- (1) The Sealed covers of Question Papers may contain: 100, 50, 25, 20, or 10 Question Papers. This denomination will be mentioned on the corresponding cover.**
- (2) The number of Question Papers sent to each Examination Centre is generally greater than the number of candidates registered for the paper at the Centre.**
- (3) On each cover of Question Papers date, day, time of session, Subject Code No. of the Question Paper, name of the subject, denomination shall be clearly mentioned.**
- (4) Multiple Choice Questions (MCQ) are provided in a separate cover with instruction to issue them at the beginning of Examination and Answer in the OMR sheet within the stipulated time.**

5.15 The following Certificate shall be printed or pasted on each cover duly signed by two Invigilators and the Chief Superintendent.

Certificate:

1. It is certified that the Course, Name of the Subject, Subject Code Session, Day, Date and No. of Question Papers mentioned on the envelope are the same as those mentioned in the Examination time table.
2. The seals are intact.
3. The cover is being opened in our presence.
4. The cover has been cut along the edges and the seals are neither broken nor damaged.
5. The Question Papers taken out from the cover, so opened, bear the same Course. Name of the Subject, Subject Code Session, Day, Date, No of Question Papers mentioned in the Time Table.
6. The number of Question Papers inside the envelope agrees with the denomination indicated on the cover.
7. Time of opening the cover. -----
8. Signature on cover with date. -----

(SUPERINTENDENT)

(INVIGILATOR)



6 Attendance Sheet/Attestation Form of Candidates:

- 6.1 The Attendance Sheet is an attendance/attestation form on which the candidate sign on all days of his/her Examination and the Invigilator attests his/her signature.
- 6.2 Although the computerized admit-cards and attendance sheets have been sent duly checked even then if any discrepancy in admit-card of any roll number and attendance sheet regarding Examination Centre, Subject, Subject Code etc. noticed or any such discrepancy is brought to the notice either by the candidate or by the college these should be amended (corrected) in attendance sheets and allow the candidates to appear in the Examination..
- 6.3 The In-charge of the college have also been informed that before delivering the admit-cards these should be examined and should be distributed to the candidates only after corrections, if any. A list of such corrected discrepancies be given to the chief Superintendent. Thus the corrections made by the college should be accepted and the candidates be allowed to appear in the examination.
- 6.4 If in some cases photographs were not printed either on Admit Card or on Attendance Sheet, such candidates have been informed to paste photographs on their admit-card and should also be permitted to appear in the examination after due scrutiny.
- 6.5 The candidate should sign the attendance sheet daily, indicating the date, in front of the invigilator in the corresponding row against the subject. His/her signature is an evidence that he/she has appeared for the subject in the Examination. The invigilator should also sign, with date, in the last column provided on the sheet, thus verifying that the candidate has appeared in the Examination of the subject on the particular date. The invigilator writes “**ABSENT**” preferably, in red ink if the student has not appeared at the examination on that day.
- 6.6 This attendance sheet is a document of great importance and, therefore, the candidate as well as the Invigilator should sign in the specified columns, on all the days of the Examination.
- 6.7 The invigilator should verify the identity of the candidates present with their photographs on the attendance Sheet and the Admission Card.
- 6.8 The absentees should be recorded in **RED INK** under the signatures of the Invigilators.
- 6.9 The roll numbers of absentees should be encircled in **RED INK** on the Seating Chart/Map and the same should be signed by the invigilator.
- 6.10 The list of the roll numbers of the absentees should be prepared in the ascending order.



7 Main Answer Books:

- 7.1 (a) **Main Answer books and Additional Answer books are collected from the Controller of Examinations on previous day of the commencement of University Examinations.**
 - (b) **The details of main answer books received should be entered in the Stock Register maintained for the purpose.**
 - (c) **Entries in this Register should be made regularly.**
 - (d) **This Register should be made available to the Inspection Team/Observer of the University for their Scrutiny.**
- 7.2 Main Answer Book is of 36 pages including OMR cover page with Dummy numbers for Engineering. 32 pages are used for writing answers. The candidate makes entries and also shade on the cover page of the Main Answer Book. The invigilator is required to check all the entries made on the cover page and sign at the specified place on the cover page.
- 7.3 **For Health Sciences separately designed OMR with Dummy numbers are used.**
- 7.4 Candidates must **NOT** write their Roll Numbers anywhere inside the answer book or at the end of the answers in the main Answer Books or additional Answer Books. The Roll Number should be written only on the OMR Cover Page and shaded at the specified place.
- 7.5 **Candidates should not tear out any page or part thereof from the Answer Books.**
- 7.6 The candidates must draw a line across the answer which they do not want to be valued by the examiner.
- 7.7 Candidates should **neither write their names nor make any identification marks** on any part of the Answer Book.
- 7.8 Candidates should write on both sides of the sheets in the Answer Books.
- 7.9 Generally 25 Answer Books should be provided in a packet to the invigilator who is in charge of 25 candidates.
- 7.10 The invigilator should sign after the last answer in the Answer Book and also indicate the date. This would indicate that the answers by the candidates are over and the remaining sheets are blank.
- 7.11 The invigilator should indicate, on the cover page of the main Answer Book, at the specified place, the number of Supplementary Answer Books attached.
- 7.12 All the Answer Books, used or unused, should be kept under the confidential custody of the Chief Superintendent.
- 7.13 The Superintendent will enter into the Stock Register of the Answer Book; the details of the number of Answer Books ‘received’, ‘used’ and also work out the balance, every day after the exams are over.



- 7.14 The Superintendent should retain the remaining unused Answer Book in his/her custody after the examinations are over. An entry, to this effect, be made in the Stock Register of the Answer Book and the unused Answer Books must be returned to the Controller of Examination.

Additional Answer Sheets:

- 7.15 The number of Additional Answer Sheets sent are generally about half of the Main Answer Books. The Chief Superintendent should separately record entries about the Additional Answer Sheets in the Stock Register of Answer Books.
- 7.16 Each Additional Answer Sheets has 4 pages and signature seal of the Chief Superintendent should be affixed on it.
- 7.17 After the Main Answer Book has been fully used, the invigilator should issue the first Additional Answer Sheets to the candidate concerned. Additional Answer Sheets should be issued as and when needed by the candidate.
- 7.18 At the end of the Examination the Invigilator, should record the number of Additional Answer Sheets used by candidate.
- 7.19 The invigilator should put his signature with date below the last answer written by the candidate to testify the facts that the succeeding pages are blank.

8 Seating Arrangement in the Examination Room:

- 8.1 The Examination Room should have adequate light and ventilation. It should be clean and tidy. Neat and clean furniture, viz. Desks, chairs, tables, and benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Room remains calm and quiet.
- 8.2 **Seating map/chart should be displayed outside the room. The roll numbers be typed in vertical columns and horizontal rows on a sheet of paper.**



- 8.3 Between two examinees, sufficient space be left so that the neighboring candidates may not peep into the Answer Books of others.
- 8.4 As far as possible, a candidate of a different subject or paper will be seated between two candidates of the same paper.
- 8.5 Roll Numbers shall be marked on the desk/table. The examinee will occupy his/her proper seat in the room. The Roll Number on the Admission Card of the examinee should tally with the Roll No. marked on the seat. The same Roll Number should be written, in words and figures, on the first pages of the Main OMR Answer Book.**
- 8.6 The Chief Superintendent should keep a watchful supervision over the neatness and cleanliness of wall, roof, floor, furniture, chair, desk and corridors/verandahs.
- 8.7 Special care is taken in providing a seat to a candidate who suffers from any infectious disease to avoid an adverse effect on the other candidates.
- 8.8 Except for disable candidates, seating arrangement in a separate room will not be provided to any candidate. In case of very special and emergent conditions, the consent of the University is obtained beforehand.

9 Unfair Means:

- 9.1 All the examinees are physically checked before entering into the examination hall for possession of any Incriminating materials / electronic gadgets.**
- 9.2 Jammers are fixed in the examination hall to discourage the use of electronic gadgets/any other UFM in the University examination.
- 9.3 Strict invigilation is carried out during the examination.
- 9.4 Flying squad/Observer appointed by the University visits the examination hall any time during the examination.
The above mechanism helps in conducting the University examination smoothly to avoid UFM.

9.5 Report of Unfair Means:

- The Superintendent and the Invigilator should submit the report of the cases of use of unfair means in the prescribed proforma.
- All material found during UFM, Answer Book/Books, Invigilator's Report Superintendent's Reports, Original Hall ticket, candidate confession letter along with incriminating



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material / Electronic gadgets seized from the candidate must be sent to the Controller of Examination on the same day positively.

- An enquiry by a committee appointed by the University as per the Regulations will be conducted before taking further action.

In case of any UFM reported, and charges proved such cases will be dealt severely.



PROVISIONS IN THE UNIVERSITY REGULATION– UFM

NATURE OF OFFENCES	PUNISHMENT
1. Appeal for favorable consideration or mercy	Censure.
2. Using of colour thread, Marking in colourpencil, in the Answer book.	Censure.
3. Writing Candidate's Name in any part of the Answer book.	Cancel the Examination taken in the Particular Subject only.
4a) Letter of appeal coupled with Promise of any form of Consideration.	Cancel the Examination taken in the Particular Subject only.
b) Letter of appeal in any form	Cancel the Examination taken in the Particular Paper only.
c) Allurement of Money	Cancel the Whole Examination taken in the semester and debar for next two semesters.
5. Writing of filthy words in the Answer Script.	Cancel the Examination taken in the Particular Subject only.
6. Taking away the answer script from the Examination Hall.	Cancel the whole examination taken for that semester only.
7. Wrong entry of Register Number by the Candidates.	Cancel the Examination taken in the Particular Subject only.
8a) For willfully changing or inter changing Register Number	Cancel the Whole Examination taken and debar for Next one examination.
b) Conversation or Discussion with other Candidates.	Cancel the Examination taken in the Particular Subject only.
c) Passing of Answer papers or any Incriminating materials to another candidate.	Cancel the Whole Examination taken for that Semester.
d) Employing another person to help in Malpractice	Cancel the Whole Examination taken and debar for two semesters.



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9. "Intention to copy" Possession of any incriminating materials or abetting another candidate to copy	Cancel the whole Examination taken for that semester.
10. For inserting previously written answer sheets brought from outside.	Cancel the whole Examination taken and debar for the next two examinations.
11. Threatening the Invigilator.	Cancel the whole Examination taken and debar for the next three years.
12. For Manhandling / injuring the superintendent, Hall Superintendent and other examination official / Personnel (College and University)	Cancel the whole Examination taken and Debar for the Next Six examinations; not to undergo any course in any college under this university for the corresponding Rustication period.
13. a) Cases of Impersonation	Cancel the whole examination taken and Debar for three years; not to undergo any course in any college under this university for the corresponding rustication period.
b) Substitution of Answer sheets	Cancel the whole Examination taken and Debar for next three years.
14. In the case of Tampering in spelling, Name / Initial in the Certificates issued by other bodies.	The Candidates be required to produce Fresh Certificate.
15. In the case of Tampering in the Date of Birth in the Certificate issued by other bodies.	The candidates will not be permitted to appear for any Examination of this University for a period of Two years from the date of production of the documents and not to undergo any course in any college under this university for the corresponding period and he/she may be permitted to join/appear for the Examination on production of fresh certificate.
16. Tampering in the Grade Certificate or any other certificate issued by this university	The tampered certificates be retained in the university and duplicate be not given for five years from the date of presentation of documents and not to undergo any course in any college under this university for the corresponding period.



10 Amanuensis Facility For Examinees/Special Case:

- 10.1 Examinees who are unable to write due fracture or any other genuine medical reasons they have to provide a certificate from a Medical Officer not below the rank of the District Medical Officer or Civil Surgeon. In very special cases, Chief Superintendent may permit such examinees with the help of an amanuensis on the strength of the Medical certificate.
- 10.2 The educational qualification of the writer should be at least two classes/ standards lower than that of the examinee. The writer will have to provide a written proof to this effect, before he/she is permitted to function as a writer for the candidate.
- 10.3 The examinee and his/her writer will be allotted a separate room under one invigilator. The examinee will speak and the writer will take the dictation. The invigilator should be alert all the while and keep a watch over the process.
- 10.4 The Centre Superintendent will immediately inform the Controller Examination and about such situations on telephone and confirm the same in writing. He/ she should send all the documents to the University in original. All the details of the candidate, such as roll number, class, subject, paper, day, date should be communicated, to the Controller of Examinations.
- 10.5 The Answer Books written by scribe, should also be packed with other answer Books. These are not to be packed or sent separately.

11 PA System, Bell & Clock:

- 11.1 The bell will be rung to mark the commencement and the end of the examination with hourly bell during the examination.
- 11.2 The announcement regarding the conduct of the examinations will be made by the Chief Superintendent at frequent intervals using PA System available in the examinations hall.

12 Inspection Team/Flying Squad/Observer:

- 12.1 These teams consist of senior professors, experienced faculty and Retired officers appointed by the University.
- 12.2 There may be two or more in the team depending on the strength of the examinees for an Examination session.



- 12.3 These teams exercise all the powers of the Chief Superintendent. Question Paper Covers, Main and Additional Answer Books, their stock registers, seating arrangements of candidates and all aspects of the examination shall fall under the purview of their inspection.
- 12.4 The team should watch the performance of the invigilators inside the examination rooms. Cases of copying or the looseness of invigilation should be strictly dealt with. The team member should make surprise visits to the exam center and observe.
- 12.5 Due dignity, decorum and decency should be maintained at the Examination Hall under the prescribed norms of the University. This is the activating principle and actuating spirit underlying the formation of teams.
- 12.6 The Chief Superintendents should extend full co-operation to the team/ observer.

13 ENTRY AND EXIT OF CANDIDATES

- 13.1 No candidate should be admitted to the Examination Room, half-an-hour after the commencement time of the examination.
- 13.2 No candidate should be permitted to leave the Examination Room during the first hour of the examination.
- 13.3 During the short relief allowed to the candidate to avail himself/herself of toilet facilities he/she continues to be under the control of the Invigilator. He/ she should not talk to anyone and should not refer to notes etc.
- 13.4 During the Course of Examination one hour after the commencement and 30 minute before its completion the examinee may be permitted for 2 short leaves only of maximum 5 minute duration.

14 RECEIPT OF ANSWER BOOKS BY THE INVIGILATORS

- 14.1 The invigilator should collect written Answer Books from candidates.
- 14.2 These Answer Books should be arranged in the ascending order of roll numbers for each paper separately.
- 14.3 The invigilator should submit the paper-wise packets of Answer Books to the Chief Superintendent and he/she should receive them, after thorough counting and verification.
- 14.4 The number of Additional Answer Books attached with the Main Answer Book should also be checked and counted by the collecting team of the Chief Superintendent.
- 14.5 The counting team should verify that the Invigilator has signed on the Main and Additional Answer Books.

15 DISPATCH OF ANSWER BOOKS



- 15.1 The Chief Superintendent should check that the Answer Books of all the candidates present in a particular paper received from the invigilators. The total number of Answer Books for the particular Question Paper/Subject should be counted.
- 15.2 The Superintendents are required to see that the Answer Books are separated course-wise/class-wise/paper-wise and arranged in the ascending order of roll numbers.
- 15.3 When all the Answer Books of a given Question Paper/Subject are received from various rooms/invigilators, the team should consolidate them and pack them in the cover provided(not more than twenty in cover), maintaining the sequence of roll numbers in the ascending order.
- 15.4 The Answer Books of different courses should be packed into strong cloth line covers and details of Absentees written thereupon.
- 15.5 The written Answer Books should be packed in bundles, properly sealed and handover to the Controller of Examination.
- 15.6 A copy of The Daily Report along with two copies of relevant question paper should be placed in the sealed packets of written Answer Books. Daily report be filled in carefully.
- 15.7 All unused Question papers must be returned.

16 DAILY REPORT

- 16.1 The Daily Report is in fact the forwarding letter from the Chief Superintendent. The Chief Superintendent should prepare the Daily Report, for every Question paper/Subject Code separately and in duplicate in Proforma. Entries of more than one Question Paper should not be made on the same Daily Report.
- 16.2 One copy of the Daily Report should be kept in the packet of the written Answer Books of the concerning Question Paper. The second copy should be retained in the records of the Examination Centre.

17 ACCOUNT OF ANSWER BOOKS

- 17.1 The chief superintendent will provide to each invigilator one sheet of proforma of 'Account of Answer Books'.
- 17.2 Each Invigilator should individually fill in the proforma separately.
- 17.3 The Invigilator should record complete entries regarding the main and Supplementary Answer Books.
- 17.4 The Invigilator should be careful in recording the roll numbers of absentees. The invigilator should record this information in the CANDIDATES ATTENDANCE SHEET upon which, each candidate present is required to sign.



18 PRACTICAL / CLINICAL AND ORAL EXAMINATIONS

- 18.1 Practical examination schedule will be prepared in the office of controller of Examinations and sent to concerned colleges along with the Theory schedule.
- 18.2 Practical/clinical/Oral Barcoded Barcoded OMR sheets with filled in details of: Course, student data, Maximum marks, Subject Name & Code are provided to concerned colleges before the commencement of University Practical/clinical examination.
- 18.3 The marks obtained by the candidate are written in figures as well as shaded in the boxes provided appropriately for scanning of data.
- 18.4 Absentees are indicated in the column provided as well as shaded.
- 18.5 Grand total column should be filled up as directed for cross verification.
- 18.6 All the Internal and External examiners should sign in each OMR foil sheet and submit it on a same day in the sealed cover to the University.
- 18.7 The pattern and allocation of marks for evaluation of skills in the Practical/Clinical examinations shall be strictly as per the regulation.

19 APPOINTMENT OF EXAMINERS:

- 19.1 The University shall appoint External Examiners from the approved panel of examiners for theory and Practical Exams.
- 19.2 The qualification, eligibility criteria of External examiners will be as per the University Regulations.
- 19.3 An offer letter will be sent to the examiners for conducting Practical/Clinical and oral exams stating the Course, Subject name, Subject code, Date of Examination, Examination center and accommodation details etc., well in advance.
- 19.4 An offer letter for evaluating Theory answer scripts stating the Course, Subject name, Subject code, and venue etc., will be sent well in advance.

20 CENTRAL VALUATION

- 20.1 UG Courses: Each answer booklet shall be evaluated by an external examiner with the Answer keys provided for valuation. Entries of marks are made on the Barcoded OMR sheets attached on the top on the answer booklets and shaded appropriately.
- 20.2 50 Answer booklets are given to each examiner per day for valuation.
- 20.3 PG Courses: Double valuation is practiced involving Two examiners.
- 20.4 Entire central valuation is assisted by the staff of Controller of Examinations and monitored by COE.



21 RENUMERATION

Examination Fee for BPT/AHS/NURSING

Course	Approved	
U.G Courses: (Exam Fee Application) AHS, BPT, B.Sc(N), P.B.B.SC(N)	Rs.750/-	
Course	APPROVED (EXTERNAL)	APPROVED (Internal)
Theory paper valuation – (UG – AHS, BPT, B.Sc(N), P.B.B.Sc(N))	Rs.75/-	No Internal Examiner Correction
Theory Paper Valuation – Part Paper (UG – AHS, BPT, B.Sc(N), P.B.B.Sc(N))	Rs.50/-	No Internal Examiner Correction
Practical (UG- AHS, B.P.T, B.Sc(N), P.B.B.S.C (N))	Rs.75/-	Rs.60/-
Local Conveyance	Rs.1000/-	Not Applicable
Halting Allowance (Applicable only for Other State Examiner)	Rs.500/-	Not Applicable
QUESTION PAPER SETTING		
PG Courses	Rs.1000/-	Not Applicable
UG courses	Rs.750/-	Not Applicable

Conduct of Theory Examinations

Chief Superintendent	Rs.250/- per session
Asst. Chief Superintendent	Rs.200/- per session
Invigilators	Rs.150/- per session



22 PROCESSING:

- 22.1 After the completion of theory valuation, practical/clinical examinations the Barcoded OMR foil sheets are scanned and data processed using the program software available in the office of COE.
- 22.2 Checklist are prepared using software and verified manually at various stages of processing and results tabulated.

23 DECLARATION OF RESULTS

- 23.1 The average time taken by the University for Declaration of examination results with approval, within 10 working days after the completion of Theory/Practical/Clinical examination.
- 23.2 The results are published in University web portal and SMS alert is given to the Parents, students and the concerned faculty.

24 RESULT ANALYSIS

- 24.1 The Pass percentage, list of poor performers in the University examination will be communicated to the college after the publication of the results for needed action

25 ISSUE OF ACADEMIC RECORDS

- 25.1 Statement of Marks: Issued within 10 days of publication of results.
- 25.2 Provisional Degree Certificate: Immediately after issue of statement of Marks to the graduates.
- 25.3 All other certificates such as Transcript, Consolidated Mark Statement, and Migration Certificate will be issued immediately after the receipt of the request from the candidate

26 TRANSPARENCY IN EVALUATION

- 26.1 Viewing and revaluation of answer books.

Failed candidates can view their answer books after the results and get to know about the marks awarded in light of the answer key. On the basis of a review by an internal faculty, a revaluation with an external examiner will be conducted on the papers recommended by the reviewer. The results of the revaluation declared immediately.



Best Practice on evaluation of students:

1. Students daily attendance is entered and uploaded in the University Web portal by the faculties, which is centrally locked at the office of COE and retrieved for fixing the eligibility of students.
2. Securing minimum of 35% marks in the internal assessment (IA) in each subject and 80% attendance in each subject is mandatory to become eligible for appearing in the University examinations.
3. Bar coded OMR foil sheets are used for entry of IA, Theory, Practical/Clinical and Viva marks in the University Examinations.
4. Transparency in Evaluation:
 - (a) Viewing answer scripts by the candidates
 - (b) Revaluation of answer books
5. Simultaneous conduct of Examination and evaluation for publication of results with minimum processing time (7-10 days).
6. Issue of academic records such as Provisional Certificate, Consolidated Statement of Marks, Transcript, Migration certificates, Statement of Marks to candidates soon after the publication of results.



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

ANNEXURES



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

APPOINTMENT OF QUESTION PAPER SETTERS



SAVEETHA UNIVERSITY

(Established under Section 3 of the UGC Act 1956 vide
Notification No. F.9-3/2002 - U.3 dated 18.03.2005 of the Government of India.)



Confidential

Date :

To :

Dr. _____

Sir / Madam,

Sub : Appointment as Question Paper Setter for _____, Exam - Reg. _____

I am by direction of the Vice Chancellor, to inform you that you have been appointed as Question Paper Setter to set the Question Paper on the following subjects for the Saveetha University Examinations

Degree / Title of the Question Paper	Hours	Marks
Degree : _____ Year / Semester _____		
Title of the Paper : _____		

The Pattern of Question Paper is as follows :-

Section	No. of Questions	Marks
Part - A		
Part - B		
Part - C		

GUIDELINES FOR QUESTION PAPER SETTING

- * The Model Question Paper and Syllabus are enclosed herewith. Kindly go through them and set the Question Paper accordingly.
- * The Question paper can be in electronic form in word format - **CD** or Written legibly in the papers provided. **Electronic form is most preferable.**
- * **Wherever the MCQ questions are set, the answer key for the same** should be provided.
- * **Two Question Paper sets are required** to be set and sent to me addressed by name so as to be received on or before _____
- * Remuneration for 100 marks paper is Rs. 500/- for UG and Rs. 750/- for PG. Remuneration for papers less than 75 marks is Rs. 250/- for UG & Rs. 325/- for PG. Kindly mention the nearest branch of Karur Vysa Bank (KVB).
- * For any details / Clarification contact the undersigned through Phone No **044-66726693**

Yours faithfully

Controller of Examinations

Encl : 1) Acceptance Pro-forma 2) Pattern / Model Question Paper 3) Syllabus for the concerned paper
4) Blank Sheets / Covers 5) Claim form

Saveetha Nagar, Thandalam, Kancheepuram (Dist.)
Chennai - 602 105, T.N. Ph : 044-26811499 / 599 / 699
E-mail : coe@saveetha.com Website : www.saveetha.com



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

ACCEPTANCE FORM



SAVEETHA UNIVERSITY

(Established under Section 3 of the UGC Act 1956 vide
Notification No. F.9-3/2002 - U.3 dated 18.03.2005 of the Government of India)



ACCEPTANCE FORM

CONFIDENTIAL

I accept the offer of appointment as Examiner in the subject
_____ *for the Degree*

_____ *and will set the question paper / conduct the Practicals /*
Central valuation on _____ *at* **SAVEETHA UNIVERSITY,**
Chennai - 600 077.

1.	Name		
2.	Date of Birth		
3.	Qualifications		
4.	Designation and the Name of the Institution in which employed	Pincode :	
		Phone No. Off :	Res :
5.	Teaching Experience	Total	P.G. Teaching
6.	Subjects taught		
7.	Address for Communication	Pincode :	

Date :

Signature



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

RENUMERATION FORM

SAVEETHA UNIVERSITY

(Established under Section 3 of the UGC Act 1956 vide
Notification No. F.9-3/2002-U.3 dated 18.03.2005 of the Government of India)

Thiru. / Tmt. / Selvi. / Dr.
(IN BLOCK LETTERS)

Date	PARTICULARS	AMOUNT	
		Rs.	P.
	TOTAL		
	Rupees		

Station }
Date }
Address }
(in Block Letters)

Countersigned

Signature and Designation

R. 1/-
Revenue
Stamp

Signature

(P.T.O.)



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

PRACTICAL / CLINICAL FOIL SHEET



SAVEETHA UNIVERSITY

Subject Code & Name :

Session :

Practical/Clinical Max. :

Date :

Oral Max. :

No. of Candidates :

REGISTER NUMBER	EXAM	MARKS	MARKS IN OMR SHADING										
			01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
	Practical		01	02	03	04	05	06	07	08	09	10	A
	Oral		01	02	03	04	05	06	07	08	09	10	
			GRAND TOTAL (Practical + Oral)										

NUMBER OF ABSENTEES

01	02
03	04
05	06
07	08
09	10
11	12
13	14
15	16
17	18
19	20

GRAND TOTAL

00	01	02
03	04	05
06	07	08
09	10	11
12	13	14
15	16	17
18	19	20
21	22	23
24	25	26
27	28	29
30	31	32

NOTE :
A - Absent



Application for Viewing the Written Answer Book for Under Graduate Courses

1. Name of the Candidate :.....
2. Name of the Course :.....
3. Semester / Year :.....
4. Branch :.....
5. Registration No :.....
6. Month & Year of Examination :.....
7. Subject(s) and Code for which viewing required

Subject	Subject Code	Marks Obtained

Instructions:

1. The candidates failed in more than two subjects in a semester cannot apply for viewing the answer books.
2. Candidates cannot apply to view more than two papers in that exam session.
3. **The candidate can apply to view the written Answer paper only two times i.e., any two Examination Sessions only during the entire course of study.**
4. Candidates failed in Practical / Clinical Examination are not eligible to apply for viewing the answer book.
5. Candidate should apply to view the answer book within ten days of issue of mark sheets along with prescribed fee.
6. Application should be sent through HOD & Dean / Principal of the concerned college.
The applicant can view the answer book only after three days from the last date prescribed for the submission of the application.
7. The candidate is permitted to view the answer book at the office of COE and the same will be reviewed by an internal faculty member in the concerned subject / department, deputed by Principal / Dean of the college. The outcome of the review by the faculty will be communicated to the candidates through the Dean/Principal of the college.
8. The fee for viewing the answer book is Rs.5000/- per subject.
9. The fees once paid will not be refunded nor adjusted towards any fee due to University at any cost.

Certified that the details & information furnished above are true & correct.

Signature of the Candidate

Signature of HOD

COUNTERSIGNED & FORWARDED

Signature of Dean / Principal with college seal



Application for Revaluation of Written Answer Book for Under Graduate Courses

1. Name of the Candidate :.....
2. Name of the Course :.....
3. Semester / Year :.....
4. Branch :.....
5. Registration No :.....
6. Month & Year of Examination :.....
7. Subject(s) and Code for which revaluation applied for

Subject	Subject Code	Marks Obtained

Eligibility:

1. The answer book after viewing must be recommended by the faculty of the concerned subject / department for revaluation.
2. The candidate can apply for revaluation in maximum two subjects in that exam session along with prescribed fee.
3. **The candidate can apply for revaluation of the written Answer paper only two times i.e., any two Examination Sessions only during the entire course of study**
4. The candidate can apply for the same through the Principal / Dean of the college concerned within three days of viewing, provided revaluation is recommended.
5. The results of the revaluation will be communicated through the Head of the Institution.
6. The fee for revaluation is Rs.10, 000/- per subject.
7. The fees once paid will not be refunded nor adjusted towards any fee due to University at any cost.
8. The results announced after revaluation will be the final.

Recommendation of the Faculty

Signature of the Candidate

COUNTERSIGNED & FORWARDED

Signature of Dean / Principal with college seal



Re-evaluation Procedure

1. Students who are willing to apply for Re-evaluation are asked to apply through prescribed format within a week from the date of publishing the results.
2. First, Students can view the answer scripts and give their comments.
3. An experienced faculty member is appointed to evaluate the answer sheets. He/She is asked to give their recommendations to proceed for further processing.
4. The recommended students are asked to apply for re-evaluation.
5. An External Examiner is appointed for the evaluation of Answer script.
6. The result of the external evaluation is final and the result is communicated to the student through Head of Institution.

Controller of Examinations

