

**MANAV RACHNA UNIVERSITY
FARIDABAD**

**MRU (CONDUCT OF EXAMINATION)
REGULATION, 2020**

APPROVED BY THE BOARD OF MANAGEMENT

15.01.2020

MRU (CONDUCT OF EXAMINATION) REGULATION, 2020

In pursuance of the provisions under Section 34 of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University hereby makes the following Regulations relating to the conduct of examination of the University.

1. Short Title and Application

- (i) These Regulations may be called MRU (Conduct of Examination) Regulation, 2020
- (ii) This shall come into force from 15.01.2020.
- (iii) This shall apply to all the Programs offered in the University.

2. General Guidelines

- (i) Examinations of the University shall be open to all students' who have registered in those subjects and meet all other requirements for taking the examination. The Rules and Regulations with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) The student should have cleared all the fees and other dues before the admit card is issued.
- (iii) A student has fulfilled the attendance requirement and satisfies all the provisions of these regulations or/and any other regulations which govern the permission to appear in the examination;
- (iv) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (v) The permission given to a student to appear in examination may be withdrawn, if it is found that:
 - (a) the hall ticket was issued erroneously due to some mistake.
 - (b) the student was not eligible to appear in the examination.
 - (c) any of the particulars given or documents submitted by the student at any stage be it enrolment, admission or registration are found to be false or incorrect.
- (vi) A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or any person authorized by him/her.
- (vii) A student shall have to abide by the rules and regulations for maintaining the discipline inside the Examination Hall. In the event of the student disobeying the instructions, or continuing with his/her undisciplined conduct or insolent behavior, he/she may be

removed from the hall and disallowed the day's examination. If he/she persists in misbehavior; he/she may be debarred from the rest of the examinations.

- (viii) Every such case with full details shall be reported to the office of the Registrar and as deemed fit depending upon the gravity of the offence may send the case to the Disciplinary Committee for further necessary action.
- (ix) The Disciplinary committee may depending upon the gravity of the case may recommend cancellation of his/her examination and/or debar him/her from appearing at the examination such period as it finds appropriate after giving the student a reasonable opportunity of being heard.

If a student acts in a violent manner or uses force or makes a display of force inside the Hall / Examination room or endanger the personal safety of or acts in a manner threatening the authorities in the discharge of their duties or brings any dangerous weapon within the precincts of the examination hall the student may be expelled from the hall and/or handed over to the police, if required.

- (x) In case of a student who is unable to appear in the examination due to sickness or other reasons, such cases may be treated as special cases after satisfying the genuineness of the case. The COE may take appropriate remedial measures including special examination for all such cases.
- (xi) An amanuensis shall be allowed in case of
 - (a) blind students or
 - (b) the students who are disabled due to an accident or disease or
 - (c) candidates having impairment of movement in arms and hands can read independently but have problem in writing or
 - (d) locomotors impaired and cerebral palsy students or
 - (e) sudden illness rendering the candidate unable to write or
 - (f) an accident involving injury rendering the candidate unable to write the examination with their own hands.

3. CONDUCT OF EXAMINATION

- (i) At the beginning of each Academic Session and normally not later than 30th of August of every calendar year, the University shall prepare and publish a semester wise or annual schedule of examinations for each program conducted by it as per the provisions under the section 37 of Haryana Private Universities Act, 2006.
- (ii) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued from time to time.
- (iii) The Controller of Examination shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.

- (iv) For theory as well as practical examinations and dissertation /project report / training report all examiners shall be appointed by the Controller of Examinations, on the recommendation Board of Studies concerned and with the approval by the Vice-Chancellor.
- (v) The Controller of Examination shall make all necessary arrangements for conduct of examination. It shall also notify the mode of examination including open book or any other type of examination as recommended by the Board of Studies of the concerned department / faculty.
- (vi) The Controller of Examination shall decide the rooms for the examinations and shall issue proper instructions and seating plan.
- (vii) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.
- (viii) The Controller of Examination shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions as per regulations.
- (ix) The Controller of Examination shall wherever required, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behavior of the examinees. The Controller of Examination shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (x) Normally teachers of the University shall be appointed as Invigilators by the Controller of Examination unless otherwise required, provided that a teacher of the subject of the written examination at any session shall not generally be an Invigilator at such session of the examination but shall be available for any clarification.
- (xi) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the valid identity card and admit card issued by the University.
- (xii) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of examination rules and procedures, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (xiii) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations, if he/she is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a action.
- (xiv) The Controller of Examination shall issue such general instructions for the guidance of the Examiners, Tabulators, Collators, as he /she considers necessary for proper conduct of examination.

- (xv) Subject to the provisions of this Regulations, the Controller of Examination, in consultation with the University Examination Committee may suggest to the Academic Council for modification of rules and procedures as deemed necessary for effective conduct of examination.
- (xvi) Every student has to appear in T3 / PT-3 for getting a grade in a course. Failing which he / she has to appear in a supplementary examination and shall be governed by the rules of supplementary examination, as approved from time to time.
- (xvii) The student who have cleared his/her subject(s) in supplementary examination shall be awarded a maximum grade of B+ (equivalent to 55%). However, for special cases as mentioned under clause 2(x), the maximum grades that a student can obtained shall be A+ (75%).

4. NOTIFICATION OF SCHEDULE OF FEES

The University shall notify the fees payable by the students with timeline such as re-checking, re-evaluation, supplementary examination, duplicate grade card / transcript etc.

5. PREPARATION AND DECLARATION OF RESULT:

- (i) Course Coordinator, who is usually a faculty member teaching the course, shall coordinate the submission of marks of the evaluation to the office of Controller of Examination.
- (ii) Course Coordinator shall submit to the Head of the Department, the breakup of teacher's evaluation. The HoD shall submit all the records of test / examinations as prescribed under the course structure of the respective programs of that semester, to the Controller of Examination;
- (iii) Once the results are collated, at the end of semester, Controller of Examination shall call a meeting of Result Moderation Committee. The Result Moderation Committee shall comprise:
- Dean Academics: Chairperson
 - All Deans of the University: Members
 - Head of the Concerned Department: Member
 - Controller of Examinations: Member Secretary
- (iv) The final results of a semester shall be declared by the Controller of Examinations normally within 21 days of the last examination held.
- (v) The Grade Card containing the Semester Grade Point Average (SGPA), number of credits earned and Cumulative Grade Point Average (CGPA) obtained by a student till that semester shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.
- (vi) For Masters Program, result preparation and declaration shall be done after submission of the thesis and its successful passing of the viva voce examination.

6. USE OF UNFAIR MEANS:

If a student is found guilty of using or attempting to use or having used unfair means at an examination, all such cases shall be placed before the duly constituted Committee for prevention of unfair means and the actions shall be taken as per procedure prescribed in the Regulation.

7. EXAMINATION GRIEVANCE COMMITTEE:

In case of any written representation / complaint received within seven days after completion of the examination regarding grievance pertaining to setting up of question paper or any other grievance relating to examination. A student within 7 days may also represent regarding the grievance/complaint regarding evaluation. All such grievances/complaints shall be placed before the Examination Grievance Committee constituted by the University, which shall comprise the following:

1. Dean Academics / Dean of Faculty
2. Concerned Head of the Department
3. Outside Subject expert nominated by the Vice Chancellor.
4. Registrar
5. Controller of Examination-Convener/Secretary

The Vice Chancellor shall take appropriate decision on the recommendations of the Examination Grievance Committee, before the declaration of result(s) of the said examination.

8. UNIVERSITY EXAMINATION COMMITTEE

The University Examination Committee shall be responsible to oversee the smooth conduct of examination in the University. The role of such committee shall include cancellation of the examination of a student and/or debars him/her from appearing in an examination of the University for specified term. The committee constituted by the Vice Chancellor shall consist of the following:

- (a) Nominee of the Vice Chancellor
- (b) One of the Dean's / Director nominated by the Vice Chancellor
- (c) Three Head of the Department by rotation.
- (d) Proctor of the University
- (e) Controller of Examination-Convener/Secretary

The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Vice Chancellor.

Functions of the Examination Committee shall be:

To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as for tabulators / programmers for preparing the results of the examinations.

To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

To review from time to time the results of the University examinations and submission of reports thereon to the University.

To make recommendations to the Vice Chancellor for the improvement of the examination system.

To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).

To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.

To investigate the cases of understandable divergence in the results of any Course Unit.

For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favouritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examinership permanently or for a specified period, a revaluation of the answer books etc

9. MODERATION COMMITTEE FOR QUESTION PAPERS

(1) There shall be a Moderation Committee for question papers comprising of the following members for one or more courses:

(a) Head of Department- Chairperson

(b) Senior most faculty member having experience of teaching the course: Member

(c) Controller of Examinations: Member Secretary

Provided further that the Heads of Institutes may co-opt other experts not exceeding two, if required.

Functions of the Moderation Committee shall be:

(a) To ensure that question papers are strictly in accordance with the course contents;

(b) To remove ambiguity in the language of questions, if any;

(c) To moderate / reframe the questions for higher learning so as to give opportunities to students of varying abilities;

(d) To ensure proper coverage of course contents and indicate weightage / marks for each question or part / parts thereof, time prescribed and to correct errors, if any.

10. LOSS OF ANSWER BOOK(S)

(1) If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the controller of examination or the student be given in missing paper, the average of marks earned by him in other papers.

(2) In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

(3) In case of a dispute whether answer book(s) of students was/were duly received or not, the matter shall be handled by the University Examination Committee.

11. OFFICIAL TRANSCRIPTS TO STUDENTS

The University will issue Official Transcript to a student for seeking admission in foreign universities / institutions for pursuing higher courses. All such documents shall be issued after deposition of prescribed fee as per the guidelines prescribed from time to time.

12. OPEN HOUSE

The Examination Department shall facilitate review of the answer scripts by the interested students before finalization of results with aim to minimize the error in evaluation. The guidelines for open house shall be as under:

- (a) Evaluated answer scripts shall be shown to the students as per the schedule notified by the COE and ensure safety of the answer sheets.
- (b) The interested students shall be provided their answer scripts under the instruction and supervision of the Head of the Department. It will be the responsibility of the HoD to ensure that no answer scripts issued to the students is lost or misplaced in the process and they are returned back to examination branch in the same condition.
- (c) Students allowed for open house evaluation shall fill and submit duly signed form prescribed for the purpose by the Examination Department.
- (d) The Student shall be allowed to check only his / her own answer scripts and report any discrepancy relating to totaling of marks and unmarked question. No student shall be allowed to use mobile any digital device inside the hall specified for the purpose.
- (e) It shall be the responsibility of the student to be present in the open house at the specified time, date and place. If a student fails to report as per the schedule as notified by the COE, no other opportunity shall be provided to him.

NOTE:

If a student takes an academic break, he / she has the option of repeating any or all of the courses in the subsequent semester(s) and retain the credits already earned by him.

13. WAIVER

Provided that under exceptional cases the Vice Chancellor may relax any clause of these regulations, if difficulties arise in its implementation, if such notifications, amendment, insertion, deletion which in his/her opinion are necessary or expedient for smooth running of the program. However, all such changes have to be reported to the Academic Council in the next meeting.