

EXAMINATION PROCEDURE MANUAL



TANTIA UNIVERSITY

EXCELLENCE, INNOVATION, ACHIEVEMENT



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EXAMINATION SYSTEM

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1. EXAMINATION SYSTEM – A PREAMBLE

REGULATIONS FOR EXAMINATIONS, RESULTS AND AWARDS IN GENERAL

R1 Applicability, Short Title and Scope

1. These regulations are applicable to all the constituted Institutes/ programmers/courses of the Tantia University.
2. Tantia University Examination and Evaluation Policy is applicable to all the Enrolled Students and It is effective from Academic Year 2013-14.
3. These regulations will be called as Tantia University Examination Regulations-2013 Applicable to all the programmers/courses offered by constituted Institutions of Tantia University.
4. These regulations will be applicable to all the constituted Institutes/ programmes/courses of the Tantia University and the students enrolled therein.
5. These Regulations will be applicable from the Academic Year 2013-14.
6. Revisions and Amendments in the Policy will be declared along with effective academic year and will be applicable to all the enrolled students of Tantia University.
7. In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Provost, TU shall be final and binding to all stakeholders.

R2 Definitions

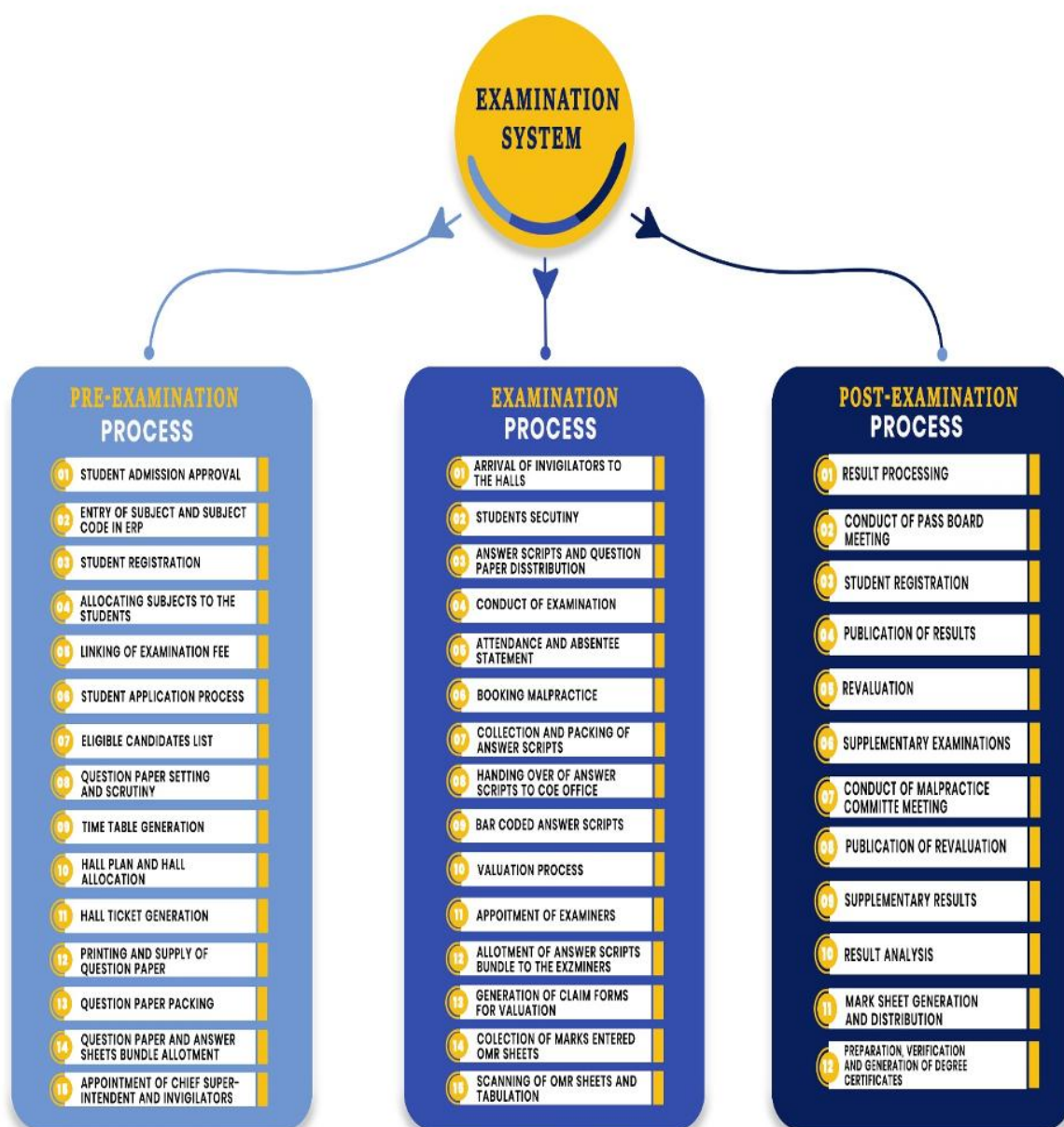
1. **Admission:** The Process adopted by competent authority for the entry of students into the institute/ program/ courses will be as per state government Admission Criteria.
2. **Enrollment:** The process through which an admitted student into a program is registered in the records of University by allotting a unique Enrollment Identification Number for their tenure of program.
3. **Semester:** Semester consists of 15-18 weeks of academic work with a minimum of 90 teaching days.
4. **Academic Year:** Consists of two consecutive (one odd + one even) semesters.
5. **Course:** It, also referred to as ‘papers/subject’, is a component of the program. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/field work/ outreach activities / project work / vocational Training / viva / seminars / assignments / presentations / self-study/Rural camps/Study Tours etc. or a combination of some of these.
6. **Program:** Board of Studies will recommend a New Program to Academic Council after verification of all necessary requirements along with degree awarding norms. It is the sum of all the courses as described above.

7. **Theory:** The major part of course works delivered through class room & tutorial learning or any other mode of teaching learning.
8. **Practical:** It is a part of Course delivered through laboratory/ drawing/workshop sessions or field work conducted for successful completion of academic requirements of the programme.
9. **Project:** The performance of a student at application level wherein they apply the competencies attained to compile / analyze data or synthesize a model or prototype pertaining to some emerging concepts to fulfill Industry 4.0 requirements in their own field or in an area of their own expertise.
10. **Seminar/Problem Based Learning:** The performance of a student wherein they present their work in a report form, a compilation of information / analysis /case study/Mini Project of an existing concept in a new perspective or an emerging trend.
11. **Internship/Industrial Training:** It is an opportunity for all the Enrolled students of University to gain practical/field exposure in any industry to become employable. It will be as per Programme/Course curriculum along with the Teaching and Evaluation scheme.
12. **Term Work:** It is a part of Course work designed to complete theory / practical inputs reflected through course assignments / Laboratory Manual / Journal Writing / Job Work / Drawing Book etc.
13. **Examination:** Evaluation of Theory/Practical/Tutorial/Project component through Continuous in Semester Evaluation (CIE) during each semester and End Semester Examination (ESE) at the end of each semester as per the Teaching & Evaluation Scheme of a course.

Examination wing, TANTIA UNIVERSITY conducts university examinations in a systematic fashion for various programs offered by TANTIA UNIVERSITY by strictly adhering to the regulations set by the regulatory bodies, such as NMC, NCIMS, NCH, VCI, MCI, NMC, BCI, UGC, PCI, BCI and NCTE. We have initiated various reforms by integrating information technology in pre- examination, examination and post-examination processes. These reforms have led to complete automation of the examination wing and faster error-free declaration of results. Introduction of Examination Automation System (EAS – a sub module of ERP) has also ensured efficient and smooth functioning of the various activities of the Examination wing. We also have robust mechanisms for redressal of evaluation related grievances.

As per the UGC guidelines, the TANTIA UNIVERSITY has been following *Choice Based Credit System (CBCS)* from the academic year 2021-22. The curriculum and syllabi have been redesigned as Core courses, Discipline Specific Elective (DSE), Ability Enhancement Compulsory Courses(AECC), Skill Enhancement Courses (SEC) and Generic Elective (GE) courses. The norm for distribution of credits as stipulated in the model curriculum of concern councils and UGC is being followed meticulously.

The faculty members have learned the principles of Learning Outcome-based Curriculum Framework(LOCF)/Outcome-Based Education(OBE) and applied it as an integral component of their teaching-learning and assessment methods.



Pre - Examination Process

i. STUDENT ADMISSION APPROVAL

The students admitted for the various program are authenticated through e-Varisty, Examination Automation System (EAS).

ii. ENTRY OF SUBJECTS AND SUBJECT CODE IN ERP

Program wise courses-Subject codes are allotted for all the theory subjects, practical's and dissertation prescribed in the syllabus for each program, with details of credit and marks allotted.

iii. ASSIGNING ENROLLMENT NUMBERS

New enrollment numbers are allocated to the first year and lateral entry students admitted program wise. For the senior students, the previously allocated registration numbers will be followed.

iv. ALLOCATING SUBJECTS TO THE STUDENTS

The department will map the students to the courses in accordance with the core courses, generic and discipline specific electives chosen by the students. Current and arrear papers will also be mapped by the departments.

v. LINKING OF EXAMINATION FEE

The details of students are linked with examination fee based on the number of courses they need to appear. Students who paid the appropriate fee are considered eligible to appear the examinations.

vi. STUDENT APPLICATION PROCESS

The examination application forms are generated and distributed to the students. The same should be appropriately filled with the corresponding courses and course codes by the students. Further, the COE Office will send the check list of application details for the verification before finalizing the course and course code of the students.

vii. ELIGIBLE CANDIDATES LIST

The program wise lists of eligible candidates are generated by the COE Office.

viii. QUESTION PAPER SETTING AND SCRUTINY

- i. The Examiners in different subjects at various undergraduate and post-graduate examinations as well as certificate and diploma examinations to be conducted by the University will be appointed by the President.
- ii. The Dean of University faculty, Principals of colleges have to send/ suggest / recommend the names of the teachers to the controller of Examination in required format, by taking into account the teachers who taught the subjects with their expertise and experience.
- iii. Out of available pool of faculty members, COE will prepare the list of teachers and will put it before the President.
- iv. If required, President may modify the list by consulting Dean/Principal/or any senior faculty for this purpose.
- v. The President shall then appoint the examiners/paper setters.
- vi. No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
- vii. The appointment letters in the prescribed format should reach the paper setter /examiners at in time least twenty days before the commencement of the examination. There should be a clear gap of at least 15 days given for submission of the question papers.

The Examiners approved by President will be setting the question papers for the various courses. Question paper-setters shall ordinarily be un-connected with the teaching work in respect of the subjects in which they set the question papers. Question papers setters shall be appointed for one year and shall be eligible for re-appointment.

viii. TIME TABLE GENERATION

The Examination timetable for the various program is generated by Examination Automation System.

ix. HALL PLAN AND HALL ALLOCATION

The date wise strength of students appearing for examination is listed and a Hall plan indicating the details of block, seat number and register number of the students to be accommodated in each hall is generated through the Examination Automation System.

x. HALL TICKET GENERATION

The Hall tickets for all the students who are appearing for the examination is generated by Examination Automation System. It includes the photo identity of students along with the venue for each examination.

xi. PRINTING AND SUPPLY OF QUESTION PAPER

The scrutinized question papers for the various courses are printed and confidentiality is

maintained.

xii. QUESTION PAPER PACKING

The printed question papers are well packed and sealed in COE's Office.

xiii. QUESTION PAPER AND ANSWER SHEETS BUNDLE ALLOTMENT

The sealed question papers and answer scripts are segregated and bundled for each of the examination hall based on the prepared Hall plan and allocation.

xiv. APPOINTMENT OF CHIEF SUPERINTENDENT AND INVIGILATORS

The Chief Superintendent to oversee the conduct of examination is appointed by the COE. The Chief Superintendent prepares and appoints the invigilators of the various examination halls based on the hall plan and allocation.

Examination Process

R3 Eligibility to Appear for Examination and Term Grant

1. Eligibility criteria to fill the exam form

No candidate will be admitted to any semester/year end examination unless he/she keeps terms for that semester/year at the institute of Tantia University and unless he/she has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Institute that he/she has fulfilled following conditions.

- a) He/ She has put in satisfactory **minimum attendance criteria** decided by the University.
- b) He/She has satisfactorily completed all the **minimum academic requirements** of all the subjects/courses in the semester.
- c) He/She should **not have Fees** due to the current Semester.
- d) He/She has shown satisfactory progress in his/her studies and evinced good conduct. He/She has not been debarred for any period from appearing for any examinations held at Tantia University by Tantia University under Unfair Means Cases.
- e) It is the responsibility of the Principal/Head of Institute to verify and duly certify the compliance of a), b), c) above for each student.
- f) Candidates failing to comply with conditions a, b & c above shall be detained by the Principal/Head of Institute for the term and he/she shall repeat the semester in the subsequent Academic Term.

2. Condoning Deficiency in Attendance

- a) In case the attendance of a candidate falls short by not more than 10% due to his/her own illness (duly certified by a registered medical practitioner) and or due to any participation at National / International Level in any technical/co-curricular event then the head of the institute may condone such shortage at his/her discretion and permit the candidate to appear for examination, if he/she is otherwise eligible.

3. Filling of Examination Forms

- a) It shall be the responsibility of the candidate to fill up the online/offline examination form as per schedule declared by University, along with prescribed examination fees/late fees/ penalty declared by University.
- b) Online/offline Examination Form Filling facility will normally be made available to all eligible candidates.
- c) An eligible candidate has to apply separately for each semester/year's Regular and Remedial examination he/she wishes to appear in.
- d) Approval of examination form by respective institute is mandatory and respective institute after verifying the eligibility, completeness and accuracy of information shall approve.

- e) Hall tickets will be generated only for those candidates whose examination forms are confirmed and approved by Institute and University.
- f) The examination fees, late fees and penalty will be prescribed by the University from time to time.

4. Action against Defaulting Candidates

- a) The candidate who does not fulfill the eligibility criteria to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same semester/year.
- b) The Principal shall prepare a list of such defaulting candidates and submit it to the University, as soon as the academic term is over.

5. Admission to Examination Hall

- a) Mandatory Documents for a Candidate during Examination
 - i. Each candidate appearing for the examination must possess a proper Hall Ticket issued by University & duly attested by Principal/ Head of Institute.
 - ii. A valid Identity Card issued by his/her institute for easy verification of his/her identity. He/she shall produce the same as and when demanded by an authorized person during examination.
- b) If a candidate is unable to produce on demand for the mandatory documents mentioned above, he/she shall not be allowed to appear for the examination.

6. Term Grant for Those Who Failed to Fill the Exam Form

- a) A candidate, who fulfills all the conditions prescribed in ADMISSION TO EXAMINATION but fails to submit examination form in the prescribed manner and hence could not appear at the examination, may appear for a subsequent examination as a repeater candidate with the same term work. In such a case, the candidate himself shall preserve the term work put in by him. Principal/ Head of the Institute shall take an undertaking from the candidate that he/she would be responsible for presenting his/her term work at the time of his/her appearance for the next examination. As well as whenever the candidate will appear in the ESE will be considered as a repeater student.

i. ARRIVAL OF INVIGILATORS TO THE HALLS

The invigilators report at the examination office of the Chief Superintendent and collect the packets that contain corresponding question papers and answers sheets for their hall. They arrive the allocated examination hall on time.

ii. STUDENTS SCRUTINY

The invigilators scrutinize the students entering the examination hall with their ID Cards and Hall tickets. The students are instructed not to carry mobile phones or any gadgets and printed or written materials inside the examination hall. The students will also be warned to avoid any sort of malpractices.

iii. ANSWER SCRIPTS AND QUESTION PAPER DISTRIBUTION

The invigilators first distribute the answer scripts to the students and instruct them to carefully fill the code sheet. The same will also be verified by the invigilators. Later the question papers will be distributed to the students.

iv. HOLDING OF EXAMINATION

The examination is conducted by the invigilators diligently.

v. ATTENDANCE AND ABSENTEE STATEMENT

The attendance sheet is signed by the students in each examination hall. The same including the statement of absentees are collected and submitted to the examination office.

vi. BOOKING MALPRACTICE

The invigilators and examination flying squad on duty will book any identified case of malpractice during the examination. Further the enquiry and other corresponding actions will be taken on the involved student.

vii. COLLECTION AND PACKING OF ANSWER SCRIPTS

The answer scripts are collected on time from the students and packed in the corresponding packets. The same is submitted by the invigilators to the Examination office.

viii. HANDLING ANSWER SCRIPTS TO COE OFFICE

The Chief Superintendent handles all the collected answer sheets for further processing to the COE's office on the same day.

ix. APPOINTMENT OF EXAMINERS FOR VALUATION

The examiners approved by BOM will be appointed to evaluate the answer scripts for the various courses. Single external valuation is done for all UG& PG courses.

x. ALLOTMENT OF ANSWER BUNDLE TO THE EXAMINERS

The bundles of answer scripts that will be evaluated by the examiners are allocated correspondingly. Claim forms for the examiners evaluating the papers will also be generated through the Examination Automation System (EAS).

xi. COLLECTION OF MARKS ENTERED OMR SHEETS

The examiners will fill the marks in the OMR sheets and the marks entered OMR sheets

will be submitted by the examiners to the COEs office.

xii. SCANNING OF OMR SHEETS AND TABULATION

All the collected OMR Sheets will be scanned and the marks of the written examination will be tabulated.

Post - Examination Process

i. RESULT PROCESSING

The internal marks of the students will be imported. The same will be merged with the external marks obtained from evaluation. Both these marks will be cumulated to generate the total marks for all the students

ii. CONDUCT OF PASS BOARD MEETING

Examiners shall be constituted in to Boards and Each Board will have a Chairman appointed by the BoM. The pass board analyses the marks, requests for moderation if needed and approves the publication of results.

iii. PUBLICATION OF RESULTS

The results of the semester examinations will be published in the TANTIA UNIVERSITY website within 15 days since the last day of the examination.

iv. REVALUATION OF ANSWER SCRIPTS

Revaluation of answer scripts for the current semester is permissible for all UG, PG and Professional courses. The students have to apply for revaluation in the prescribed format within 10 days from the date of publication of results along with prescribed fees. Photocopy of the answer papers will be given on demand and on payment of prescribed fees approved by BoM from time to time.

v. SUPPLEMENTARY EXAMINATIONS

A supplementary Examination will be conducted during the month of July/August for the final semester students who have failed in one or two subjects so as to enable the students to qualify for the course to get their degrees instead of waiting for another six months (i.e., till December) to appear for the failed subjects.

vi. CONDUCT OF MALPRACTICE COMMITTEE MEETING

If any student indulges to commit mal practice in the University Examinations, it will be reported by the Chief Superintendent to the Controller of Examinations along with proper evidence.

The Malpractice enquiry committee shall enquire about all such cases by interacting with the concerned student/parent and necessary punishment shall be imposed on him/her based on the recommendation of the committee as per the regulations (ANNEXURE VIII).

vii. PUBLICATION OF REVALUATION AND SUPPLEMENTARY RESULTS

The results of supplementary examination/ revaluation/ withheld students are published as per the schedule.

viii. RESULT ANALYSIS

The results will be analysed by the departments and the COE office for remedial measures.

ix. MARK SHEET GENERATION AND DISTRIBUTION

The statement of marks for UG, PG and professional courses will be issued to the students on par with the International standard incorporating Weighted Average Marks (WAM) and Grade Point Average (GPA) for each semester.

x. PREPARATION, VERIFICATION AND GENERATION OF CLASS AND DEGREE CERTIFICATES

For end semester students, the class will be generated depending on the cumulative marks. The provisional and degree certificates will be prepared, verified, designed and printed for distribution.

CONTINUOUS INTERNAL ASSESSMENT

In order to assess the skills, values and knowledge gained by the students, the concerned faculty members have to conduct an internal assessment.

The Institute shall hold examinations and assess the merit of the students using the following tools available for the CIA:

- Quiz
- Written and oral tests
- Seminars, Presentations
- Assignment in the Class, Library or Home
- Practical work in the Laboratory or Field
- Project work / Dissertation / Thesis / Term paper
- Internship / Training / Skill Training
- Tutorial group discussion / Seminar
- Unit test, workshop, project-based learning

Almost any type of tests (tool) could be used, provided it is designed to test one or more of the stated learning outcomes.

Distribution of Marks for Attendance :

Percentage of attendance	Marks
91% to 100%	05
75% to 90%	04
65% to 74%	03
Less than 65%	00

General Rules

- i. In case of the examinations which are held twice a year/yearly as per regulation formed by concern council, examiners appointed for the April / May examinations shall ordinarily be re-appointed for November / December examinations.
- ii. A list of examiners for setting question papers and to evaluate the answer scripts shall be prepared annually by the Controller.

Procedure Followed for grievance against evaluation

University follows a stringent and transparent evaluation system. Therefore, University provides students to raise their concern against evaluation system by following procedure decided by the University. The University allows students to submit their grievance in the form of an appeal for revaluation and also gives access to answer books on their demand.

The primary goal of this mechanism is to foster a mindset of responsiveness and accountability among all the stake holders in order to maintain amicable educational atmosphere with the following objectives.

- To create a fair, uniform and consistent mechanism for redressal of varied issues faced by the students related to examinations and its results.
- Allow students to express their dissatisfaction through proper mechanism
- To ensure that complaints are addressed with priority, without bias and with full confidentiality.
- Proper guidance is provided to the students by Institute/Faculties/Exam department about reevaluation process so that students can easily apply.
- Examine the applications and resolve any issues pertaining to the evaluation in an effective manner.

Ensure timely resolution of every grievance/complaint.

Process and Norms of Re-Evaluation / grievance against evaluation

As per the provisions laid down in the examinations policy of Silver Oak University, below rules shall be applicable for reassessment and process shall be followed.

1. Process and Extent of Verification (Rechecking i.e. Re-totaling)

- a. Rechecking: A candidate who has appeared at the examination conducted by the University may apply, after declaration of result, for rechecking of marks obtained by him/her, in theory papers (other than those conducted in online mode). The candidate may apply (in his/her own interest) for rechecking as per schedule of application if he/she desires to do so.
- b. Application for rechecking: Application for rechecking shall be made by the candidate as per the procedures laid down in the schedule declared by the University along with prescribed Fees. A candidate has to apply for rechecking within 3 days of the result declaration through prescribed mode for application i.e. through student portal.
- c. The verification shall be;
 - i. Restricted to verifying that all answers attempted by the candidate have been assessed.

- ii. There has been no mistake in totaling of marks allotted to each answer in the answer book of that course.
- iii. All such allotted marks to each answer are transferred correctly on the cover page of the main answer book and the whole answer book, i.e. main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact.
- iv. If, as a result of verification, a candidate becomes eligible for modification of his/her result, the same shall be done by the University.

2. Re-evaluation of Answer Books (Reassessment and double evaluation)

- a. A candidate who has appeared for the recent end semester theory examination shall be entitled for a reassessment of any number of Courses per semester/year of his/her assessed answer book on submission of application as per the procedures laid down the schedule declared by the University.
- b. A candidate needs to opt for reassessment of the same on submission of application as per the procedures laid down in the schedule declared by the University along with prescribed Fees. A candidate has to apply for reassessment within 3 days of the result declaration through prescribed mode for application i.e. through student portal.
- c. After reassessment as per university policy, if the marks awarded by subsequent examiner vary/ deviate by equal to or more than 15% marks of the Course on either side determined on the basis of marks awarded by the original examiner, then the marks shall be awarded as mentioned below;

First Evaluation: The marks after reassessment shall be awarded if the difference between Hated by the original examiner and the marks allotted by the subsequent examiner (i.e. second assessor other than main examiner) is less than 15% marks on either side.

ii Double evaluation: If the difference is equal to or more than 15% marks, the answer book shall be assessed by the THIRD assessor (i.e. other than faculty members who have done main and second assessment). Then the marks are compared with the marks allotted by second and third assessors and the closest marks to the marks awarded by main examiner shall be allotted.

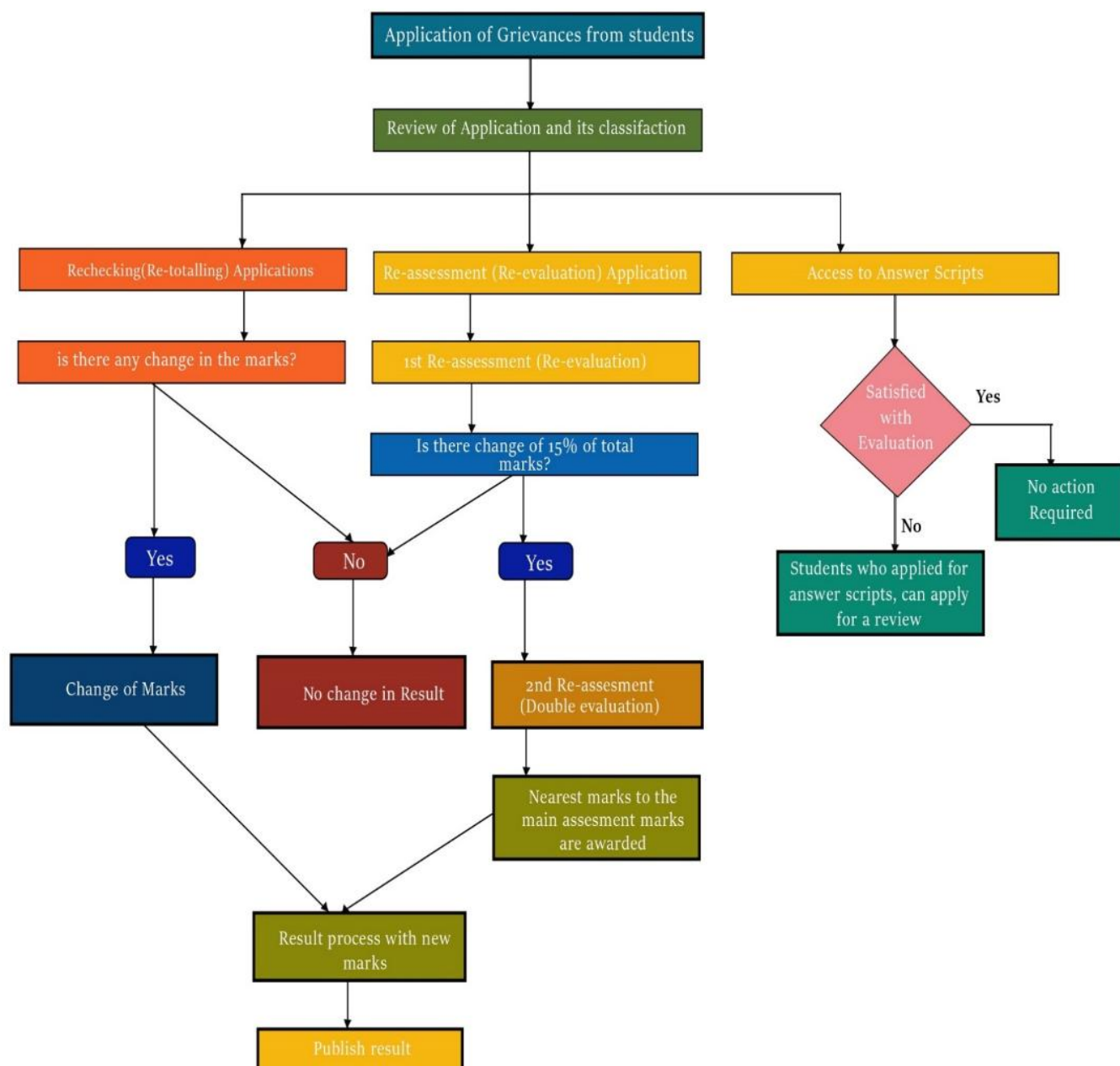
Note: In case of change in the grade, student can claim for refund of application fees by submitting a written application to examination cell after result declaration. If grade is not changed, then student will have no right to claim for refund.

3. Access to answer book (Access to Photocopy).

- a. A student can apply for access to his/her assessed answer book and can obtain photocopy by an application along with required fees to Controller of Examination within 3 working days of result declaration.
- b. If a candidate fails to apply in the prescribed form and within time, then he/she shall lose the right to get photocopy of his/her assessed answer book.
- c. In case of any objection, student will have to raise concern against the evaluation through written application to CoE. Such applications will be entertained only after the result declaration of re-evaluation. Such grievance will be address only if it is based on the photocopy of answer book.

4. Publish Result

a. After the completion of all the process results to be publish.



EXAMINATION GRIEVANCES REDRESSAL MECHANISM FLOW CHART

RESULT PROCESSING

The CIA marks of the students will be imported. The same will be merged with the ESE marks obtained from evaluation. Both these marks will be cumulated to generate the total marks for all the students.

Passing Minimum

Courses	Continuous Assessment (CIA)	End Semester Examination (ESE)	Total (CIA+ESE)
UG	NIL	40%	40%
PG	NIL	50%	50%

RESULT PASSING BOARD

- After the valuation of answer scripts, the tabulated results (pass percentages of all the theory subjects) are tabled before the Result Passing Board duly constituted by the Vice-Chancellor. The Passing Board shall meet at within the University campus on the assigned day with selected members
- The members shall consider any moderation issues arising out of wrong/ out-of-syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues
- The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace (moderation) marks in such a manner that marginally failed candidates may clear the course/subject.

PUBLICATION OF RESULTS

- The recommendations of Result Passing Board shall be incorporated for final result processing. The final results along with the statistics will be submitted to Vice Chancellor for approval and publication of the same.
- The results of the End semester examinations will be published in the TANTIA UNIVERSITY website within 15 days since the last day of the examination.

Grade Conversion Table

Range of Marks	Grade Points	Letter Grade	Description
90 - 100	10	O	Outstanding
82 - 89	9	A+	Excellent
75 - 81	8	A	Very Good
67 - 74	7	B+	Good
60 - 66	6	B	Above Average
50 - 59	5	C	Average
40 - 49	4	D	Minimum for Pass
0 - 39	0	RA	Reappear
		AAA	Absent

Calculation of GPA & CGPA

$$GPA = \frac{\sum GP \times C}{\sum C}$$

$$CGPA = \frac{\sum_{i=1}^n (C_i \times GP_i)}{\sum_{i=1}^n (C_i)}$$

n= Number of Subjects.

C = Credit for the academic courses successfully completed.

GP = Grade Point for the courses successfully completed.

GPA = Grade Point Average for all the courses successfully completed in the current semester examination.

CGPA = Cumulative Grade Point Average.

Overall Performance

* First Class – Outstanding/First Class with Distinction will be awarded to candidates who have passed the courses in first appearance.

The statement of marks for UG and PG will be issued to the students with Grade Point Average (GPA) for each semester.

REVALUATION

Revaluation of answer scripts for the current semester is permissible for all UG & PG courses. The students have to apply for revaluation either online or in the prescribed format within 10 days from the date of publication of results along with prescribed fees. Photocopy of the answer papers will be given on demand and on payment of prescribed fees approved by BoM from time to time and the complete procedure is given in ANNEXURE VI.

Rules for deciding final marks:

- i. If the difference between original valuation marks and revaluation marks is less than or to 15 marks, then the higher one will be taken as the final marks.
- ii. If the difference between original valuation marks and revaluation (second valuation) marks is more than 15, then the answer script will be referred to third valuation. The marks closer to the third valuation will be taken as the final one. If the differences are equal, the higher marks between original valuation and revaluation will be taken.

SUPPLEMENTARY EXAMINATION

A supplementary Examination will be conducted during the month of July/August for the final semester students who have failed in one or two subjects so as to enable the students to qualify for the course to get their degrees instead of waiting for another six months (i.e., till December) to appear for the failed subjects. The entire process of applying for supplementary examination is made online.

EXAMINATION GRIEVANCE REDRESSAL MECHANISM

An Examination Redressal Committee will redress the examination related grievances reported by the stake holders of the University. The main functions of this Grievance Redressal Committee is (i) receiving the complaints / problems raised by the students through (ii) analyzing the grievances, (iii) conducting meeting with the concerned officers for fair decision (iv) communicating the decision to the grievant(ANNEXURE VII).

ACADEMIC TRANSCRIPTS TO STUDENTS

The Institute will issue Academic Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions and for the purpose of Immigration as per the guidelines of the Institute.

GENUINENESS OF CERTIFICATE VERIFICATION

The Institute shall issue Genuineness Certificate for Statement of Marks and Grades, Consolidated Statement of Marks and Grades, Provisional Certificate and Degree Certificate after verification, to the required academic institutions/organizations/agencies for the purpose of higher studies or employment on payment of prescribed fees.

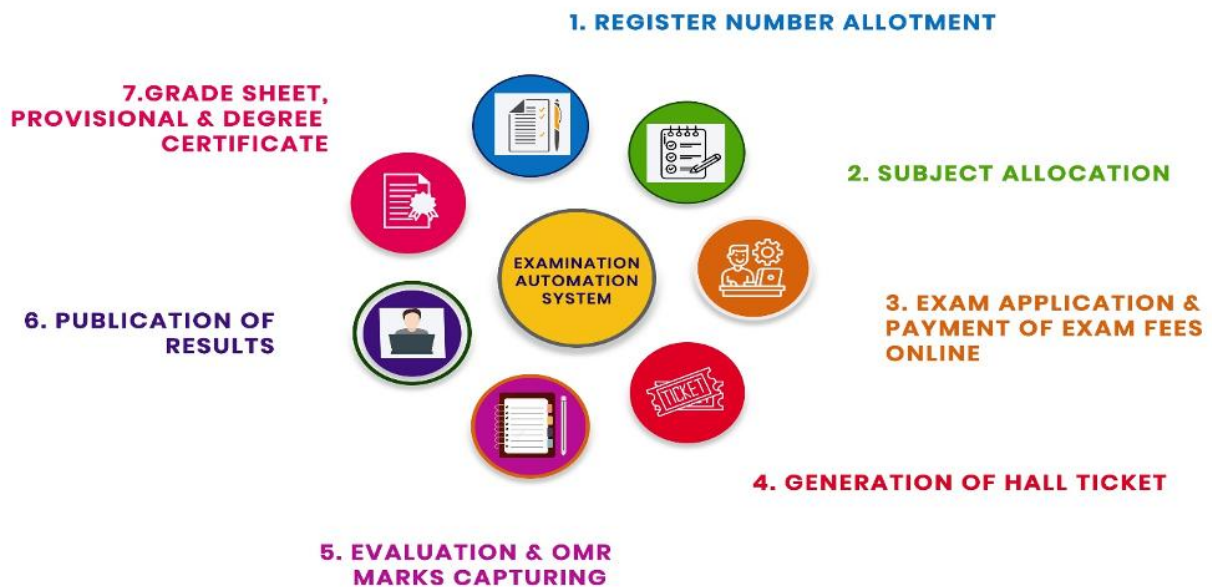
DUPLICATE CERTIFICATE

The Institute shall issue Duplicate Certificate for Mark sheet, Consolidated Statement of Marks and Marks and Provisional Certificate to a student when it is lost/ destroyed on payment of prescribed fee.

2. IT INTEGRATION IN THE EXAMINATION MANAGEMENT SYSTEM - AN OVERVIEW

The TANTIA UNIVERSITY has been continuously carrying out reforms in its examination procedure through integration of IT in all the procedures and processes of the examination system. The reforms have also been implemented in the continuous internal assessment modes and components. The entire examination system is being run through Examination Automation System(EAS), a submodule of the ERP. The following diagram represents the DIGITAL PROCESS FLOW of the whole examination system.

The IT integration has modernised the entire examination process and has speeded up the functioning mechanism, while making the whole process more transparent. At the same time, we have configured self-service portal for all stakeholders(Students, Faculty, HoDs, Parents) for smooth handling of ICT enabled processes like Online generation of exam application forms, fee



payment and publication of results. Faculty members are enabled to enter marks secured by the students for different components of Continuous Internal Assessments (CIA) and the HoDs are given access rights for approving the marks entered.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The use of Mobile Phone, Blue Tooth and Programmed Calculators are prohibited inside the Examination Hall. Candidates possessing these electronics gadgets will be booked under malpractice.
2. The Answer Book contains sufficient pages and NO ADDITIONAL SHEETS will be given.
3. The candidate is instructed not to write/mark anything on the Question paper.
4. The candidate should obtain Hall Ticket from the respective Head of the Department during five working days before the commencement of the End semester Examinations
5. (a)The Candidate will not be permitted to enter into Examination Hall without Hall ticket and University ID card.
(b) No candidate will be allowed into the Examination Hall after 30 minutes from the commencement of examination.
(c) No candidate will be allowed to leave the Examination Hall in the first 30 minutes after the commencement of examination.
6. The Candidate should write his/her Register number and subject code in the appropriate column of the main Answer book and shade them properly. The Answer book with incorrect or illegible Register Number and not shaded in the column provided will not be valued. The Register Number should be written legibly in the Question paper.
7. The Candidate should also write Name of the Course, Total Number of pages written and the Date of examination legibly in the columns provided.
8. The candidate should write the answers in legible handwriting using only Blue or Black Ink pen/Ball pen.
9. No candidate will be allowed to write the Examination, if he/she commits malpractice or involves in any untoward incident at the time of writing the Examination. The Examination taken by them will be treated as cancelled and will be asked to appear before Disciplinary Committee for further action.
10. The fees once paid will not be refunded or adjusted for the subsequent examination.
11. The Candidate should refer to the notification on the Department Notice Board for any change in the Examination Schedule.
12. The Candidate should write the Serial Number of the Answer Book in the column provided in the Attendance Sheet and sign.

ANNEXURE II

DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT

1. The Chief Superintendent will be overall responsible for the smooth and fair conduct of the examination.
2. The Chief Superintendent appoints Invigilators.
3. Shall inspect the examination hall well in advance and ensure adequacy of the seating arrangement, shall ensure that all the arrangements are made for the examination (seating arrangements, invigilators, room supervisors etc.)
4. Shall convene the meeting of the Deputy Chief Superintendent, Room supervisors and Invigilators, and apprise them of their duties.
5. Shall be responsible to ensure that there shall not be any malpractice on the part of the students.
6. Shall be responsible for collecting the required number of answer books from the University one week before the commencement of the theory examination.
7. Shall be responsible for the return of the answer books to the University in sealed packets, once the examination is over.
8. Shall ensure that no student enters the examination hall 30 minutes after the commencement of the examination.
9. Shall receive the sealed question paper packets one hour before the scheduled time of examination.
10. Shall be responsible for handing over the sealed Question Paper packets to the room supervisors 10 minutes before the scheduled time of examination.

DUTIES AND RESPONSIBILITIES OF OBSERVER

1. Shall ensure that all the rules of the University with respect to conduct of the Theory Examinations are strictly adhered to.
2. Shall ensure that there is no malpractice during the theory examination.
3. Shall be present throughout the examination and assist the Chief Superintendent and Deputy Chief Superintendent in ensuring that the room supervisors and invigilators perform their duties strictly as laid down by the university.
4. Shall check the students who resort to malpractice and report such cases to Controller of Examinations.
5. Authorized to visit any examination Centre without prior intimation and check the record and other material related to the conduct of examination.

ANNEXURE III

GENERAL INSTRUCTIONS TO INVIGILATORS

1. Invigilators are requested to report at the examination office at 9.20 A.M for the Forenoon session & 1:20 P.M for the Afternoon session.
2. Invigilators are requested to ensure that the cover given to them contains exact number of answer booklets as number of students mentioned in the seating arrangement sheet.
3. If any mismatch or any damaged sheet found, it should be reported to the exam cell.
4. Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangement sheet.
5. Invigilators should instruct the students to leave their bags / cell phones / etc., outside the hall before entering.
6. Invigilators can allow students to enter into examination hall during the first 10 minutes.
7. Invigilators should not allow students to leave the exam hall during the first 2Hr 30 minutes.
8. Invigilators should count the answer booklets before leaving the hall after completion of examination
9. Invigilators have to verify the signatures of the candidate both in the attendance sheet and Hall ticket
10. Instruct the students to fill their register numbers carefully in the space provided
11. Invigilators should carefully verify and ensure that the register no. In the answer booklet and hall ticket are one and the same.
12. The following details have to be carefully verified by the invigilators: - Name of the candidate, Degree & Branch, Sub. Code and title, No. of pages used (at the time of submission), Date & session.
13. After verifying all details in the answer booklet, the invigilator should sign with date and he/she has to write his/her Name in the space provided

14. Insist the students to strike out the unused pages in the answer booklet.
15. The register number in the attendance sheet should be verified with that in the hall ticket
16. Invigilator must verify the answer booklet no.
17. Invigilator has to write "AB" for Absentee
18. Invigilator has to ensure that all presentees have signed against their name
19. After verifying all details such as serial number of the answer booklet, signature etc. in the attendance sheet, invigilator has to sign with date in the space provided
20. check the register number in the attendance sheet and answer book with that of the hall ticket
21. Invigilators should check hall ticket / register no. / Answer book no. before signing on first page.
22. Hall superintendents are requested to be alert and ensure strict vigil during the examination.
23. Kindly do not allow / entertain any other faculty who is not part of the examination duty / office in the hall or outside
24. Any incident of malpractice if noted should be immediately brought to the notice of the Exam office.

ANNEXURE IV

INSTRUCTIONS TO EXAMINERS

1. To Value the answer scripts assigned to him/her correctly by going through the entire answer script carefully and spending the full allotted time for the valuation effectively.
2. To Value the answer script assigned to him/her based on the key, if provided.
3. To shade the marks awarded in the answer scripts.
4. To follow the instruction given by Chief Examiner of the valuation AuditTeam.
5. To bring it to the notice of the Chief Examiner any appeal made by the candidate in the answer script.
6. To bring it to the notice of the Chief Examiner any discrepancy/mix-up in the subject/subject code found in the answer scripts.
7. To bring it to the notice of the Chief Examiner whenever a sign/evidence of malpractice is noticed in the answer script
8. Examiners have to be available for the entire period (depending on the number of papers available) of Central Valuation.

ANNEXURE V

INSTRUCTIONS TO CHIEF EXAMINERS

1. Should be available all the time when the respective board Examiners are in the valuation hall doing valuation work.
2. To obtain signatures of all the examiners in the attendance book and return it to the camp officer before 10.30 a.m. for the forenoon session and before 2.30 p.m. for the afternoon session.
3. Should instruct examiners to use scheme of valuation and answer keys (if available) while valuating papers.
4. Answer keys are mandatory for all the Analytical/Problem oriented papers to minimize errors in the valuation. If not available, the valuation of such paper(s) may be withheld temporarily till the Answer keys are made available.
5. Should check at least three valuated answer scripts randomly in each bundle. The Chief Examiners are required to sign in all the valuated answer scripts after having checked correctness of the valuation i.e., to check whether the examiner has awarded correct marks based on the merit of the answers written for the questions asked and also posted marks in the OMR sheet.
6. Wherever the valuation by an examiner is considered to be unsatisfactory, the Chief Examiner shall give suitable instructions to him / her as he / she may find necessary. In case of continued unsatisfactory valuation by an examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer for taking further course of action.
7. Should check the totaling and shading of the total marks in the coding sheet.
8. Chief Examiners have to be available on all the days (depending on the number of answer scripts available in the valuation board) of Central Valuation.

I do undertake that I will strictly follow the above guidelines and responsible for any lapse if any pointed out by Inspection team/Higher authorities.

Name of the Chief examiner :

Signature :

Department :

(To be submitted to the Camp Officer on the last day of Valuation)

**ANNEXURE
VI**

REVALUATION PROCEDURE

The candidates who have appeared for the semester end/year end examinations can apply for Photo Copy of their Answer Scripts and then Revaluation, if desired **OR** Revaluation alone. Applying for photo/Xerox copy of the answer script shall not be a pre-requisite for applying for revaluation. Revaluation provision is not available for Project and Viva-Voce, Seminar, Generic Elective Courses and Laboratory courses.

Option 1: Applying for Photo Copy of answer script and then Revaluation, if desired

- a) Candidates to apply for photocopy of his/her answer script in the prescribed format along with a payment of non-refundable fee of Rs. 500/- on or before -----, the last date for applying photocopy.
- b) The payment shall be made either by cash or online and then produce fee receipt to the O/o the COE for obtaining a form for applying photocopy of answer script and it will be issued after three days from the date of submission of filled-in form.
- c) After receiving the photocopy of answer script, the candidate can evaluate it with help of subject expert and if the subject expert is convinced that the script deserves higher marks than awarded, *he/she can apply for revaluation, if desired*, by paying the prescribed fee towards revaluation fee on or before the last date for applying for revaluation.

STANDARD OPERATIVE PROCESS FOR RE-EVALUATION OF ANSWER BOOKS

If the examinee is not satisfied with the marks awarded during first/original evaluation, he/she may apply for photocopy of answer book and/or Revaluation, as applying for Photo copy of the answer books (Access to answer books) for rechecking marks awarded and Revaluation are separate and independent procedures.

- i. The examinee may independently apply for revaluation within 15 days from the date of declaration of results, whether or not he/she has applied for Photo/Xerox copies of answer books.
- ii. This revaluation facility shall be applicable for theory papers only
- iii. Revaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination/Project work/Dissertation and viva-voce /oral/practical examinations
- iv. The examinee can apply for revaluation of answer books either by online or submission of a separate prescribed application form.
- v. A nonrefundable fees per subject as prescribed for revaluation shall be paid by the examinee and said fee shall be remitted by Cash/RTGS/NEFT or any other UPI mode.
- vi. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee is to be submitted to the O/o the COE through department HoD/Dean.
- vii. The O/o the COE will arrange such revaluation in a confidential manner and suitable External examiners who were not part of previous assessment, will be appointed after issuing proper appointment orders.
- viii. Before sending answer books for revaluation, the marks awarded originally will be masked completely.
- ix. Rules for deciding final marks:
 - ☐ If the difference between original valuation marks and revaluation marks is less than or to 15 marks, then the higher one will be taken as the final marks.
 - ☐ If the difference between original valuation marks and revaluation (second valuation) marks is more than 15, then the answer script will be referred to third valuation. The marks closer to the third valuation will be taken as the final one. If the differences are equal, the higher marks between original valuation and revaluation will be taken.
- x. If the candidate or any other person gets the photocopy of answer books re-evaluated by any other examinee of his/her choice, such marks will not entertained by the University
- xi. Any attempt to influence the examiners in any form by a candidate of his/her relatives will amount to adopting “Unfair means” by the student
- xii. The revaluation result will be placed before the Grievance Redressal Committee for perusal and the results will be declared after the final approval from the Vice Chancellor.

ANNEXURE VII

Examination Grievance Redressal Mechanism

The TANTIA UNIVERSITY has constituted Examination Grievance Redressal Committee to redress the examination related grievances reported by the stake holders of the University. The main functions of this Grievance Redressal Committee is (i) receiving the complaints / problems raised by the students through COE (ii) analyzing the grievances, (iii) conducting meeting with the concerned officers for fair decision (iv) communicating the decision to the grievant.

The aim of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere with the following objectives.

- ☐ To establish an unbiased consistent mechanism for redressal of varied issues faced by the students related to examinations and its results.
- ☐ Accommodate the students to express their grievances / problems freely without out any fear of being victimized.
- ☐ Ensure that grievances are resolved promptly, objectively and with complete confidentiality.
- ☐ Faculty members guide the students about rechecking and reevaluation process.
- ☐ Scrutize the revaluation forms and deal the examination related grievances in a transparent and efficient way.
- ☐ Assure the timely completion of the redressal after the necessary reviews.

Procedure for addressing grievance

Registration of grievance:

The student with a genuine grievance will submit his/her grievances in the prescribed format for revaluation to the respective Heads of Departments.

Forwarding:

The Head of Department concerned shall forward the revaluation forms to the Grievance Redressal Cell and it will categorize, analyze the merits of the grievance. The revaluation forms are forwarded to the Controller of Examinations for necessary action.

Review:

Then Grievance Redressal Committee will make a thorough review of the redressal process. In case of revaluation, the committee will check for the timely release of results within 15 days of receipt of application. The Controller of Examinations conducts the valuation process within the stipulated time and announces the results

Closure of Complaint:

The complaint shall be considered as disposed off and closed when:

a)The grievant has indicated acceptance of the result published.

(or)

b)The grievant has not responded within four weeks from the date of receipt of information on resolution.

Documentation:

The final decisions of the Grievance Redressal Committee are documented in the Minutes of Meeting for future reference.

ANNEXURE VIII**NORMS FOR AWARD OF PUNISHMENT IN CASES OF EXAMINATION
MALPRACTICES AND MISCONDUCT**

Clause	Nature of Misconduct/Malpractice	Quantum of Punishment
1	Appeal for favorable consideration /marking any identification in the answer book	Written warning and Regret letter from the candidate
2	Misbehaving/Refusing to obey the legitimate orders of Invigilator/Chief Superintendent/Observer.	Written warning to the student and Intimation of fact to the parent/legal guardian stating that the candidate acted with impropriety with a copy Head of the Institution
3	Changing the seat without permission or occupying the seat not allocated to him/her	
4	Writing of Candidate's Name/Register Number in the answer booklet other than in the earmarked spaces/ any other special marking, using colour pencils or sketch pens or shades/ tearing off or spoiling the stationery supplied by the University	Cancellation of the performance in that subject only (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates)
5	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners	
6	Willfully writing wrong Register Number in the answer booklet	
7	Talking to or communicating in any manner with other candidates (inside/outside exam hall) during the examination, including through gestures, signals, mobile phones etc. inside or outside the exam hall.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates)
8	Helping others to copy or getting help from others in the examination hall in the form of writings on the question paper/showing answer(s) from the answer booklet	
9	Carrying or possession of papers, books, notes or any material relating to the examination such as writings on the desk/any part of the body/writings on scale,	<u>Case(1): Material(s) relevant to the examinations</u> Cancellation of all the Examinations taken up in that session

	programmable calculator, handkerchief, hall ticket or any other electronic storing devices like electronic watches, mobile /smart phones, palm computers etc.	<u>Case(2): Material(s) not relevant to the examinations</u> Cancellation of the performance in that subject only
10	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet etc.	Cancellation of the performance in that subject only
11	Student involved in malpractice at Practical examination /Dissertation /Project report at UG/PG level /Project	Cancellation of the performance in that subject only
12	Mass copying by candidates	Cancel the entire examination of all the candidates concerned for that session
13	Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes paper or other material or device, used or attempted to be used for assistance in answering a question	Cancellation of all the examinations taken up in the semester/year
14	Any insertion in answer booklet including currency notes/bank cheques/other material in an attempt to bribe any of the Person(s) connected with the conduct of examinations	
15	Passing of answer booklet or any incriminating materials to another candidate and / or Possession of another candidate's answer booklet	Cancellation of all the examinations taken up in the semester/year and debar both the candidates for one Next semester/year examinations
16	Smuggling into the examination hall an answer book or a continuation sheet /arranging to send an answer book / replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any other person connected with the examination or through any other agency	a) If the person concerned is a candidate taking the examination, Cancel all the examinations taken up in the semester/year b) If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the Institution for necessary action c) If the person concerned is a staff of the Institution, disciplinary action shall be initiated against him/her by Head of the Institution and he/she may be debarred

		<p>from examiner ship permanently.</p> <p>d) If the person concerned is an outsider the Police may be informed for necessary action</p>
17	Impersonating any candidate to take/appear for the theory/ practical/ clinical and oral examinations conducted by the University.	<p>a) Cancellation of the results of the entire examinations in all the subjects (which includes theory, practical/clinical and oral) taken in that session in respect of the concerned examinee for whom impersonation was done and also debarring him/ her from appearing for the University Examinations for two years.</p> <p>b) If the person who impersonates is a student of the University, suitable action will be taken against such student by the Dean of Faculties.</p> <p>c) If the person who impersonates is an outsider, suitable action will be taken by the Dean of Faculties to inform the Police, after obtaining permission of the Vice Chancellor.</p>
18	Using obscene language / violence/threat at the Examination/Evaluation centre by a candidate(s) before/during/after the university examination toward Invigilator/Chief Superintendent/ Examiner/Person(s) concerned with University Examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next two semester examinations.
19	Injuring Chief Superintendent/ Invigilator(s)/ officials connected with the examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next three years examinations.
20	Indulging in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the college/university campus	
21	Engaging in any other act which has the tendency to disrupt the orderly conduct of the examination	
22	Smoking, possessing and using drugs/alcoholic items in the examination hall.	Cancellation of the results of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that

		session and also debarring him/her from appearing for the subsequent university examinations for one year/two semesters.
23	In the case of Tampering in Spelling, Name/Initial in the Certificates issued by other bodies	Cancel the admission
24	In the case of Tampering in the Date of Birth in the Certificate issued by other Bodies.	The Candidate not to be permitted to appear for any Examination of this University for a period of Two years from the Date of production of the forged documents.
25	Tampering in the Grade Certificate or any other Certificate issued by this University	The tampered certificate to be retained in the University and duplicate not to be given for Five Years from the Date of presentation of document.
26	Forged Official Communication with regard to correction/re-totaling of marks	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two year i.e., Four Semester / Examination.
27	A Candidate who is apprehended more than once with incriminating materials	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two Years i.e., Four Semester Examinations.

Note: The above rules are only intended to guide the committee. The committee is empowered either to enhance or to reduce the punishment depending upon the severity of the individual offence, considering extenuating circumstances, if any.

Accordingly, the existing scale of punishment to the students, who have committed malpractices in the examinations, is placed before the Academic council for its consideration and approval.

Any other act or commission or omission on the part of examinee, including but not limited to list provided herein above may also be dealt with appropriate punitive action.

BY LAWS

EXAMINATION BYE-LAWS FOR MBBS PROFESSIONAL EXAMINATIONS

MBBS Professional examination is aimed at “to assess skills and knowledge acquired by students through class-room, field-work, and laboratory-work and bed side clinical practice” and “can be in the form of written examination, laboratory work or clinical assignment”. It should be “verifiable and transparent”.

A. PANEL OF EXAMINERS: While preparing the panel of examiners, Chairman, Board of examination shall ensure/note that:

1. No person shall be appointed as an examiner in any of the subjects of the professional examination leading to and including the final professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a doctors degree of a

recognized University or an equivalent qualification in the particular subject as per recommendation of the Council on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.

2. There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained.
3. Nonmedical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualification and five years teaching experience of medical students after obtaining their postgraduate qualification. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
4. The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
5. External examiners shall rotate at an interval of 2 years.
6. Except Head of the department of subject concerned in a college/ institution, all other with the rank of Associate Professor or equivalent and above with requisite qualification and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of Associate Professor, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.
7. Chairman, BoS shall ensure correct address, e-mail and mobile phone number of examiners before communicating the panel to the Dean.
8. For practical examination, external examiner shall not be from the same University and preferably be from outside the state.
9. The board shall propose at least five names of external examiners for practical, so that the other examiner may be called in case the approved examiner is not available on the date of examination. HOD shall ensure that examiner for practical is informed well in time.
10. BoS shall also propose the internal faculty to serve as internal examiner for practical examination. This will be in addition to external examiner appointed for practical examination.
11. The panel of examiners shall be approved by the President of University.

B. Setting of question papers for Professional examination:

1. Dean may be asked to conduct Board of Studies (BoS) meetings for the professional examination at the earliest and submit the panel to the Controller of Examination at least three months before the scheduled examination.
2. The cut off dates for various professional exams will be MBBS Ist Professional Examination – 15th Feb. MBBS IInd, III Part –I & III Part II Professional Examination-Ist as per NMC rules. The panel for regular and supplementary examinations for a particular year may be got prepared and recommended by the BoS in one sitting. This will give ample time to COE to get the Q papers prepared on time and allow sufficient time for moderation and printing.

Question papers will be set by external examiners appointed by competent authority.

C. Moderation and printing:

1. Head of the Department will moderate the question papers received from external examiners before sending the question paper for printing. This should be at least 2 weeks before the examination. He/ she will ensure that all questions fall within the prescribed syllabus. He/ she will be responsible for ensuring uniformity in format. The format of question paper and the distribution of marks in each subject shall be as per the rules of graduate medical education of Medical Council of India. Only 30% of the paper can be changed during moderation.
2. The moderated question papers shall be typed in the examination cell by the person appointed by the Controller of Examination for the same. It will be printed *through the office of the controller of Examination*.

D. EXAMINATION RULES:

1. Theory papers will be prepared by the external examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should preferably be of short structure/objective type.
2. Practical's/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination."

E. TIMING OF THE PROFESSIONAL EXAMINATIONS:

There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-

a) First Professional:- In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry.

b) Second Professional:- In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.

c) Third Professional: – Part I– in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhino-laryngology and Community Medicine.

c) Third Professional:- Part II-(Final Professional) – At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics. Results of all university examinations shall be declared before the start of teaching for next semester.

Note:

- i) Passing in Ist Professional is compulsory before proceeding to Phase II training.
- ii) A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.

ii) Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination

F. MARKS DISTRIBUTION:

In each theory as well as practical course 80% marks shall be for annual University examination and 20 % marks for internal assessment. The distribution of marks for each of the four professional examinations will be as detailed below.

a)		First
	i) Anatomy:	
	Theory – Two papers of 100 marks each (One applied question of 10 marks in each paper)	200 marks
	Oral (Viva)	40 marks
	Practical	60 marks
	Internal Assessment (Theory 100 + Practical 100)	200 marks
	Total	500 marks
	ii) Physiology including Biophysics	
	Theory – Two Papers of 100 marks each (One applied question of 10 marks in each paper)	200 marks
	Oral (Viva)	40 marks
	Practical	60 marks
	Internal Assessment (Theory 100 + Practical 100)	200 marks
	Total	500 marks

Professional examination: (Pre-clinical Subject):-

iii) Biochemistry	
Theory – Two Papers of 100 marks each (One applied question of 10 marks in each paper)	200 marks
Oral (Viva)	40 marks
Practical	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks

Pass: In each of the subject, a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in

i) Pathology:	
Theory – Two Papers of 100 marks each	200 marks

practical.

b)	(One applied question of 10 marks in each paper)	
	Oral (Viva)	40 marks
	Practical	60 marks
	Internal Assessment (Theory 100 + Practical 100)	200 marks
	Total	500 marks
	ii) Microbiology:	
	Theory – Two Papers of 100 marks each	200 marks
	(One applied question of 10 marks in each paper)	
	Oral (Viva)	40 marks
	Practical	60 marks
	Internal Assessment (Theory 100 + Practical 100)	200 marks
	Total	500 marks

Second Professional Examination: (Para-Clinical Subject):

iii) Pharmacology:	
Theory – Two Papers of 100 marks each	200 marks
(One applied question of 10 marks in each paper)	
Oral (Viva)	40 marks
Practical	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks
iv) Forensic Medicine:	
Theory – One Paper of 100 marks each	100 marks
(One applied question of 10 marks in each paper)	
Oral (Viva)	40 marks
Practical/Clinical	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	400 marks

Pass: In each of the subject, a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in practical/clinical.

b) Second Professional Examination: (Para-Clinical Subject):

d) Third Professional (Clinical subjects):

Part – I : To be conducted during end period of seventh semester

i) Ophthalmology:	
Theory: One paper (Should contain one question on pre-clinical and Para-clinical aspects, of 10 marks)	100 marks
Oral (Viva)	40 marks
Clinical	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	400 marks
ii) Oto – Rhino – Laryngology:	
Theory: One paper (Should contain one question on pre-clinical and Para-clinical aspects, of 10 marks)	100 marks
Oral (Viva)	40 marks
Clinical	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	400 marks
iii) Community Medicine including Humanities:	
Theory: Two papers 100 marks each (Including problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).	200 marks
Oral (Viva)	40 marks
Practical/ Project evaluation	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks

Pass: In each of the subject, a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in practical/clinicals.

b) Second Professional Examination: (Para-Clinical Subject):

PART – II: To be conducted during end period of ninth semester

i) Medicine:	
Two papers of 100 marks each	200 marks
Paper 1 – General Medicine	
Paper 2 – General Medicine (including Psychiatry, Dermatology and S.T.D.)	

(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva) Interpretation of X-ray, ECG etc.	40 marks
Clinical (Bed side)	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks
ii) Surgery:	
Two papers of 100 marks each	200 marks
Paper 1 – General Surgery (Section 1), Orthopedics (Section 2)	
Paper 2 – General Surgery (including Anesthesiology, Dental diseases and Radiology)	
(Shall contain one question on basic sciences and allied subjects)	
Oral(Viva) Interpretation of investigation data	40 marks
Clinical (Bed side)	60 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks
iii) Obstetrics and Gynecology:	
Two papers of 100 marks each	200 marks
Paper 1 – Obstetrics including social obstetrics.	
Paper 2 – Gynecology, Family Welfare and Demography	
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva) including record of delivery cases (30 + 10)	40 marks
Clinical	50 marks
Internal Assessment (Theory 100 + Practical 100)	200 marks
Total	500 marks

G. CONDUCT OF EXAMINATION:

1. **Date sheet** should be notified and displayed on the Department notice board at least 30 days before the examination.

2. Students appearing for examination should be informed in advance, by way of notice board or putting a line in the date sheet, asking them not to bring mobile phone and any other objectionable material to the examination hall on the day of examination. If brought, such items will not be allowed in examination hall and University will not be responsible for these items in any manner.
3. It would be ideal if date-sheet is prepared in such a way that most students give their examination at one time and one place; instead of holding examination in small rooms.
4. The names of persons proposed by the Dean to act as Superintendent / Dy. Superintendent and the list of invigilators and other staff engaged in examination should reach the office of the Controller of examination at least two weeks before the commencement of examination to obtain the approval of the competent authority and notification.
5. The office of the Controller of examination shall be authorized to constitute **Flying squads** during the examinations to ensure check on unfair means. Approval for members of the flying squad shall be obtained from the competent authority by the CoE. Time table for raids by the Flying squads shall be prepared by the office of the undersigned in strict confidentiality. Members of Flying squads shall be expected to ensure complete secrecy.

H. EVALUATION OF ANSWER SCRIPTS:

1. The answer sheets will be handed over to all the four examiners during practical examination and examiners are expected to check and submit the compiled result on the last day of the practical examination.

Note:

- As per UGC guidelines on Academic Reforms in Universities 2009, *“answer-books or sheets are to be ‘encoded’ (before being passed on to examiner / evaluator and decoded (before tabulation))”*.

I. CODING/DECODING AND TABULATION WORK:

1. In tune with the UGC guidelines stating that *“The candidates’ answer-sheets need to be assigned confidential codes, that is, they are encoded, before being passed on for evaluation/assessment”*, coders and decoders will be appointed for all papers.
2. All coding/decoding and tabulation work shall be done by the teachers whose names are pre-approved by the competent authority. The pool of teachers for this work shall be prepared by the CoE. Dean of the Faculties shall be required to submit the names of teachers who may be assigned these works.
3. Marks will be got entered into the system by two independent tabulators, already got approved by the competent authority, under the overall supervision of the Dean. Tabulators will be assisted by the System analyst and the Dealing Assistant responsible for that Faculty.

J. INTERNAL ASSESSMENT:

Deans/Heads shall ensure that the internal assessment (IA) is continuous and, as circulated earlier by this office, consist of the following components: Internal Assessment:

1. It shall be based on day to day assessment (see note), evaluation of students assignment, preparation for seminar, clinical case presentation etc.
2. Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is left to the institution.
3. Weightage for the internal assessment shall be 20% of the total marks in each subject.

4. Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.
5. v) The answer books of the sessional tests shall be shown to the students and taken back with their signatures on these. The sessional test answer books shall be retained in the department till the end of the academic term.
6. vi) A regular record of the marks for sessional tests conducted in an academic year shall be maintained by the teacher concerned/ Head of Department for each student

Attendance:

Attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Territory Secondary, Primary) posting and bed side clinical etc.

1. All students must attend every lecture and practical class. However to account for late joining or other such contingencies, the attendance requirement for appearing in the examination shall be a minimum of 75% of the classes actually held.
2. In order to maintain the attendance record of a particular course, a roll call will be taken by the teachers in every scheduled lecture and scheduled practical class (every scheduled practical class will count as one attendance unit, irrespective of the number of contact hours).
3. The teacher in-charge will consolidate the attendance record for the lectures and practical's for each term and submit it to the dean's office for uploading on the website.
4. d) The statements of attendance of students shall be displayed on the Department notice board at the close of each semester given in the Academic calendar. A copy of the same shall be sent to the Head of Department/ Office of the Dean of Faculty for record. Notice displayed on notice board shall be deemed to be a proper notification and no individual notice shall be sent to students.
5. The students with less than 75% attendance of the lectures and practical's separately in each subject/ course in an academic year shall be detained from appearing in the Annual University examination. The Dean of Faculty concerned may consider application for the condonation of attendance on account of any other extenuating circumstances, provided the request is duly supported by documentary evidence.

K. REVALUATION OF ANSWER SHEETS: REVALUATION IS NOT PERMITTED ONLY RETOTALING WILL BE ALLOWED

1. Student should apply for re-totalling within 2 weeks of declaration of results.
2. Re-totalling in Practical Examination is not applicable.
3. Fee for Re-totalling is Rs.2500/-per paper.
4. Application for Re-totalling received after 15 days from the date of issue of result shall not entertained.

GRACE MARKS:

Grace Marks up to a maximum of five marks may be awarded in theory to a student who has failed in theory only in one subject but has passed in all other subject. This will not be applicable to students appearing in supplementary examination.

Faculty of Ayurveda

O.2 Bachelor of Ayurveda Medicine & Surgery (B.A.M.S)

O.2.1 Duration:

The course of B.A.M.S shall be 4 years and 6 months + 1 year Internship

O.2.2 Eligibility

(a) A Candidate who has successfully qualified the Senior Higher Secondary (10+2) with Science- Biology from Board of Secondary Education, Rajasthan or recognized Board equivalent there to. Candidates appearing at the 12th examination , may also appear in the Entrance test to be conducted for admission that year.

The Candidate must have secured aggregate 50% marks in Physics, Chemistry and Biology in Qualifying examination for admission in above course and fulfill norms prescribed by NCISM/ AYUSH Dept. (G.O.I.)/University from time to time.

(b) The candidate must have completed 17 years of age on or before 31st Dec of the admission year.

(c) Wherever necessary, a candidate belonging to Rajasthan shall be one who fulfills any one of the following conditions:-

(i) The candidate must have .studied for last three years of the qualifying examination continuously as a regular candidate in a recognized institution in Rajasthan.

OR

(ii) Natural Father/Mother of the candidate has continuously resided in Rajasthan for a period of last 10 years and the candidate has studied for at least 5 years during this period in a recognized educational Institution in Rajasthan.

OR

(iii) The candidate is a son/daughter of serving or retired employee of

(a) Govt. of Rajasthan including officer of All India Service borne in the State cadre of Rajasthan
Or

(b) Undertaking/ Autonomous Body / Corporations/ Improvement Trust/ Municipal Bodies duly constituted by Govt. of Rajasthan by an Act of Law or by Government of India in Rajasthan

Or

(c) any of the University in Rajasthan or Secondary Board of education, Rajasthan, provided that employee has put in at least three years of service before the year of the admission.

OR

(iv) The candidate is a bonafide resident of Rajasthan.

(d) The candidate is required to undergo medical examination before he/she is allowed to join a department college after counseling.

O.2.3

(A) Admission of the candidates, who have passed qualifying examination from a University/Board of the State other than Rajasthan, will be provisional till the Eligibility Certificate is issued.

(B) NO. OF SEATS:- The maximum seats for one batch shall be 60 Or As Sanctioned By NCISM .

O.2.4 Pre admission entrance Test:

(A) All Eligible candidates will have to appear at the Pre admission entrance Test for to BAMS course to be conducted by the association of Private Universities, Rajasthan or by any Authorized State Govt. agency or Tania University in the subjects of Physics, Chemistry, Biology in the manner to be decided by the entrance test conducting agency. Application Form & Programme of entrance test shall also be notified by the entrance test conducting agency or by the university.

(B) Counseling Board for final Admission:- After Pre admission entrance test a merit list shall be drawn on the basis of marks obtain in entrance test & eligible Candidates according to merit shall be considered for admission by the counseling board to be constituted as under.

1. The Dean of Ayurveda faculty or any other professor of the Subject Chairman

2. Principal of Ayurveda constituent college of the Tania University

or

as may be decided by the Pre admission entrance Test authority Member

3. Coordinator of Pre admission entrance Test Member Secretary

O.2.5 Category wise Distribution & Reservations:

(A) All the seats sanctioned by NCISM and approved by the State Government shall be considering reservation policy , rules and regulations of the Government of India or Government

of Rajasthan as amended time to time.

(B) The number of seats under management quota shall be as prescribed by the state govt. or NCISM as the case may be.

O.3 (B) MD Ayurveda

O.3.1 Duration : 3 Years

O.3.2 Eligibility : BAMS passed from recognized university.

O.3.3 Age : No Bar

Regulations & Course Contents (Syllabus) Bachelor of Veterinary Science & Animal Husbandry (B.V.Sc. & A.H.)

NOTICE 1. Amendments made by the Statutory Regulating Council i.e. Veterinary Council of India in Rules/ Regulations of Graduate Veterinary Courses shall automatically apply to the Rules/ Regulations of the Faculty of Veterinary Science & Animal husbandry of the University.

2. The University reserves the right to make changes in the syllabus/books/ guidelines, fee-structure or any other information at any time without prior notice. The decision of the University shall be binding on all.

3. The Jurisdiction of all court cases shall be Jaipur Bench of Hon'ble Rajasthan High Court only.

FACULTY OF VETERINARY SCIENCE TANTIA UNIVERSITY, SRI GANGANAGAR

In exercise of the powers conferred under section 4 of Tania University, Sri Ganganagar Act 2013 (Act No. 32 of 2013) made by the Government of Rajasthan, the Academic Council of Sri Tania University hereby makes the following regulations keeping in view the curriculum and syllabus as prescribed in the Minimum Standards of Veterinary Education Regulations-2016 of the Veterinary Council of India, New Delhi for the degree course, B.V.Sc. & A.H.

REGULATIONS

1. Short title and Commencement

(1) Short title: These regulations shall be called as the “TU Under-Graduate Minimum Standards of Veterinary Education (Bachelor of Veterinary Science and Animal Husbandry- Degree Course) Regulations, 2022”.

(2) Commencement: These regulations shall apply to the students admitted into B.V.Sc. & A.H. course from the Academic Year 2021-22 onwards.

2.0 Definitions

- (a) “Act means the Indian Veterinary Council Act 1984 (52 of 1984) subsequently revised by VCI act 2008 and 2016.
- (b) “Course “means teaching units of a subject to be covered within a professional year as prescribed in the syllabus of the department.
- (c) “Credit Hour” Credit hour means the weekly unit of class/work recognized for any particular subject. A lecture class of one hour per week shall be counted as one credit hour whereas a practical class of two hours duration and a working period of three hours in the Veterinary Clinical Complex (VCC) and Livestock Farm Complex (LFC) per week shall be counted as one credit hour.
- (d) “Syllabus and Curriculum” means the syllabus and curriculum for the course of study as specified by the Veterinary Council of India for B.V.Sc. & A.H. Degree program.
- (e) “Degree Course” means the course of study in Veterinary Science namely Bachelor of Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.).
- (f) “College” means the constituent College of Veterinary Science and Animal Husbandry, “Sri Ganganagar Veterinary College” Tania University.
- (g) “Department” means a Teaching/Research and Extension unit of a department in the college/University.
- (h) “Dean” means the Dean of the Sri Ganganagar Veterinary College
- (i) “Dean of the Faculty” means the Dean of the Faculty of Veterinary Sciences and Animal Husbandry, Tania University, Sri Ganganagar
- (j) “Registrar” means the Registrar of the Tania University, Sri Ganganagar
- (k) “Controller of Examinations” (COE) means the controller of examination of the Tania University, Sri Ganganagar
- (l) “Coordinator of Examinations” means the coordinator of examination appointed by the Dean of Sri Ganganagar Veterinary College
- (m) “Registration” means the registration of the student for courses in each academic year on the date (s) notified for the said purpose by the university which includes physical presence at the time of registration and payment of prescribed fees.
- (n) Qualifying Examination” means higher secondary examination or equivalent examination conducted by a State Board of Education or Central Board of Education.
- (o) “Professional year” means a period consisting of minimum two hundred and ten instructional days, excluding annual examination days except fourth professional year which consists of 315 instructional days.

(p) “Annual Mark Sheet” (AMC) means the consolidated report of marks secured by the students in the respective academic year and issued by the university at the end of each academic year.

(q) “Transcript” is the consolidated report of marks secured by the students and issued by the university at the end of B.V.Sc. & A.H. programme.

(r) “University” means the Tanta University, Sri Ganganagar, Rajasthan.

(s) “Veterinary Council” means the Veterinary Council of India (VCI) as constituted by the Indian Veterinary Council Act 1984 (52 of 1984).

(t) “Veterinary Hospital/Institution” means a teaching and non-teaching Veterinary Hospital/Institutions relevant to livestock health, production and technology by whatever name called and approved by the Veterinary Council of India (VCI) for the teaching purpose.

(u) “Student” means a student of the constituent college of Sri Ganganagar Veterinary College of Tanta University.

(v) "External Examiner" means subject matter specialist other than teacher of Sri Ganganagar Veterinary College, Tanta University.

3. Degree Course:

(1) A degree course of Bachelor of Veterinary Science and Animal Husbandry shall comprise of a course of study consisting of curriculum and syllabus spread over five and half complete professional years including a compulsory internship of ‘one year’ duration undertaken after successful completion of all credits as prescribed in the syllabus.

(2) During the period of internship, there shall be training in veterinary clinical complex or state veterinary hospital or private veterinary hospital, animal farm or livestock farm complex, etc. as part of the course.

4. Duration of Professional year:

(i). A ‘Professional year’ means a period consisting of minimum Two hundred and ten (210) instructional days, except fourth professional year which consists of 315 instructional days, excluding the days engaged in annual examination.

(ii). First professional year of B.V.Sc & A.H. classes shall commence latest by 1st September of every year or as notified by the Veterinary Council of India.

(iii). The annual examinations shall be conducted after the internal examinations and completion of entire course. It shall be followed by annual vacation. The duration of annual vacation shall be as per the approved academic calendar decided by the University.

Admissions

Admissions of the students to the B.V.Sc. & A.H. degree course shall be in accordance with the regulations laid down from time to time by the University. It shall be through All India Entrance test, or State level entrance test or University level entrance test.

a. Eligibility criteria:

i. Age : The students should have completed the minimum age of 17 years and the maximum age of 25 years as on or before the 31st December of that year of his or her admission and there shall be relaxation of maximum five years in age for Scheduled Caste or Scheduled Tribes or Other Backward Class candidates.

ii. Any student should have passed the qualifying examination in two year Intermediate Examination conducted by the Board of Intermediate Education, Rajasthan or any other Examination recognized as equivalent thereto by the University or Intermediate Board with Physics, Chemistry, Biology (Biotechnology) and English subjects will be eligible.

b. Selection Criteria: i. The selection of candidates for admission to Bachelor of Veterinary Science Degree Course shall be made only on the basis of merit through a competitive entrance examination conducted by University or State Government or at National level or Veterinary Council of India. The candidates will be selected based on merit, presidential order, region and social status.

ii. To be eligible for competitive entrance examination, a candidate shall have to pass any of the qualifying examinations equivalent to 10+2 (Intermediate level).

iii. A candidate under general category for admission to the B.V.Sc. & A.H. degree course must have passed in each of the subjects of English, Physics, Chemistry and Biology and obtained 50% marks in aggregate of these subjects, at the qualifying examination.

iv. In respect of the candidates belonging to the Scheduled Castes / the Scheduled Tribes or other special category as specified by the Government from time to time shall be 5% less than that prescribed for general category (i.e. 47.5%).

v. The students educated abroad seeking admissions in veterinary college should have passed the subjects of Physics, Chemistry, Biology and English up to the 12th standard level with 50% marks in aggregate of these subjects.

vi. The Sponsored candidates shall have to qualify the admission procedures as laid down for the students under general category.

vii. Admission of candidates to Bachelor of Veterinary Science and Animal Husbandry degree course under bilateral exchange programme shall be regulated by Veterinary Council of India or on recommendation of Government of India.

viii. 15% of the total number of seats in recognized veterinary college included in the First Schedule of the Act shall be reserved and shall be filled on All India basis.

ix. A candidate shall not be allowed admission in Bachelor of Veterinary Science and

Animal Husbandry degree course if he or she suffers the disabilities namely:

- x. a. Disability of total body including disability of chest or spine more than 50%
- xi. b. Disability of lower limb of more than 50%
- xii. c. Disability of upper limb
- xiii. d. Visually handicapped candidates and those with hearing disability
- xiv. e. Candidates with progressive disease like myopathies, etc.
- xv. f. Disabilities which otherwise would interfere in the performance of the duties of a veterinarian. The disability shall be certified by a duly constituted and Government authorized Medical Board.

6.0 Fee:

The fee for application, annual fee, special fee, examination fee and other fee shall be as prescribed by the University from time to time.

Registration

Registration for the first time in the University:

Students who have received notification of admission from the University, on their arrival, will receive guidelines for registration from the Dean of the Sri Ganganagar Veterinary College. At the time of registration of students joining first time in the University, an orientation programme will be conducted by the Dean of the College for the benefit of the students. Registration of the students shall not be allowed after the expiry of 25% working days in the year of admission. Attendance in respect of fresh students for the first year shall be reckoned from the date of registration by a particular student.

The following are the steps in registration of students:

(a) At the beginning of each academic year there shall be an annual registration for various subjects. The students in each year shall have to register for the set of subjects offered in "Toto" and fill in the registration cards. The Advisor in turn will countersign and send them to the Dean's Office. The Dean's office should prepare lists of students who have registered for each subject and send them subject wise to the concerned teacher within a week after the last date of registration.

(b) Students are permitted to register with late fees. From the second day of registration, for delay in each working day Rs. 100 will be charged as late fees till 10th day of registration. Thus, a student appearing for registration 9 days late, will pay late fees of Rs. 900. After 10th day of

start of registration, it shall not be permitted further.

(c) Failed student(s) shall register all the subjects of that professional class

(d) An identity card shall be issued to each enrolled student on payment of Rs.100 which should be carried by them at all time and be shown whenever required. The student should always quote the I.D. number while making correspondence with college/University. The identity card should be renewed every year. In case of loss, duplicate identity card will be issued from college on payment of Rs. 200 only.

Veterinary Curriculum:

The veterinary curriculum includes:

(a) i. Core courses and ii. Internship including Entrepreneurial Training.

(b) The objective of the curriculum is to provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment, ability to collect information and to correlate them and develop habits of self education.

(c) Practical training at Livestock Farm Complex and Clinical Practice at the farm or hospital.

(d) The medium of instruction for B.V.Sc. & A.H. degree course shall be English

Subjects to be covered in the Bachelor of Veterinary Science and Animal Husbandry Degree Course-

The subjects will be taught as per the Minimum standards of Veterinary Education-2016. All the subjects will be divided into different units for the purpose of teaching and examinations. The details of the subjects, credit hrs. and syllabi shall be as prescribed by VCI and approved by the Academic Council of the university from time to time. The following shall be the subjects for B.V.Sc. and A.H. degree course, namely:-

(a) Veterinary Anatomy

(b) Veterinary Physiology

(c) Veterinary Biochemistry

(d) Veterinary Pharmacology and Toxicology

(e) Veterinary Parasitology

(f) Veterinary Microbiology

(g) Veterinary Pathology

(h) Veterinary Public Health and Epidemiology

- (i) Animal Nutrition
- (j) Animal Genetics and Breeding
- (k) Livestock Production Management
- (l) Livestock Products Technology
- (m) Veterinary Gynaecology and Obstetrics
- (n) Veterinary Surgery and Radiology
- (o) Veterinary Medicine
- (p) Veterinary and Animal Husbandry Extension Education
- (q) Veterinary Clinical Practices
- (r) Livestock Farm Practices

10.0 Migration/Transfer of student from one recognized Veterinary College / Institution to another

Student studying in a recognized veterinary college included in the First Schedule of the VCI Act may be allowed to migrate or be transferred to another recognized veterinary college under another or same University. The migration or transfer of students may be allowed by the university concerned after passing 1st year of Bachelor of Veterinary Science and Animal Husbandry degree course within one month of the start of academic session of 2nd year of the receiving College or University. The number of students migrating or transferring from one veterinary college to another veterinary college during the period of one academic year will be kept to the maximum limit of 5% of the intake capacity of each of the veterinary colleges in a year. The cases not covered under sub regulations, (1) to (3) may be referred to the Veterinary Council of India for consideration on merits. An intimation about the admission of migrated or transferred students into any veterinary college shall be sent to the Veterinary Council of India by the respective Institution.

12. Syllabus:

The details of syllabus comprising of 81 credits (equivalent to 179 credit hrs of semester system) are the minimum requirement for a programme leading to Bachelor of Veterinary Science and Animal Husbandry degree and the summary of distribution of courses shall be as follows:-

Professional Year	Theory	Practical	Total
First(One Year)	12	06	18
Second(OneYear)	15	07	22

Third (One Year)	15	09	24
Fourth (One and a half year)	08	09	17
Total	50	31	81

In addition to the Core Courses, a student shall have to successfully complete the Internship training including Entrepreneurial Training as per MSVE 2016 for the award of Bachelor of Veterinary Science and Animal Husbandry degree. Remount Veterinary Squadron or National Cadet Corps or Equestrian or National Social Service or Sports and games shall be non- credit (0+1) training programmes any of which for all the professional years shall be compulsory (except fourth) for the award of Bachelor of Veterinary Science and Animal Husbandry degree and the performance of the students in these training programmes shall be assessed and graded as 'Satisfactory' or 'Unsatisfactory' and student has to obtain 'Satisfactory' grading for successful completion of course requirements. The Syllabus prescribed in these regulations is the minimum instructional syllabus and is illustrative of the course content for teaching different courses in the Veterinary colleges in the country for Bachelor of Veterinary Science and Animal Husbandry degree programme: Provided that there is scope for flexibility of addition of topics or courses in the programme as per need or regional or institutional demand from time to time and such changes shall be nonviolative and commensurate to the basic structure, curriculum and infrastructure prescribed in these regulations.

Internship

Every student of Bachelor of Veterinary Science and Animal Husbandry degree course after passing the fourth professional examination shall be required to undergo compulsory rotating internship to the satisfaction of the University for a minimum period of twelve calendar months so as to be eligible for the award of the degree of B.V.Sc. & A.H. and full registration with the council. Compulsory rotating internship shall include a full time training in Veterinary and Animal Husbandry services (including emergencies and night duties, Sundays and holidays) and the intern shall have to devote whole time to the training and shall not be allowed to accept a whole time or part time appointment paid or otherwise. Internship shall be undertaken only after completion of all credit requirements of Veterinary curriculum including Remount Veterinary Squadron or National Cadet Crop or National Social Service or Sports and games as applicable under these regulations. The university shall issue a provisional course completion certificate of having passed all the professional examinations and having successfully completed prescribed course work. The State Veterinary Council shall grant provisional registration to the candidate on production of provisional Bachelor of Veterinary Science and Animal Husbandry course completion certificate and the provisional registration shall be valid for a minimum period of twelve

months and maximum of sixteen months. After provisional registration with the State or Union Territory Veterinary Council, the candidate shall register for internship of twelve calendar months. Interns shall be actively involved in rendering veterinary services under the supervision of an experienced teacher. The intern shall assist the teacher or in-charge in all activities of units they are posted in. During the period of internship, the intern shall be provided accommodation or lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the University or Institution from time to time. The intern shall be entitled for fifteen days casual leave, however the leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. The willfully absence of intern from the training programme, even if for part of a day or during off hours duty (including Sundays and holidays), he or she may be treated absent for that day and the candidate shall be required to undergo training for the additional days in lieu of the absence period and internship allowance shall not be paid for these additional days. The internship programme shall be monitored by a Committee consisting of Dean, in-charge of Veterinary Clinical Complex, in-charge of Livestock Farm Complex and Associate Professor (Internship) of Veterinary Clinical Complex and Assistant Professor (Internship & Entrepreneurialship) of Livestock Farm Complex as members. This Committee shall monitor effective implementation of the internship training programme from time to time and shall be required to inspect the internship programme at different intervals of time randomly. In case of unsatisfactory work or performance or shortage of attendance or both, the period of compulsory rotating internship shall be extended by two months and the student shall be reevaluated. If again, he/she is found unsatisfactory or is unable to secure 50 marks, he/she shall be given one more chance after another two months and if he/she is still found unsatisfactory due to any reason, then the intern has to re-register afresh for internship programme for entire twelve calendar months including registration with the State Veterinary Council. Internship allowance shall be paid only for twelve calendar months and no internship allowance shall be paid for the period of absence or unsatisfactory performance or extended period or reregistration period.

The compulsory rotating internship shall be in the following areas, namely:-

- (i) Posting in Veterinary Clinical Complex for Clinical training covering veterinary medicine, surgery and radiology, gynaecology and obstetrics, clinical emergencies, indoor ward care, lab diagnosis, ambulatory, hospital management, record keeping, etc (3½ Months)
- (ii) Posting at Veterinary Clinical Complex of Veterinary College of other state in India with provision of rent free accommodation; (15 days)
- (iii) Posting in any four of Zoo or wild life centre or National Parks, Meat Plant or Abattoirs, Milk Plants, Poultry farms, Field Hospital, Animal Welfare Organization, Vaccine Institute, Remount Veterinary Corps, Pharmaceutical, Feed Industry for hands on training in each establishment etc. (1 Month)

- (iv) Entrepreneurial training and management covering farm routines of cattle and buffalo farms, piggery or rabbitary, sheep and goat farms and equine or camel unit, etc. Poultry production and management covering layer and broiler production, hatchery and chick management and learning farm practices like record keeping and other related activities

Examination and Evaluation

The detailed lecture outlines in each subject shall be prepared by the teacher(s) concerned in consultation with the Head of the Department and approved by the Dean of the Faculty of Veterinary Science which will be made available to the students during the first week of the professional year. The Head of the Department or Dean shall ensure that the schedule is strictly followed and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule. Work distribution chart of each teacher shall be available with the Dean's office for inspection of the Council and in each subject, professors and senior teachers shall be actively involved in teaching, especially in conducting practical for degree course. The examination shall be to assess whether the student has been able to achieve a level of competence and for academic assessment, evaluation of practical aspects of the curriculum shall receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks, in theory as well as in practical, in each such subject. The weightage of theory and practical shall be in the ratio of 60:40 respectively. The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60, respectively in Internal as well as Annual examinations.

Internal Examinations:

In each subject, three (03) internal theory examinations will be conducted during a professional year. The first, second and third internal examinations will be conducted with 30%, 60% (31 to 60%) and 90% (61 to 90%) course coverage, respectively. These examinations will be conducted for 40 marks which will be reduced to 10. The pattern of internal examinations question papers shall be uniform for all the subjects. The result of best two internal assessments shall be accounted for the finalization of the result.

Annual Examinations:

Annual professional examination shall be held after the completion of 100% course content in each subject. In each subject, the annual examination (Theory and Practical) will be conducted in two papers (Paper - I & Paper - II). The units for Paper – I & Paper - II are given in appendix-I. The annual examinations shall be held after completion of entire syllabus of the subject on the dates, and time

notified by the university and shall be completed in time so that the results are announced before the onset of the next academic year. The distribution of marks for objective and subjective questions in each subject shall be in the ratio of 40:60, respectively. The evaluation of answer books of internal examinations shall be done by the concerned teacher(s) whereas evaluation of answer books of annual theory examinations shall be done by the external examiner(s). The Annual practical examinations shall be conducted by a Board of Examiners consisting of concerned Head of the Department, teacher(s) and a representative of the Dean and the teachers while evaluating practical, shall take into account the followings, namely:-

- (i) A record or log book maintained by each student as practical records
- (ii) Written/ practical test or observation and recording of the skill with which each student executes the practical
- (iii) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce)

The answer-books of internal assessment shall be shown to students and the records of internal assessment as well as that of annual practical examination shall be submitted to Controller of Examination. The practical manuals shall be prepared by the respective departments for each subject. The duration of internal examinations shall be one hour whereas the duration of annual theory examinations shall be three hours each. The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s) and a paper setter shall be provided the courses and syllabus prescribed by the Veterinary Council of India including detailed course outline and the paper setter shall be requested to prepare two sets of question papers, each for main examination and compartment examination (if any). The format of internal Theory examination question paper shall be as indicated in Annexure

III. The internal examinations shall be conducted by the concern teacher and Dean during first theory class hour while other classes will be conducted as per schedule. The dates in which the internal examinations have to be completed will be as per the Academic Calendar of the college. The evaluation of answer books of internal examinations shall be done by the concerned teacher(s). No reexaminations shall be held on whatsoever grounds. To be eligible for appearing Annual Examination one has to attend minimum of two internal examinations in the concerned subject. One month prior to the commencement of the annual examinations, the best two internal assessment marks shall be submitted by the teacher through the Head of the department and Dean to the controller of examination. The schedule of annual examinations shall be adhered

to strictly and no re-examination shall be allowed in events of students' strike, boycott, walkouts, medical grounds or what-so-ever may be the reason. The format of Annual Theory Examination question paper shall be as indicated in Annexure

IV. The evaluation of answer books of annual theory examinations shall be done by the external examiner(s) at University. The coding and decoding shall be done at university. The annual Practical examinations shall precede the Annual Theory Examinations. The annual practical examination marks shall be submitted to the Dean immediately after completion of Annual Practical Examination. Dean will send the results to the Controller Examination. The compartment examination shall be conducted within twenty calendar days of subsequent year registration: Provided that a candidate may be allowed to provisionally sit in the next class provided he or she has failed only in two subjects and cannot be promoted to next Bachelor of Veterinary Science and Animal Husbandry class unless he or she has cleared the failed subject(s). The records of examination shall be made available to the Council, as and when required and the records of assessment may be retained till six months after the conduct of the annual examination.