RULES AND REGULATION FOR EXAM SYSTEM OFFICE OF CONTROLLER OF EXAMINATION

BIHER

1. EXAMINATION SYSTEM

The conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies and examiners.

1.1

- i. There shall be an Examination Board headed by the Controller of Examinations / Registrar.
- ii. The Examination Board shall consist of members appointed by the Governing Body one from each discipline.
- iii. The Examination Board shall meet at the end of every semester or at any other time considered necessary by the Controller of Examinations.

1.2

Subject to powers vested in the Academic Council and the Board of Management, the Examination Board shall have the following powers and functions:

- i. To recommend to the Academic Council the conferment of awards;
- ii. The Examination Board shall recommend the appointment of examiners from amongst the faculty of the University to the Academic

Council. The Academic Council shall be the approving authority for such appointments.

- iii. It shall be the responsibility of the Examination Board to get the examination papers prepared in consultation with the Dean/Head of the Department of each College.
- iv. The examination board shall compile the results after the examiners have evaluated the answer sheets and shall report the results to the Registrar.

1.3

- i. For undergraduate courses, notwithstanding anything contained in these Ordinances, where the Examination Board considers it necessary, on approval of the Governing Body may appoint any person who has expertise in the subject area as an External Examiner irrespective of whether the person is a Teacher in the same department or not.
- ii. For Master and Doctorate level programmers, where there is a requirement of a Thesis, the Examination Board shall appoint such number of External Examiners as it considers appropriate. Such External Examiners must possess the necessary expertise in the area of the thesis they shall examine.
- iii. The Board of Management shall, where deemed necessary fix fees and travelling and other allowances of External Examiners, in consultation with the Governing Body.

1.4

The Authorities / Representatives of the BIHER University involved in the conduct of the Examination are:

- i. Controller of the Examinations (COE)
- ii. Additional Controller of the Examinations (ACOE)
- iii. Deputy Controller of the Examinations (DCOE)
- iv. Zonal Coordinators (ZC)
- v. Zonal Officers (ZO)
- vi. Vigilance Squad (VS)
- vii. Anna University Representative (AUR)

The Officials of the Constituent Colleges involved in the conduct of the Examination are:

- i. Dean/Principal of the College
- ii. Chief Superintendent of the Examination (CS)
- iii. Nodal Officer of Nodal Centres
- iv. Hall Superintendents (HS)

1.5 EXAMINATION CENTRE:

The Examination Centre will be normally the college where the student is/was studying.

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations. All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of BIHER University Examinations, the University will take appropriate action.

1.6 THEORY EXAMINATION:

1. Chief Superintendent (CS):

- 1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and administrative experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.
- 1.3. If there is no suitable person available, COE will appoint a CS from other neighbouring constituent colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.

- 1.4. **CS** appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.5. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.6. CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.

2. Examination Details Provided:

- 2.1. The following details in connection with the conduct of examinations are sent by the University to the respective centres before the commencement of every semester examinations.
 - (i) Copies of "time-table" of the examinations.
 - (ii) The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
 - (iii) The "attendance-sheets" of the candidates for every subject.
 - (iv) The "packing slip" containing the register number of the candidates for each subject.
 - (v) The "consolidated registration details" containing the datewise list of subjects with number of candidates registered and number of question papers being sent.

- 2.2. Copies of "time-table" of examinations will be sent well before the commencement of examinations and it will also be published on the University website. The Dean/Principal/CSs are requested to put up a copy of the "time-table" at a prominent place in the College to invite the attention of candidates.
- 2.3. In the event of a holiday being declared after the publication of time-table, the examinations should be conducted as scheduled unless otherwise notified specifically by the BIHER University.
- 2.4. The Dean/Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the "time-table" notified by the University.
- 2.5. In case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by the Dean/Principal/CS in the "attendance-sheet", packing slip, the "nominal-roll" and consolidated registration details.

3. Hall Tickets:

- 3.1. Three days before the commencement of the examination, the Dean/Principal/CS shall specify when and where the hall tickets will be issued.
- 3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) will be sent from COE Office. After verification of all the particulars in

the Hall Ticket, the Dean/Principal have to sign in the appropriate place. The Dean/Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

- 3.3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.4. In cases of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his/her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the

University end, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.

- 3.5. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the University.
- 3.6. Hall Tickets are issued by the University through the COE Office with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidates is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.7. Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (Please keep track with the latest regulations issued by the University). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal.

However, these candidates are eligible to appear for **arrear subjects.** The Dean/Principal shall make suitable corrections in hall-ticket provided by the University through COE office and issue the same to candidates. These corrections should be entered in the "nominal-roll" and in other relevant records also.

4. Hall Arrangements:

- 4.1. CS should prepare the sketches of the seating arrangements in the examination halls or rooms (**Proforma 1**) and should forward a copy of the same when requested by COE.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately. In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between any two candidates**.
- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original

plan of seating arrangement and the alteration made by the said candidate.

- 4.5. Candidates should be accommodated in rooms or in large halls. One Hall Superintendent (HS) for every twenty-five candidates or part thereof shall be appointed. Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.6. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/floors of the examination halls.
- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.
- 4.11. Strict silence should be maintained in the examination halls.

5. Question Paper (QP):

- 5.1. In the conventional method, packets containing copies of the printed questions papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the "time-table" and the portal. Total question papers received can be compared with the question papers required (The data can be obtained from the "consolidated registration details" provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (**Proforma 2**). Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.
- 5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination. Question paper packet shall be opened fifteen minutes before the commencement of the examinations in the presence of external Observer, Deputy Superintendent & Two Invigilators and Chief Superintendent. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.

- 5.3. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the COE office.
- 5.4. All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the COE office at the close of the examinations.

6. Electronic Question Paper (eQP):

- 6.1. In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the University), the encrypted version of the question papers will be sent online through two mail servers a few days ahead of examination dates concerned. CS has to download the files and copy the same in a CD with multiple session option and keep it session wise and date wise. On the day of the examination, key will be sent online through the same two servers. CS has to download the files and copy it on the CD concerned. With the help of the CD brought by AUR, the question papers can be decrypted and the required number copies of the question papers of the session and the day concerned has to be printed and distributed to the candidates.
- 6.2. A separate room should be allotted for eQP purpose and CS, AUR and a maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.

- 6.3. The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment to ensure trouble-free printing of question papers before the commencement of the examination.
- 6.4. The Dean/Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

7. Answer –books:

- 7.1. Answer-books containing twenty-four pages are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.
- 7.2. Space for rough work is provided at the last but one page of the answer-book.
- 7.3. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or Additional Sheet attached if any.
- 7.4. **Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.

7.5. Additional answer-sheet/books are provided. These Additional Sheets is to be numbered and tagged with Main Answer book of the total number of Additional Sheets to be mentioned with Main Book.

8. Hall Superintendent (HS):

- 8.1. CS shall appoint (**Proforma 4**) required number of Hall Superintendent (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorized to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.
- 8.2. Referring the "nominal-roll", "attendance-sheet" and other details generated from the University, the invigilation scheme / hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system. HSs have to report to CS for invigilation work at least

thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.

- 8.3. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on "Answer-book, please refer section 7).
- 8.4. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the first day of every semester examination, before filling up the particulars on the title page of the book (for further details on "Candidates", please refer section **13**).
- 8.5. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.6. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.7. Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct

question paper is issued to the right candidate. The entries in the Hall Ticket and "attendance –sheet" are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.

- 8.8. Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.9. HS **must** sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
- 8.10. The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number on the answer-book entered by the candidate and ii) the signature of the candidate in the "attendance-sheet" in the appropriate places (For further details on "attendance of the candidates", refer section **12**).
- 8.11. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list (**Proforma 6**).

- 8.12. **Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on "Examination Timing", please refer section **11**).
- 8.13. The approved code books/data books/Tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same. Materials brought by the students should not be permitted by the Hall Superintendents during examination (for further details on "Approved Books and Instruments", please refer section 15).
- 8.14. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 8.15. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book (for further details on "Malpractice", please refer section: **16**).
- 8.16. All students must be instructed to score out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet

alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.

- 8.17. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.
- 8.18. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
- 8.19. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.
- 8.20. CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.

- 8.21. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.
- 8.22. HS should not attest for any correction made by a student inside the answer script.

9. Appointment of Observer :

- 9.1. One Observer will be appointed by COE to inspect the conduct of Examinations for each examination centre. More than one observer may also be appointed by COE if it is warranted.
- 9.2. The Observer has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 9.3. The Dean/Principal/CS shall extend full cooperation to Observer to carry out any checking with regard to the conduct of examination.
- 9.4. The observer has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE if any violation is observed in this regard. He/she has to check whether
 - (a) Question paper boxes issued to the centres are kept in safe custody.
 - (b) Seating arrangements are satisfactory Adequate number of external and internal HSs are engaged.
 - (c) The examination commences on time.
 - (d) Uploading of the absentees and malpractice cases in the webportal

- (e) Absentee list agrees with entries on answer-script packets.
- (f) Answer-scripts of completed examinations are sealed and kept in safe custody.
- (g) Examination stationary supplied to colleges are properly stored and accounted for.
- (h) The candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

10. Appointment of Flying Squad (FS) :

10.1. Examination Flying Squad will be appointed by COE from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The Dean /Principal/ CS/Observer/HS shall extend full cooperation to FS members to carry out any checking at any number of times with regard to the conduct of examination.

11. Examination Timing :

11.1. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours. Normally **candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes.** Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

- 11.2. Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.
- 11.3. Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

12. Attendance of the candidates :

- 12.1. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the "attendance-sheet" in the appropriate places generated from the University web-portal and complete the process immediately after **thirty minutes.** All the "attendance –sheet's shall be forwarded to COE in batches as per the instructions received from COE.
- 12.2. Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (**Proforma** 6) to collect the register number of absentees in each hall.

The entry made by HSs in the statement (**Proforma 6**) should tally with the attendance of the candidates obtained already in the "attendance-sheet". CS shall verify that there is no discrepancy in these two entries. Along with the absentee's details, HS should return the unused question papers, and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

12.3. List of absentees has to be entered Subject wise as per the programme available in the web-portal of the University and it has to be sent to COE in batches as per the instructions received from COE.

13. Candidates :

- 13.1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 13.2. The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.

- 13.3. Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- 13.4. Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- 13.5. A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- 13.6. Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- 13.7. Writing a wrong register number will lead to rejection of answerscript and the candidate is liable for further punishment.

- 13.8. Candidates should not detach any sheet from the main answerbook or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 13.9. The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 13.10. When the permitted materials like data book/calculator/labcoat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- 13.11.The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- 13.12. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.

14. Important Timings during the Examination Days :

- 14.1. The **CS** has to make himself/herself available **one hour** before the commencement of every examination.
- 14.2. The Observer has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 14.3. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 14.4. Question paper packets shall be opened fifteen minutes before the commencement of the examinations in the presence of external HS, Observer and CS. Candidates shall occupy their seats at least ten minutes prior to the commencement of examination.
- 14.5. Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Dean/Principal/CS.
- 14.6. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 14.7. Copies of question papers are to be distributed **five minutes** before the commencement of the examination.

- 14.8. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 14.9. No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes.**
- 14.10.No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

15. Malpractice :

- 15.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.HS/CS/Observer/Squad Member/Principal/Dean and officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.
- 15.2. If any candidate is found involved in any kind of malpractice, he/she has to be booked under "malpractice case" and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be upload in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by

Observer/Dean and CS. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

- 15.3. The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.Documents to be enclosed along with malpractice case:
 - (a) Report on malpractice (**Proforma 7**)
 - (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
 - (c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.
 - (d) Sketch of the seating arrangement (wherever necessary).
- 15.4. Hall tickets of the candidates booked under "malpractice case" need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any

disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

16. In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

17. Packing of Answer-scripts:

- 17.1. After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.
- 17.2. The packing slips generated from the University web-portal should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.
- 17.3. Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number answer-scripts packed separately because

of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.

- 17.4. In the case of malpractice, a detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/Dean sign on the reverse side across the pasted portion of the packet. The Dean must also sign in the face of the packet.
- 17.5. When a question paper is common for more than one branch/degree, the answer papers of candidates of different branch/degree shall be packed in the sequence as given in the "attendance-sheet"/packing slip.
- 17.6. No sheet should be torn off from the answer-scripts. The number of answer-scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
- 17.7. The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.

17.8. Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the nonspecified places should be treated as "suspected malpractice" and should be sent to COE separately.

18. Claims:

- 18.1. All applications for contingent advances towards conduct of examinations should be made to COE at least 30 days before the commencement of the examination. Stamped acknowledgments should be furnished for all advances exceeding Rs.5000/-. Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.
- 18.2. All expenditure relating to Clerical staff, Office Assistant/peon Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.
- 18.3. On conclusion of the examinations, a bill should be prepared and forward to COE together with all vouchers and other statements connected therewith (**Proforma 8 & 9**) within 5 days.
- 18.4. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 18.5. CS are requested to make a return in the form (**Proforma 10**) for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.

- 18.6. CS has to maintain stock particulars of the items such as, Answerbook, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 9.
- 18.7. Claim such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

1.7 PRACTICAL EXAMINATION:

The instructions given above under "theory examinations" should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

19. Additional Points for Practical Examinations :

- 19.1. The Dean/Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 19.2. The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.
- 19.3. The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the examinations pertaining to both the regular and arrear candidates in concerned college. The external

examiners will be appointed (online/offline as the case may be) by Controller of Examinations. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of Controller of Examinations.**

- 19.4. If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.
- 19.5. The number of candidates examined by the examiners should not exceed the approved limits.
- 19.6. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- 19.7. The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of COE Office and remedial action should be taken immediately.
- 19.8. Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
- 19.9. After the end of every session of the practical examination, the external examiner will upload the marks in the web-portal of all the candidates present for the examination with the help of the internal examiner. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both

examiners. At the end of every session, the Examiners should handover the completed Mark Sheets in a sealed cover generated from the web-portal to the Principal. The Principal will keep the collected Mark sheets in a safe custody and forward the same to COE before the prescribed time.

19.10. All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Watchman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.

1.8

- i. There shall be Chief Invigilator for University Examinations, and also other Invigilators to assist the Chief Invigilator.
- ii. The Chief Invigilator as well as other invigilators shall be academic or administrative staff of the University appointed by the Provost or in his/ her absence by the Controller of Examinations, with the prior intimation of the Provost

1.9

i. A student who has not satisfied the attendance requirement in any module in a UG/PG program shall not be allowed to take the end Semester Examination in such a module.

1.10

i. The University may prescribe an examination fee and if so, students may not be permitted to take the examination if the fee has not been paid.

The University May not allow a student to take the end of semester examination if there are any outstanding payments relating to tuition fees or other charges.

1.11

A student who fails to produce his or her student identification card may not be admitted in the examination unless the Chief Invigilator is satisfied with the identity of the student taking the examination.

2. Examination Regulations: (MBBS)

Essentialities for qualifying to appear in professional examinations.

The performance in essential components of training are to be assessed, based on:

(1) ATTENDANCE

75% of attendance in a subject for appearing in the examination is compulsory provided he/she has 80% attendance in non-lecture teaching. I.e. seminars, group discussions, tutorials, demonstrations, practical's, Hospital (Tertiary, Secondary, Primary) postings and bed side clinics, etc. The above Section 12 (1) has been substituted in terms of notification published on 16.10.2003 in the Gazette of India.

1) 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 (Tertiary Secondary, Primary) posting and bed side clinics etc."

2) Internal Assessment:

- (i) It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.:
- (ii) Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations is left to the institution:
- (iii) Day to day records should be given importance during internal assessment:
- (iv) Weightage for the internal assessment shall be 20% of the total marks in each subject:
- (v) Student must secure at least 50% 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. (CBME New Regulation)

"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." (2017 – Regulation)

Note

Internal assessment shall relate to different ways in which students

Participation in learning participation in learning process during semesters in evaluated.

Some examples are as follows:

- (i) Preparation of subject for student's seminar.
- (ii) Preparation of a clinical case for discussion.
- (iii) Clinical case study/problem solving exercise.
- (iv) Participation in Project for health care in the community (planning stage to evaluation).
- (v) Proficiency in carrying out a practical or a skill in small research project.
- (vi) Multiple choice questions (MCQ) test after completion of a system/teaching

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

3) UNIVERSITY EXAMINATIONS:

Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately.

Practicals/Clinicals will be conducted in the laboratories or hospital wards. Objective will assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.

Viva/oral includes evaluation of management approach and handling of emergencies. Candidate's skill in interpretation of common investigative data, x- rays, identification of specimens, ECG, etc. also is to be evaluated.

The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

Question papers should preferably be of short structure/objective type.

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.

During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in Appendix-B.

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:

First Professional: -

In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio-Chemistry.

Second Professional: -

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.

Third Professional: -

Part 1- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhino-laryngology and Community Medicine.

Third Professional: -

Part II-(Final Professional) -

At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynaecology and Paediatrics.

Note:

Results of all university examinations shall be declared before the start of teaching for next semester.

Para 1 and 2 of the above clause 12(3) beginning with the words "Theory papers will be" and ending with words "their interpretation" have been substituted in terms of notification published on 20.10.2008 in Gazette of India.

Theory papers will be prepared by the 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.

Practicals/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."

Note:

- Passing in Ist Professional is compulsory before proceeding to Phase II training.
- b) 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 II Professional examination.
- c) Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination

4. APPOINTMENT OF EXAMINERS:

- (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 doctorate 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. Of the four examiners, the senior most internal examiner will act as the Chairman and Co-ordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.
- (3) Non-medical 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 qualifications and five-year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream

- (4) External examiners shall not be from the same university and preferably be from outside the state.
- (5) The internal examiner in a subject shall not accept external Examinership for a college from which external examiner is appointed in his subject.
- (6) A university having more than one college shall have separate sets of examiners for each college, with internal examiners from the concerned college.
- (7) External examiners shall rotate at an interval of 2 years.
- (8) There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- (9) Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.
- (10) The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

5. PROCESS OF SETTING UP OF QUESTION PAPER:

a) Collect Question Bank from qualified subject evaluators as per university norms before 2 Months.

Vetting of question paper

Before the university examinations, the Controller collects a minimum of 6 sets of question paper including the MCQs as per the syllabus, (Modified Essay Question [MEQ], Short answer question and MCQs) along with number of questions for each subject area and type of questions. This is distributed in the form of a matrix/table.

A date is fixed for submission of questions to the Question setters and for vetting of the questions. The QP is then vetted by a senior external evaluator from the concerned subject. The controller usually chairs the vetting session and various aspects of the questions will be paid attention to.

Separate question vetting committees for different forms of question papers will be appointed by the Controller of the University for the Professional Examinations. The members of the committees include representatives from various disciplines. The Controller calls for questions from all relevant external Senior faculty involved in the particular subject, giving information regarding subject area/discipline, type of questions, etc. A date can be fixed for submission of questions to the controller. The vetted questions are then sent to the Examination Unit for formatting into an examination paper draft. This draft is then checked for technical and language compliancy preferably by a representative from the Medical Education Unit.

The controller checks the final draft before the Examination Unit processes it into examination papers.

b) Generate QP category wise which includes:

Category (theory subjects)

Paper pattern for end sem exam

Question No. Component

Marks per Ques.

No of Ques. options

Total

Marks remarks

6. CONDUCTION OF SUPPLEMENTARY EXAMS

Conduction of the supplementary examination for 1st year MBBS failed students within 45 days of the announcement of results of the main examination in order to re-join the odd batch of 1st year MBBS students.

The archetype for conducting such supplementary examinations shall be as follows.

• The supplementary examination for 1st year MBBS failed students shall be conducted within two months from the date of announcement

of results of the main examination and it is effective from 2019-20 admitted batches of students.

- The unsuccessful students in the main (Regular) examination may appear for supplementary examination by paying examination fees only if otherwise eligible.
- Successful students in the supplementary examination shall be allowed to take admission to the 2nd phase of MBBS and be allowed to attend classes/clinical/practical's along with regularly admitted students.
- Such successful students taking admission to 2nd phase of MBBS shall be allowed to appear for the 2nd phase examinations subject to full filling the criteria as specified in the BIHER UG curriculum and MCI Graduate Medical Education Regulations 2019- Gazette (as updated from time to time)
- Unsuccessful candidates in the such supplementary examination have to appear for the next regular (main) examination along with the (junior) fresh batch of students if otherwise eligible.
- There shall be no another examination in the end of the term i.e. at or around December for such unsuccessful students in the supplementary examination for 1st MBBS students with effect from 2019 – 20 admitted batches onwards.
- Supplementary will not be conducted for batches enrolled prior to 2019-20 batch as per BIHER University regulation.

- Students who have filled the application forms (paid the fee) but were unable to attend the regular examination are also eligible to write this supplementary examination, provided they have the eligibility with respect to attendance and Internal Assessment and for such students it shall be considered as second attempt.
- No extra term fees be collected from the students appearing for the supplementary examination. However the students appearing for the supplementary examination need to pay mandatory examination fee prescribed by the university.
- Those students who have not taken the regular examinations due to lack of eligibility, can be allowed to appear for supplementary examinations provided they fulfil the eligibility criteria as per the BIHER guidelines and MCI guidelines. With effect to this the concerned Head of the Institution shall certify. (Classes conducted, IA conducted etc.,) that such students have fulfilled the eligibility criteria after the regular examinations were conducted.

7. Duties and responsibilities of Head of the Institute/ Dean / Principal.

- The Dean/Principal of Institute of examination centre shall be overall responsible for smooth conduct of examination at his institute. He shall ensure that the examinations are conducted in free & fair manner and that there is a favourable environment for conduct of examination at the centre.
- 2) Appointment of Chief Superintendent Chief Superintendent/ Deputy Supdt. shall be nominated by the Dean/Principal of each examination centre and the name should be forwarded to COE of the

University, 15 days before the start of the examination. He/She will be responsible for the proper conduct of the examination at that centre.

- 3) The Chief Supdt. selected must be a senior Professor of any department and should be well versed in the examination process of the University & Institute.
- 4) Should depute the nominated Chief Superintendent on duty, 3 to 5 days before the commencement of examination and two days or more after the last day of examination for final settlement of account and feedback.
- 5) Appoint a Deputy Chief Superintendent in consultation with Chief Supdt. A Deputy Superintendent can be a Professor / Additional Professor / Associate Professor and assist in all works of the Chief Superintendent. Deputy Supdt. shall be present at the centre 30 minutes before the commencement of the examination and remain till the answer scripts are properly packed, sealed and despatched.
- Keep constant liaison with the Controller of Exam, to ensure smooth and flawless conduct of examination.
- 7) Keep vigil on all aspects of the examination and its conduct.
- 8) He shall arrange for private security at the examination centre for the entire examination period.
- 9) The Dean/ Principal must oversee that the University Examination Theory and Practical Time Table is displayed in all notice boards including the library and hostel (Boys and Girls), one month before

the exams and should be removed only after the completion of the practical exams

- Check whether the warning notice regarding malpractice is displayed in all Notice Board of Colleges.
- 11) Make sure that the faculties are posted as Invigilators as appointed by the Chief Superintendent at the rate of one Invigilator for every 25 candidates on an average in an exam centre of the colleges. Top priority must be given for the University Examination and the Head of the Institution should see that the Invigilators are not absenting from their posted duty unless it is an emergency or an alternative Invigilator is posted. Invigilators will be under the orders of Chief Superintendent and should be responsible for the maintenance of discipline and for the smooth conduction of exams
- 12) Doubly make sure that the Question papers should be kept under lock and key in the safe custody of the Chief Superintendent in steel almirah which have duplicate keys, until they are distributed properly to the candidates at the examination hall.
- 13) Oversee that the duplicate keys are kept in a sealed cover under the personal custody of the Chief Superintendent and it should be opened for inspection by the Controller of Examination or any other University authorities competent to conduct the inspection at any time during the period of conduct of the examinations.

- 14) In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Controller immediately. When this is done, proper care should be taken to avoid malpractice of any kind.
- 15) Separate Hall Arrangements to be provided for the candidates suffering from Infectious disease & physically handicapped candidates appearing for the examination.
- 16) The Head of the institution cannot request for any Postponement of Examination unless proper instruction is given from the Controller's office of the university.
- 17) Any unexpected holiday declared by the Government or by any Local Authority after the publication of the programme of examination by the University, will not affect the programme of examination already announced unless otherwise specially notified by the University through public media like Radio, Television, Newspaper etc.
- 18) Prohibition of Unauthorized Persons No unauthorized person should be permitted to enter the examination buildings and its vicinity. During the hours of examination, care should be taken to see that no person loiters on the verandahs or anywhere near the examination room.

Particular care should be taken to prevent such possibilities. Outsiders and peons not engaged on examination duty should not be allowed to wander about on the verandah while the examinations are going on.

- 19) Make necessary arrangements for purchase of Stationeries and other items for the smooth conduction of the exams as requested by the Chief Suptdt...
- 20) Hall Tickets In order to help Chief Superintendent to identify candidates correctly, passport size photographs have been prescribed which will have been affixed to their hall tickets duly certified by the Dean/Principal and with the University seal stamped on them. This is intended to prevent even exceptions of possible wrong identification of candidates by Chief Superintendent.
- 21) Candidates who have lost the hall tickets may be asked to get a duplicate copy from the college office by paying a fine of Rs 250/-with a requisition letter forwarded by the candidate through Dean's office to this COE office with the signature of the Chief Superintendent when the examination is over.
- 22) Provide all facilities for Inspection by University Authorities including transport and food.
- 23) Hold meetings as and when necessary of all officers and staff appointed for examination work and apprise them about their role and responsibility.
- 24) Communicate changes, if any, in date sheet of the examination to the concerned examination centres.

- 25) Verify and ensure that the received question papers packets are as per the requirement of the concerned centres for all subjects and in sufficient quantity.
- 26) Ensure safety and security of question papers during transport and storage at distribution centre as per the norms of the Board.
- 27) Dispatch written answer book bundles received from the examination centre to the COE office of the University on the same day after completion of exams every day.
- 28) Receive the sealed packets of cases of malpractice, copying etc. brought by the Centre Supdt. and deliver them to the Controller of Exam through special messenger only, as per instructions of the Board.
- 29) Make arrangements of the following as per the norms and guidelines of the university.
 - a. Examination Rooms, Furniture, Lighting etc.
 - b. Spacious Examination Hall with Toilet facility preferably an AC hall.
 - c. Provide Jammers, Multiple CCTV camera's and Metal detectors and should function throughout the exams and a Technician should be available round the clock in case of emergency to rectify it immediately.
 - d. Maintain cleanliness in examination blocks and toilets.
 - e. Drinking water.
 - f. Any other duty/ instructions assigned by the COE office.

8. INSTRUCTIONS & GUIDELINES FOR THE STUDENTS/ EXAMINEE/ CANDIDATE

General Instructions:

- Students are responsible for keeping themselves informed about Regulations relating to studies and examinations of BIHER University and other instructions relevant to their exam.
- 2. Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- The students are expected to be present at the examination centre 15 minutes before the commencement of examination.
- 4. No students shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- 5. All students are hereby directed to follow the formal dress code strictly. Wearing of jeans, fancy, T-shirts / pants, any kind of writing and multiple bulging pockets during the exams is strictly prohibited. This dress code adherence will be enforced very strictly. If a student is found violating this code of conduct, he will not be allowed to write the exams.
- Candidates are not allowed to wear a watch during the examination.
 All rooms will be fitted with clearly visible clocks on the wall.
- 7. Information about the duration of the exam is given in advance, and should also be stated on the exam paper. Candidates must stop writing when it is announced that the time is up. Candidates who do not stop writing when the time is up will not be allowed to hand in their paper. The candidates should utilize the last 10 minutes to

organize and hand in their papers (fill in headings, numbering and organize sheets). Care must be taken not to disturb other candidates whose exam time has been extended.

- 8. The students shall have the proper Hall ticket and the valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
- 9. A candidate whose name is not in the list of candidates must contact the main invigilator in the exam room. The main invigilator will then consult the Chief Supdt. and COE Office before authorizing the candidate to take the exam. The exam paper will not be assessed before it has been established that the criteria for taking the exam are fulfilled.
- 10. Check the Answer Book thoroughly before filling in the details. The defective answer book may be returned to the invigilator.
- Please check the details of your particulars in the OMR Sheet. ie.
 Name, Hall Ticket No., Examination and Paper etc.,
- 12. Ensure that the OMR Barcode Sheet is properly secured to the Answer Booklet given.
- You are prohibited from writing on or tampering the Barcode as they may affect marks allotted to you.
- 14. The students are prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, blue tooth, pager, programmable calculator, electronic

communication device etc. The violation of this instruction shall attract suitable punitive action.

- 15. Candidates are prohibited from:
 - a) Writing their H. T. Nos in any part of the answer booklet.
 - b) Writing their names in any part of the answer booklet.
 - c) Addressing the examiner in any manner whatsoever in the answer booklet. If they do so, their answer will not be valued.
 - d) Writing religious symbols.
 - 16. Before beginning to answer any question, the candidates should write the correct number of that question. They should complete the answer for any question and commence writing answer for the succeeding question. Answer written at different places for the same question will not be valued.
- 17. Answer should be written on both sides of the paper.
- 18. Do not write in the margin.
- 19. No loose sheets of paper will be allowed in the examination room; no paper must be detached from or attached to the answer booklets.
- 20. Answer must be legibly written.
- 21. Candidates should write not less than 15 lines in each page. It is not necessary to begin each answer in fresh page.
- 22. This answer booklet should be returned to the Invigilator before leaving the examination hall.

- 23. Enter the question Paper Set number (i.e., 1 or 2 or 3 or 4) received by them in the Block specified on the first page of the main answer book. Enter the Question Paper Set Number and sign in the attendance sheet supplied.
- 24. If there are any queries regarding the exam questions the candidates must ask the invigilators who will contact CS and COE then the subject HOD for clarification. It is up to them to decide what questions may be answered, and how. Information that is of relevance to the other candidates will be written on the board or handed out in writing to all candidates. NO ADDITIONAL ANSWER BOOKLET WILL BE SUPPLIED.
- 25. Students are not permitted to leave the examination hall until the last10 minutes of the exam with the permission of the Invigilator.
- 26. A bell will be sounded 10 minutes before the commencement of the examination after which the students are allowed to enter the examination halls.
- 27. Next ringing of the bell shall announce the commencement of the examination.
- 28. Exchange of answer books, supplements and drawing instruments etc. among the students is strictly prohibited.
- 29. Students shall write their Hall ticket No. on the question paper.
- 30. The students shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre.

- 31. The students found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.
- 32. Disclosure of identity on the part of students by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule.
- 33. The students are prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules including lodging of FIR by the Chief Supdt.
- 34. Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action as per rules.
- 35. The students shall cross the blank page(s) of Answer Book left after attempting the whole paper.
- 36. Candidates wishing to handover their answering sheets before the exam time is over, must stay in his/her seat waiting until all sheets have been checked by the invigilator, and then leave the exam room immediately. Once handed in, the answering sheets may not under any circumstances be returned to the candidate. Candidates wishing to hand in their examination response during the first half of the total exam time will not be allowed to take their question paper with them when they leave.

- 37. Candidates must show consideration for other candidates in the room to avoid any disturbances. This also applies at the end of the examination for the sake of candidates who have been granted extra time. Failure to comply with this instruction may lead to immediate expulsion from the room.
- 38. Candidates who do not show up for the exam will be considered as having made an exam attempt. Candidates who withdraw during the exam have to fill out and hand in the cover sheet and remain seated until dismissed by the invigilator.
- 39. Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the university Legal Office.

9. Instruction & Guidelines for Chief Supdt./Dy. Supdt.

- 1. The Chief Supdt. of the examination shall be responsible for the conduct of examination including appointing Invigilators, Hall and seating arrangements, sealing of used answer books, distribution of question papers.
- 2. Get well familiar with prescribed examination procedure. He shall keep constant touch with the Dean / Principal of the Institute and Controller of Exam.
- 3. Adopt and sustain proactive approach in the conduct of examination.
- 4. Observe due secrecy and confidentiality in the entire examination system.

- 5. Procure and study all circulars, letters and information in respect of examination work and procedures involved related to examination.
- 6. Document all the examination related information properly and provide the same to the concerned authority, as and when required.
- 7. Maintain necessary documentation and record of examination work at the centre i.e. seating plan
- 8. Assign duties of Invigilators and other staff required for the conduct of examination as per the instructions of the Board and as per local need for specific examination block.
- 9. Issue duty certificate to the staff on examination duty.
- 10. Maintain attendance record of officers and staff appointed for the examination work at the centre and hand it over to Dean / Principal.
- 11. Receive, store and handle the question paper packets and record the subject codes and their date and time of receipt and document it confidentially.
- 12. Conduct the examination as per date sheet following due procedure of the Board.
- 13. Keep constant supervision on the staff appointed for examination at the examination centre for smooth and flawless conduct of the examination.
- 14. Keep the account of question papers and answer sheets and other documents related to the examination for producing the same to the Flying Squad Officer or representative of University of Controller's office or any other competent authority, when needed.

- 15. Keep vigil on all aspect of conduct of examination and see that the cases of malpractice, copying and impersonation etc. occurring in the examination are duly booked and reported to the Competent Authority.
- 16. The Chief Supdt. of the examination shall inform the COE's office the detail of Unfair Malpractice case, if any in the given format on daily basis.
- 17. Hand over/ dispatch the written answer books packets of each examination to the COE office of the Institute every day after the examination.
- 18. Receive, store and handle the question paper packets and record the subject codes and their date and time of receipt and document it confidentially.
- 19. Prepare packing slips as per course, semester/ year and subject and pack the written answer books as per the guidelines of the Board.
- 20. Maintain the timing for all the examination in the hall and make announcements for the benefit of examinees, by ringing the bell every one hour and every 10 minutes in the last 30 minutes of examination
- 21. Every day before examination begins, the Superintendent shall call upon all the candidates to search their pockets and part with all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of

objectionable material. A declaration to this effect shall be forwarded to the Board.

- 22. The Chief Superintendents must see that before opening the outer packet of question covers, verify and assure yourself that it is the right one for the day/session.
- 23. Cut open the top part of the inner cover, pull out the question paper a little (don't pull it out completely) and verify the code number and title of the paper. If they do not agree, put it back and seal the cover.
- 24. While opening the Question Paper Cover, the covers containing question papers should be examined in the presence of the Deputy Chief Supt., Observer and at least two invigilators, twenty minutes before the time for commencement of the examinations. The Chief Superintendent / Deputy Chief Superintendent, Observer and the invigilators present must sign the covers after satisfying themselves that the covers are in good condition. The Chief Supt. will then cut the cover with the scissors along the line indicated, without damaging the seal. The cut part should not be Completely detached from the rest of the cover but allowed to hang loosely from it, giving sufficient opening for taking out the question papers.
- 25. The Chief Superintendent will forward the opened covers to the Controller of Examinations along with the Examination Answer Scripts.
- 26. In addition, the Chief Superintendent shall send to the office address of the Controller of Examinations, a declaration, in the prescribed form supplied, that the seals on the question paper covers were intact

at the time of opening them. The declaration should have the signature of the Chief Superintendent and at least two invigilators present at the time of opening the question paper(s).

- 27. In case where the only candidate registered for the examination in a centre absents himself, the Chief Superintendent should make a report thereof to the Controller of Examinations and return the unopened cover containing the question papers.
- 28. The attention of the Chief Superintendent is specially invited to the instruction that only the exact numbers of question papers are to be handed over to Deputy Supt. / Invigilators. No loose question papers should be made available to them. Assistant Supt. may be specially instructed to scrutinize each question paper before it is handed over to the candidates in order to make sure that it is the right question paper that is being distributed.
- 29. The Chief Superintendent shall paste a copy of the timetable and instructions to the candidates at a prominent place in the exam centre and invite the attention of the candidates thereto.
- 30. The Hall tickets of the candidates appearing for the examinations will be sent to the Dean/ Principal/ through the Chief Superintendent. They should be distributed to the candidates one week before the commencement of the examination. All precautions against fraudulent impersonation should be taken and if any case is detected it should immediately be brought to the notice of the Controller of

Examinations. The Chief Superintendent should check the names of candidates and the numbers on their hall tickets with the list of candidates sent to him by the Controller of Examinations. The name of any doubtful candidates should be reported immediately to the Controller Examinations.

- 31. No candidates should be admitted to the Examination Hall unless he presents the hall ticket issued to him or otherwise satisfies the Chief Superintendent as to his eligibility and identity.
- 32. The hall tickets of all candidates should be inspected during the course of the first session of Examination. Candidates may also be asked to produce these documents on any other day of examination.
- 33. If a candidate whose name does not appear in the list furnished to the Chief Superintendent, he may not be admitted to the examination unless the Chief Superintendent is satisfied that he has the eligibility to take the examination after confirming with COE.
- 34. But in such case, the Chief Superintendent should report the fact at once to the Controller of Examinations stating the circumstances of the case. The answer books of the candidate should be retained by the Chief Superintendent until receipt of information as to his register number from the office of the Controller of Examinations.
- 35. If there are more than one candidate, the details regarding the name and address of the candidate, the subject, date and time of examination may be entered in a sheet of paper and kept along with the answer papers in a sealed packet signed by the Chief Superintendent and Deputy Chief Superintendent.

- 36. If a Candidate is undoubtedly suffering from Infectious Diseases of any kind, these candidates should not be admitted to the main examination hall and a separate hall may be arranged with the approval of COE.
- 37. Candidates are not allowed the use of books of any kind. Chief Superintendents are requested to warn the candidates at the commencement of examination in each paper that persons found introducing into the examination hall or found in possession of Mobile Phones, Blue Tooth, I-pods or any other Electronic Communicative devices, or copying from any book or portion of a book, manuscript or paper of any description, or communicating with any persons outside the examination room either in person or through mobile phones etc. will be treated as guilty of malpractice.
- 38. While in Examination Hall, strict silence shall be maintained in the examination hall. This rule is applicable to the Invigilators, Supdts. as well as to all the nonteaching staff. Candidates, Invigilators and Supdts. are strictly prohibited from using mobile phones in the examination hall.
- 39. Selection of Answer Books/Stock Accounts The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
- 40. Additional sheets must not be used for any purpose other than answering questions by the candidates in the examination hall. In no case blank main and additional book shall be kept by any person

other than the Chief Superintendent. Chief Superintendent shall be held responsible for the misuse of the same.

- 41. The invigilators shall be provided with Proforma of paper accounts along with the blank main and additional books and shall return it to the Chief Superintendent duly filled at the end of the session together with scripts and unused answer books. The blank main or additional book shall not be used for any other purpose.
- 42. Consolidated Absentee Statement The consolidated list of absentees should be prepared and forwarded as instructed in the printed instructions. They should be forwarded at the end of each category of examinations without fail. The Chief Superintendent sometimes omits to send this absentee statement in proper time, causing considerable difficulty in the University Office.
- 43. Report Regarding Invigilation Works After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number of his duty. This statement is very much required in the cases of suspected malpractice reported during valuation time.
- 44. Any trouble, if apprehended, the Chief Superintendent may take suitable and necessary actions and precautions after informing the Dean/Principal/COE to prevent untoward happenings.

10. INSTRUCTION & GUIDELINES FOR INVIGILATOR/ SUPERVISOR

- The Invigilator/ Supervisor appointed for supervision in the examination hall shall collect information about room(s) allotted for supervision, number of students appearing in the room, course, semester/ year, subject and duration of examination for the examination room allotted.
- 2. Prior to the commencement of examination, announce, verify and ensure that no student present in the room possesses any objectionable material that is not permissible in the examination hall. Any students found to possess such objectionable material shall be instructed to keep it outside examination hall/ room or at the allotted place. If the student refuses to comply to keep away such material, the Invigilator/supervisor shall immediately bring the matter to the notice of the Chief Supdt. of the examination. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.
- 3. Verify and ensure that each Student/examinee is sitting at a place meant for him.
- 4. Distribute an answer book to each student/examinee, appearing for examination.
- 5. Receive the question papers from the Chief Supdt. & Dy. Supdt. of the examination centre.

- 6. Distribute appropriate question paper to each student/examinee at the start of examination that shall be indicated by ringing bell and verify that each student has received question paper of his course, semester/ year. In case there is any error, the same should be brought to the notice of Chief Supdt.
- 7. Instruct the students that writing anything else, other than the appropriate Hall Ticket No. would be treated as malpractice.
- 8. Not permit any student/examinee to leave the examination hall, until the last 10 minutes after the approval of the Invigilator from start of examination. Further, he shall not permit any student leaving the examination hall before the end of the examination to take away the question paper. He shall collect such question paper and handover it to the Chief Supdt. / Dy. Supdt. for returning it to the student after the examination is over.
- 9. Verify the identity of the students appearing for examination from the Roll No. slip and identity card of the institute. In case of slightest doubt, the matter should be brought to the notice of officer in-charge who shall further investigate the matter and take further necessary action, as per the guidelines of Board.
- 10. Sign the answer book of each student seated in the block after verifying whether the student has filled information correctly and appropriately such as Roll No., Course Name, Semester/ Year of Course, Title of the Subject (not abbreviation), Date of Examination and any other information printed on answer book in appropriate

columns. He shall also instruct the student/examinees not to write anything else on the question paper except Roll No.

- 11. Get corrected any discrepancy committed by the student in writing the above information, under his supervision.
- 12. Obtain signature of each student on attendance sheet and record the serial number of the answer book issued to him on it.
- 13. Return all question papers and answer sheets remaining undistributed after 30 minutes from the commencement of the examination and not to permit any student reporting for appearing in the examination after 30 minutes from the commencement of the examination.
- 14. Announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.
- 15. Keep vigil on his examination room and see that examination is conducted in free and fair manner. He shall not allow any examinee to use unfair means or indulge in malpractice or misbehaviour and ensure that no extra book/ paper lies in the vicinity.
- 16. Immediately take due action against the student found using unfair means or involved in malpractice or misbehaviour, as per norms and instructions of Board.
- 17. Give a written statement of the event involving malpractice or using unfair means, narrating the details of the incident as needed in the procedure.

- 18. Under instructions of Chief Supdt Exam, in case of a damaged answer book, a second blank answer book to the student/examinee may be issued to write the examination however no extra time shall be permitted.
- 19. Shall collect all answer books, count them and tally with the number of students present, at the end of the examination. He/ She shall not allow any student to leave the hall till the count of the answer books is tallied.
- 20. Shall complete all reports regarding number of students present and absent, number of answer books used and unused.
- 21. Shall arrange all written answer books in ascending order of Roll Numbers.
- Shall then duly hand over the answer books to the Chief Supdt. /Dy.
 Supdt. Exam.
- 23. Under instructions of the Chief Supdt. shall relieve Supervisor/ Invigilator requiring a short break. During this period of supervision, he/ shall discharge all above mentioned duties assigned to a Supervisor/ Invigilator.
- 24. The Relieving Supervisor shall assist the Chief Supdt. Exam in addition to all above mentioned duties.

11. INSTRUCTION & GUIDELINES FOR OBSERVERS

- 1. Observers are appointed by the Controller of Examinations of BIHER.
- 2. Observer must be present at the examination center at least half an Hour before the commencement of the examination to ensure smooth conduct of Examinations.
- 3. The Observer should sign a certificate stating that he/she is present at the time of opening the question paper cover and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
- 4. The Chief Superintendent has to arrange to prepare the required number of copies of question papers using High Speed Printers/Photocopying Machines in the presence of the observer.
- 5. The Observer must ensure that separate seating arrangements are made as per university regulations.
- 6. A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of examination.
- 7. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate is allowed after commencement of the examination.

- 8. Candidates shall be permitted to leave the Examination Hall only after two hours from the commencement of the Examination.
- 9. The Observer should ensure that Invigilators are appointed only from the Teaching Faculty.
- 10. The Observer should ensure that subject teachers are not posted as invigilators in the Examination Halls where the students write the examination in that subject.
- 11. The Observer MUST BE PRESENT at the time of opening of the question paper packets and check the seal, date etc. The packet should be opened in the presence of the Observer and Chief Supdt only.
- 12. The observer shall ascertain the intactness of Question paper packet and he has to sign on the Question paper cover by recording the time and date of the Question paper packet as per the time table. If he found any discrepancy, it should be brought to the notice of coordinator /COE/Chief Superintendent immediately.
- 13. The observer shall inspect all the examination halls at frequent intervals of time and see that no student indulges in any type of Malpractice.
- 14. The observer shall verify the authenticity of the candidate's Identity who is writing the examination and in case of any impersonation, he must bring it to the notice of coordinator / COE /Chief-Superintendent.

- 15. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the University.
- 16. The answer scripts should be packed separately subject wise and the packets should be distinctly labelled.
- 17. The answer scripts should be packed subject-wise and set-wise in separate covers super scribing on each cover the Name of the Examination, Regulation, Branch, Subject, Question Paper Code Number and Number of Scripts packed. All the packets are bundled in a cloth-bag along with two copies of D-form and two copies of Question Paper. The observer and the Chief-Superintendent should sign on the cloth bundle, after sealing it.
- 18. All such Bundles of the day of the examination with a separate covering letter giving the details of the answer scripts, should be sent to the Spot centre on the same day/next day, without fail. There should not be any delay in dispatching of answer scripts to the spot centre, which will delay the subsequent processes of coding & valuation of the answer scripts etc.
- 19. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the observer as per the guidelines of the academic regulations.
- 20. The observers are requested to follow the above guidelines scrupulously and cooperate in smooth and fair conduct of the end semester examinations.

- 21. It is clarified that the Chief Superintendent of the examination centre is the final authority in respect of all matters relating to conduct of examinations. Detailed instructions about all aspects of conducting the examination have already been provided to the Chief Superintendent. In case you come across any issue which requires resolution, you may inform the Chief Superintendent who will initiate necessary action to resolve it, in line with the instructions already issued to him. You may escalate the matter to the COE only if the issue remains unresolved by the Chief Superintendent. You should also report the matter in your daily report submitted to the exam dept.
- 22. Observer submits his observation report daily to the controller of the Examination. The CE initiates for necessary corrections.

Don'ts for the guidance of Observers:

- 1. Do not announce any corrections or clarifications on the question paper, even when the candidates report some error in the question paper. The students should be advised to answer the question as given. Inform the COE office about the error. Examination Committee will take care of such issues at the relevant time
- 2. Do not use mobile phones inside the examination halls/rooms, while you are at the centre, while the examination is in progress.
- Please ensure that no exam functionary should be in possession of mobile phone or any electronic device at the time of opening of the question paper packets, in the control room.

4. Do not directly interact with the Invigilators or the candidates. Kindly sort/resolve any issue with/ through the Chief Superintendent or Chief Invigilator. You should also bring the same into notice of the COE, if the same is unresolved.

12. INSTRUCTIONS & GUIDELINES FOR THE FLYING SQUAD

- a. The Head and Members of the Flying Squad are authorized by the Registrar/ Controller of Exams to enter any of the Institution / Examination Centre allotted to them and check the conduct of Theory /Practical / Examination without prior notice or permission from the Chief Superintendent / Principal or any of the officials of the Institution /examination centre.
- b. However, they may show the appointment order of the Registrar/ Controller of Exams of the University to the Principal of the Institution / Chief Superintendent of the examination centre if necessity arises.
- c. All Flying Squad Heads are requested to undertake their Flying Squad duty more effectively and ensure that the Examinations are conducted in a fair manner. The irregularities noticed by them during their surprise visits may be reported to this office then and there to take corrective measures immediately
- d. The Head of the Flying Squad is requested to select two / three staff members (Instructor / Lecturer category only-) from his / her Institution and appoint them as Flying Squad members and intimate

the appointment of the members to this Office. The Head of the Flying Squad is requested to go through the Instructions given below carefully and follow them scrupulously during their surprise visits.

- e. The Head of the Flying Squad will plan, programme and schedule the surprise visits of the flying squad and lead the members of the flying squad.
- f. The Head and members of the Flying Squad will act as the representatives of the VC/ Registrar and COE, when they carry out the duties of the Flying Squad.
- g. The Head of the Flying Squad is requested to keep the programmes of surprise visits strictly confidential.

1. General Guidelines

- a. Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper, he/ she shall inform the Supdt. Exam and get it amended. He/ She shall see that atleast 1 to 1.2 sq. meter space is provided to each examinee.
- b. Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.
- c. Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Supdt. Exam. The Supdt. Exam shall take action in such cases as per prescribed procedure.

- d. If in his opinion, the action taken by the Supdt. Exam is not proper or sufficient, or the Supdt. Exam is non-cooperative; the matter shall be communicated to the Controller of Exam on phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.
- e. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination centre.

Following procedure shall be observed for handling sealed packets of question papers.

- a. The FS shall look into how the Chief Supdt. has handled the sealed packets of question papers and how it was distributed to the students in the Examination Centre, whether it was in sufficient quantities for each subject, and how the remaining question papers were handled.
- b. Verify how the representative of Centre brings along with him representative(s) of the connected examination centre, to the University for Assistance in collecting the question paper packet(s). These representatives shall verify the distribution list of question paper packets to be supplied to them.

- c. The representative of Centre shall accordingly receive the packets and shall duly give the receipt after checking the satisfactory condition of and intactness of the seals on the packets.
- d. The FS should also verify how representatives of Centre carried the question paper packets collected by them to the University by appropriate mode of transport. They shall be squarely responsible for the safety and security of question paper packets in their possession.
- e. Opening of Question Paper: The Question Paper should be opened 30 Minutes before the start of examination in the presence of Supdt./ Dy. Supdt of the concerned institute. The packet should be opened by cutting from the edge and then by putting the scissor in the envelope.
- f. The Supdt. / Dy. Supdt. of the Institute will put full signature on the packet specifying that the packet are sealed and not tempered. In case of any tempering, the Supdt. will immediately report to the COE regarding it.

1.1 Surprise check during Theory Examination:

While checking, the squad should look into the procedure being adopted for the conduct of Board Examinations, maintenance of discipline and control, facilities available in the centre for the candidates and Hall Superintendents. The squad is also requested to inspect specifically the following:

- a. Proper seating arrangements and adequacy of examination halls.
- b. Ventilation and lighting facilities in the examination hall.

- c. Availability of drinking water and toilet facilities.
- d. Verify that the Chief Supdt. appoints sufficient numbers of Invigilators. Verify whether all the Invigilators appointed by this office turned up for duty; Checking the candidates for possession of any bits of written materials or involvement in any kind of malpractice. Verifying the procedure followed in conducting enquiries and reporting the malpractice cases
- e. Verification of Hall tickets of the candidates and their identification.
- f. Checking the safe custody of Question papers, the procedure followed in opening and distributing the Question papers, accounting the balance Question paper and their safe custody.
- g. Checking whether the OMR form used has all Register Nos. of candidates.
- h. Verifying whether the packing procedure is adopted strictly as per the instructions issued for packing Answer books
- i. Verifying whether Answer Book packing register, Duplicate Hall ticket register and Answer Book are available.
- j. Accounts Registers are maintained in order.
- k. Checking whether the Answer Book bundles are despatched in time as per the instructions given by this office and Postal/Courier receipts are recorded in order.
- 1. Checking whether the warning notice regarding malpractice is displayed in all Notice Board of Colleges.

- m. Checking whether attendance particulars are entered on daily basis. If any irregularities/malpractice cases are found in the centre, they shall be immediately pointed out to the Chief Superintendent of the Centre in writing with a copy marked to the COE.
- n. Verifying the deficiency and other complaints made by the Observer.

2. Surprise check during Practical Examinations

- i. The Head of Flying Squad is requested to make surprise visit at least once during the middle of the on-going exams and inspect the conduct of Practical exams in the Institutions allotted to him/her.
- ii. The irregularities noticed in the conduct of Practical exams may be brought to the notice of the Principal or taking further action. He / She is also requested to check the availability of Equipment's/Machineries working in condition. in each Laboratory/Workshop to conduct the experiments as per syllabus requirement and inform COE office, if there is any shortfall in this regard.
- iii. The Head of flying Squad is requested to check the following matters in the case of Practical Examination. He / She is also requested to obtain the time-table copies of the various practical examinations to be conducted in the institutions allotted to him/her before proceeding for surprise check.
 - a. Whether both Internal & External Examiners are present at the time of Practical Examinations. Possession of Identity card by the staff is to be insisted.

- b. Verify whether all the Cases/experiments given in the syllabus are covered in the Practical Examination, if not, obtain the list of experiments not covered in the Practical Examinations with reasons and send the report to COE for further action.
- c. Checking the record notebooks submitted by the candidates and their evaluation.
- d. Checking whether the irregularities if any pointed out during previous visit is rectified.
- e. Checking whether the Practical Examinations are conducted as per the duration and Time Table displayed in the Notice Board.
- f. To check if the randomized Practical Exam question paper is maintained under safe custody and issued to students properly.
- g. If found necessary, they can make another visit either during theory or practical examination to any centre allotted to them.

Only under unavoidable circumstances, the head of a flying squad may authorize one of his/her senior staff to head the squad on his/her behalf for one or two days and such acts should be informed to the COE of the University immediately.

3. Maintenance of Log Book by Flying Squad:

The Head of the flying squad is expected to maintain a Log Book for their visits of various examination centres in a standard format that is enclosed for reference. The logbook should be prepared in duplicate. One copy of the Log Book should be enclosed along with their TA-DA claim and another with the flying squad report. He / She is also requested to submit the flying squad report immediately.

4. Submission of Report:

The Head of the flying squad is requested to prepare the report on the basis of individual institutions and send the report to the COE office in the format given in order to take immediate action.

The Head of the Flying Squad can make use of the University vehicle for the squad duty. If Institute vehicle is not available, he/she can engage a private vehicle for the squad duty and should furnish a certificate to that effect stating "Private vehicle is engaged for squad duty since no vehicle is available in the institute". The attendance certificate and the vouchers for the claim should be submitted in triplicate duly countersigned by the Head of the Flying Squad. He/She may also use his/her own vehicle if it is not possible to engage vehicles as stated above. In this case, he/she has to furnish necessary certificate to this effect furnishing the vehicle number. Eligible for claiming Remuneration and TA-DA as per university norms.

13 PROCESS OF FORMING COMMITTEE FOR PREVENTION OF UNFAIR MEANS - CPUM

a. This process is been taken care by the Squad Team if any student caught red handed by having chits, any gadgets, Material related to Subject, Scientific Calculator or anything written on the body or clothes then action will be taken against that student & after that this case is been taken care by CPUM team.

- b. Hearing of that case will be there by CPUM team as they have to take strict actions against that student so that no other case will be repeated in Future & current case will not harm the Student future.
 - i. As soon as the student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the Invigilator found in possession of the student shall be tagged with her/his answer book in candidate's presence. The Invigilator shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one Invigilator on duty.
 - ii. In case of practical tests/ performance tests on PC's the act of using unfair means should be recorded by the invigilator attested by at least one Invigilator/witness. Evidence in form of softcopy/Photostat/ photograph etc. should be submitted along with the statement of the Student.
 - iii. After completing all above formalities, a fresh answer book be given to the student for completing examination. After a particular Test/ Examination session is over, these answer books, (duly marked I and II) shall be sent or delivered separately to Program office along with the report. CPUM shall inquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendation after

identifying clearly the category of nature of the offence as listed in regulations to the Program office for consideration and necessary order.

The following will constitute the CPUM HEARING COMMITTEE MEMBERS:

- 1. Dean/ Principal of respective Colleges
- 2. Controller of Examination (C.O.E.) Chairperson
- 3. Head of Department (H.O.D.)
- 4. Course Coordinator (C.C.)
- 5. Examination Department Representative
- 6. Invigilator of respective UFM Case

14. GUIDELINES/RULES & REGULATIONS DURING EXAM

- i. The Duration of the examination will be 2 hours for mid semester exam, 3hrs for End Semester (Theory & Practical).
- ii. Write on each ruled line. Please do not waste pages unnecessarily.
- iii. A student is required to make all due entries on cover page very carefully & only at the space provided for the purpose. Please enter the enrolment number carefully on the answer book.
- iv. Bringing cell phone/scientific calculator/communication devices in the examination hall is strictly prohibited. Exam conducting authority will not be responsible for the custody of such articles.
- v. The examination will commence as per programmed of examination.
 No student will be admitted after half an hour of the commencement of the examination of the day.

- vi. A seat with his/her enrolment number will be allotted to each student and are required to find & occupy the seats allotted to them.
- vii. Students' should note carefully that it shall be deemed an offence amounting to cheating if they write answer to the same question more than once.
- viii. Students must write the words "The end" at the end of the last answer in their answer books.
 - ix. No student should leave any blank page in between any two answers in the answer book. If a page or two is/are inadvertently left blank the letter "P.T.O." must invariably be written on that page or pages for the guidance of the examiner.
 - x. Students will not be allowed to leave the examination hall without handing over their answer books to the invigilator.
 - Students are warned against writing their names or make any other sign or mark inside their answer books. Any breach of this instruction is liable to be penalized.
- xii. All students required to bring their own pens and to use blue ink only for answering their question papers. They should not bring any text books or notes with them to examination hall.
- xiii. Students are forbidden from writing answers (or anything else) on the question paper or on the admit card.
- xiv. Students should read the question paper and the instructions carefully before they begin to write their answers.
- xv. In case the original admission card is lost, its duplicate copy may be issued on receipt of an application through the proper channel with a prescribed fee.

- xvi. If a candidate decides to stop writing his examination before the scheduled completion of the examination. He/she will be allowed to leave the hall only after the first hour of the commencement of examination.
- xvii. No student will be allowed to go with question paper to the washroom. No more than one student should be allowed to leave for washroom at any time. One can go to the washroom in the Last 15 minutes.

15. VISIT DUTIES OF MEMBERS OF CPUM

- i. VC shall appoint CPUM for each academic year to deal with the cases of alleged misconduct and use and use of unfair means in all the examinations conducted by the University. CPUM shall invariably have one student member. CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means.
- ii. Chairperson, CPUM shall issue appropriate instruction (such as emails/notices to students, faculty and staff) before the examinations.
- iii. As soon as the students is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence.
- iv. The Superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In case of

practical tests/ performance tests on PC's the act of using unfair means should be recorded by the invigilator attested by at least on invigilator/witness. Evidence in from of softcopy/ Photostat /photograph etc., should be submitted along with the statement of the Student.

v. After completing all above formalities, a fresh answer-book be given to the student for completing examination. After a particular test/ examination session is over, these answer books, (duly marked I and II) shall be sent or delivered separately to program office along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendation after identifying clearly the category of nature of the offence as listed in regulations to the program office for consideration and necessary order.

16.1 CATEGORIES OF UNFAIR MEANS

Category I

- i. A Student found talking to another student during the examination hours in the examination hall
- ii. If during the examination hours, i.e., after receipt of the question paper and before handling over the answer-book, a student is found to be talking to a person/ student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.

iv. Changing seat in the examination hall without permission.

The invigilator/ authorized person will issue a warning once. If the action is repeated, the answer book to be cancelled and a fresh answer book to be issued.

Category II

i. Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing or instrument such as electronics dairy, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help), during the examination. However, scientific non programmable calculator can be used during the examinations if in the instruction of the question paper its use has been mentioned.

Category III

- i. If during the examination hours, i.e. after receipt of the question paper and before handling over the answer book, a student is found;
- ii. Attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instrument like setsquares or mobile phone or any other communication or storage device etc.
- iii. Tampering with the written matter/awarded marks on an evaluated answer book.

Category IV

- i. If during the examination hours, i.e. after receipt of the question paper and before handling over the answer book, a student is found:
- ii. Consulting notes or books while outside the examination hall (i.e. in urinals etc.) during examination hours.
- iii. Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in Paper or a solution thereof to any other student.
- iv. Guilty of swallowing or destroying the material such as notes or paper found from her/him.

Category V

- i. If a student:
 - a. Leaves the examination hall/ room without delivering answer book/ evaluated answer book/evaluated answer book or tears it or disposes off.
 - b. Communicates with anyone by mobile phone or any other communicable devices.
 - c. Student found guilty of smuggling in an answer book, or a continuation sheet, taking out or arranging to send out an answer book or a continuation sheet. Writing deliberately another student's roll number in her/his own or impersonation another candidate in any examination.

Attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book.

- d. Guilty of serious misconduct in the examination hall or non-compliance with the instruction of the Superintendent or any of the invigilators in the examination hall.
- e. Serious misconduct outside the examination hall during the period of examination. Writing an answer book outside the examination hall for another candidate.
- f. Use of force/ threat against the supervisory staff/students.

Category VI

Student found to have indulged in the case of academic plagiarism.

16.2 ACTION TO BE TAKEN

A Student, whose guilt is established by CPUM, shall be dealt with under the provision of the disciplinary regulation. The following action may be taken for different category of offence under these regulations:

Category I

Second answer book to be evaluated

Category II

The examination of the concerned module to be cancelled and submit will be answered zero marks in that module.

Category III

The Student will be awarded X grade in that module.

Category IV

Three to six modules (other than those the student is already getting an E or X grade), as decide by CPUM, of the current semester are to be cancelled and awarded X grade in those Modules. In case the number of the modules the student getting E or X grade is more than two in the current semester, all the modules of the current semester are to be cancelled and to be awarded X grade in all the modules.

Category V

All modules of that semester to be cancelled and awarded X grade in all the modules of that semester and may further be debarred from registration in a module (s) for a period up to two years.

Category VI

CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include Suitable fine and /or repetition of thesis/ dissertation or Expulsion from the University. In addition to the action mentioned above at categories-I to V, the CPUM may also decide to impose a suitable fine a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for the above regulation extends from the time of start of the examination till the final result / mark's publication, except for

Category VI

While calculating the maximum duration permissible under the regulation, the period of disqualification for use if unfair means may not be counted towards her/his total stay in the University and candidate be allowed the same period which was due to him before his disqualification as per the BIHER University regulations.

The recommendation of CPUM shall be submitted to Dean/Principal. If Dean finds that the recommendation needs reconsideration, he may return the case(s) to CPUM for reconsideration and thereafter shall award suitable punishment as recommended after reconsideration. The Appeals, if any, against such punishment(s) can be made to chairperson, Senate whose decision shall be final.

16. SYSTEM OF GRACE MARKS:

The following regulations shall be implemented in the order in which they are mentioned:

Part:

Grace Marks for Passing in each subject will be done only for passing in Theory.

The examinee shall be given the benefit of grace marks only for passing in each head of passing in Theory examinations as follows:

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 5% of the aggregate marks in that subject. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies of MCI & UGC etc.

Where a candidate at the University Theory Examination has failed, his failure in that theory exam of passing shall be condoned as follows:

Where the University maximum grace marks to be given for passing Theory marks shall consist of subject in one or more shall not be more than 5 marks for 100 marks subject.

17. DECLARATION OF RESULT:

- i. The result which is given by the Board of Examination to the Examination department for the display will be declared to students on Notice board as per Branch wise, Semester wise.
- ii. Particular result sheet will be stamped, signed by the Controller of examination & the person who has made that particular result.
- iii. Scanning of above result will be saved as a soft copy & one copy will be attached for filing as records for future.

18. RE-TOTALLING OF MARKS:

There is no Revaluation of papers. Instead only Re-totalling of marks is permitted. After the declaration of Final result which is displayed to the students all the students who have doubt in their results are eligible to recheck the same within the 10 days of declaration of Final result.

- i. They will collect the Form, fill it & pay the fees in the Accounts dept.
- ii. Students have to attach the original receipt with that form & submit the same to the exam department.
- iii. One copy of receipt is attached with the form & other one will be with student for further future work.

19. GUIDELINES FOR BACKLOG EXAMINATION

- i. As per final mark sheet data of student's preparation of report will be done.
- ii. On the basis of the above report backlog examination form will be prepared.
- iii. Students have to collect the backlog examination form from college office & submit the same after paying the fees and will submit the same to the examination department of the Controller Office.
- iv. The forms which are collected by the examination department COE office will prepare the Hall tickets & give the same to the college office.
- v. Students have to collect Hall tickets from the college office.

20. GUIDELINES FOR DETAINED STUDENTS

- i. At any point of time, student can have maximum of 4 backlogs of Theory and Practical.
- ii. If the student has more than 4 backlogs than she/he will be detained for one year.
- iii. Previous semester backlog in end semester exams shall not be considered for detention.
- iv. Students can apply for rechecking once for each subject and the result declared by Examination department will be considered as final.

21. SYSTEM OF ISSUE OF TRANSCRIPT

Below documents are required to collect Transcript:

- 1. Photo Copy of grade card of last examination attended by the student.
- 2. Original Bona-fide certificate or N.O.C (if Course Not Completed)
- 3. Fees Receipt

The Student have to fill the form & submit the same with the fees and has to be submitted in Accounts & after that the form & original receipt will be submitted in the Examination department.

CONTROLLER OFFICE.

All Certificates/Documents will be issued to the applicant minimum after 5 working days except during the examination month.

Instructions for the student while filling the form:

- a) If student is not available for receiving document then students need to provide following document with receiving person.
 - Receiving Persons Photo Id Proof
 - Students Photo Id proof
 - Original fees Receipt

Student need to verify document while receiving from university.

22. SYSTEM OF ISSUE OF MIGRATION CERTIFICATE

Below documents are required to collect Migration

- a. Photo Copy of grade card of last examination attended by the student.
- b. Admission Cancellation Letter (if Course Not Completed)
- c. Fees Receipt

- Student have to fill the form & submit the same with the fees which is to be submitted in Accounts & after that the form & original receipt will be submitted in Examination department.
- ii. All Certificates/Documents will be issued to applicant minimum after 5 working days.
- iii. Instructions for the student while filling the form
 - a. If student is not available for receiving document then students need to provide following document with receiving person.
 - 1. Authorization letter
 - 2. Receiving Persons Photo Id Proof
 - 3. Students Photo Id proof
 - 4. Original fees Receipt
- iv. Student need to verify document while receiving from university.

23. SYSTEM OF ISSUE OF PROVISIONAL DEGREE CERTIFICATE

Below documents are required to collect Provisional Degree Certificate:

- a. Photo Copy of grade card of last examination attended by the student.
- b. Fees Receipt
- i. Student have to fill the form & submit the same with the fees which is to be submitted in
- ii. Accounts & after that the form & original receipt will be submitted in Examination department.
- iii. All Certificates/Documents will be issued to applicant minimum after 5 working days.
- iv. Instructions for the student while filling the form: -

- a. If student is not available for receiving document then students need to provide following document with receiving person.
 - 1. Receiving Persons Photo Id Proof
 - 2. Students Photo Id proof
 - 3. Original fees Receipt

24. SYSTEM OF ISSUE OF BONA-FIDE CERTIFICATE

Below documents are required to collect Bona-fide Certificate:

- a. Photo Copy of grade card of last examination attended by the student.
- b. Fees Receipt
- c. Photo Copy of ID card
- i. Student has to fill the form & submit the same in Examination department.
- ii. For Bona-fide Certificate no charge for first copy.
- iii. If Student is in need of bona-fide second time in the same semester he/ she has to pay fees which is to be submitted in Accounts & after thatthe form & original receipt will be submitted in examinationdepartment.
- iv. All Certificates/Documents will be issued to applicant minimum after 5 working days.
- v. Student has to sign on one copy of Bona-fide certificate for proof of issue of Bona-fide Certificate
- vi. Instructions for the student while filling the form:
 - a. If student is not available for receiving document then students need to provide following document with receiving person.

- i. Receiving Persons Photo Id Proof
- ii. Students Photo Id proof
- iii. Original fees Receipt
- vii. Student need to verify document while receiving from university.

25. RULES FOR PROMOTION

- i. There are no restrictions for promotion from one semester to higher semester except detained students.
- ii. Below are the situations where the student shall remain in the same semester.
 - 1. A student who could not appear in exams without any prior notice after registering for regular examinations or without registering for the same.
 - 2. In case, a student fails to clear all subjects of 2nd semester, he is not allowed to enter the 3rd semester. He is eligible to carry the 2 nd year subjects to the 6th semester, but will not be allowed to write the 3rd year subjects unless he clears all the 2nd year subjects. So also, he can carry the 3 years subjects to the 8th semester but will not be allowed to write the part 2 final year subjects unless he clears all the final year part 1 subject.
 - 3. In case the student does not register for any courses in a semester or takes semester withdrawal, he will be not allowed to write the exams.

26. TEMPORARY WITHDRAWAL FROM THE UNIVERSITY

- i. A student who has been admitted to degree course of the university may be permitted to withdraw temporarily for a period of one year from the university on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided that
 - 1. He/she applies to the University within 15 days of the commencement of the Semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
 - 2. The University is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within maximum duration of course.
 - 3. There are no outstanding dues against him/her or demands from him/her in the University/Hostel/Department/Library etc.

A student availing such withdrawal from the university under the provision shall be required to pay such fees and/ or charges as may be fixed by the university until such time as the students name appears on the attendance list. However, it shall be noted that the fees/ charges once paid shall not be refunded.

i. A student will be granted only one such temporary withdrawal during his/her tenure as a student of the University.

ii. After completion of 1 year withdrawal period He/she shall join the next batch as a regular student.

27. REPORTING OF PARTICULARS OF MALPRACTICE CASE

- 1. Name of the course:
- 2. Hall Ticket number of the student:
- 3. Name of the student:
- 4. Name of the examination in which Malpractice committed:
- 5. Name of the subject (Theory/Lab)
- 6. Subject Code
- 7. Regulation:
- 8. Date of Examination

Punishment recommended by the Malpractice Committee in accordance with the guide lines of Examination Branch.

Signature of Chief Superintendent

28. COURT CASES

- The students who were permitted to write the Examinations as per the court orders should not be allowed to study the next semester until the court gives necessary order.
- Any Court Case should be clearly indicated in the D form by encircle the Hall Ticket number in red ink and indicating as CC (Court Case).
- The Answer scripts of such students should be sent along with a copy of D-form and the concerned question paper to ACE.
- Even the student who is permitted to write the Examination by the Court order is absent for a particular examination the copy of D-form marked as absent and CC should be sent to ACE.

GENERAL GUIDELINES FOR MBBS EXAMINATION

The main as well as supplementary examinations shall be conducted by the University as per Graduate Medical Education Regulations of Medical Council of India (MCI) 1997 and amendments thereof (Amended upto May, 2018 of MCI Regulations on Graduate Medical Education 1997). The internal assessment, distribution of marks, criteria for passing a subject, appointment of examiners shall be as per MCI guidelines.

 There shall be two University/ Professional examinations, schedule of which shall be notified in the academic calendar every year.

- (a) The number of times a candidate will be allowed to appear, to clear the First Professional examinations will be as per MCI Graduate Medical Education Regulations. A candidate can appear in the second professional only if he has passed the first professional examination held 18 months earlier, i.e. completed 18 months of training.
- (b) If a student gets a supplementary in one subject, he may continue to attend classes of the next professional and has to pass in the supplementary exams to be eligible to continue to attend classes of the next professional.
- (c) If he gets supplementary in more than one subject he is not entitled to attend the classes of the next professional, until he clears the supplementary exam. In case he fails to clear the supplementary exam, he will be declared as 'Fail'& he has to repeat the year.
- (d) In the above situation he would subsequently be entitled to sit for the supplementary exam of the next professional or later, for reasons of attendance.
- ii) It is mandatory for a candidate to pass the second professional examination to be allowed to sit for Third professional examinations Part I. However, it is not mandatory to pass third professional Part I to enter the pre- final and final terms. However, the candidate has to pass Part I examinations in all subjects of part 1 of third professional in annual or supplementary before being allowed to sit for part II b examinations.

CONDUCT OF PROFESSIONAL EXAMINATIONS

- a) All professional examinations shall be conducted by the Controller of Examination, BIHER University.
- b) The schedule of examination shall be notified by the Controller of Examination at least 30 days prior to the first day of the commencement of professional examinations.
- c) For theory as well as practical examinations all examiners shall be appointed by the Controller of Examination from the panel of examiners with the approval of the Vice-Chancellor or by the controller of examination provided the Vice Chancellor may at his discretion delegate the authority to him. The institutions shall send the names of examiners (internal and external) to the Chairman Board of Studies University School of Medicine and Para-Medical Health Sciences for approval of the panel of examiners which then shall be sent to controller of examinations for approval of the Vice Chancellor.
- d) In emergent situations, where for some reason the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from the Dean of the Respective College.
- e) For each examination of a course, the Director/Principal of the concerned Institution, or the Chairman of the Programme Coordination Committee will send sets of model question papers drawn by the concerned teachers to the Controller of

Examinations before a date to be specified by the Controller of Examinations. The Examiner appointed by the Controller of Examinations for setting the Question paper shall set the Question paper, using the model question paper as a guide. The question paper shall be set out of the entire syllabus of a course.

The Controller of Examination will then send the paper for moderation to any examiner selected. After moderation, the examiner shall return the same to the Controller of Examinations for printing.

The University shall have the right to call for all the records of teachers' continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s). Practical examinations shall be conducted by a Board of Examiners. The Board shall consist of six to eight examiners. One of the examiners in that case may be designated as Head Examiner. The senior most internal examiner shall be the Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

"Internal assessment and distribution of marks in each subject shall be as per MCI guidelines. In case of any unforeseen situation not covered under these guidelines the decision of the Vice Chancellor of the University shall be final".

BIHER UNIVERSITY EXAMINATIONS

Seating Arrangement

Centre code and name:

Hall No.:

Date:

Session:

	REGISTER NO. OF THE CANDIDATES					
I ROW	II ROW	III ROW	IV ROW	V ROW	VI ROW	

Date:

Station:

Signature of Chief Superintendent with College seal

Note : To be kept at the college itself

BIHER UNIVERSITY, CHENNAI.

Details of Question Papers received

Centre code and name:

Oct / Nov /Dec.201

Apr/May/June201

Table showing the date wise subjects of Examination, No. of Candidates registered and the No .of Question Papers received.

Date & Session	Degree	Title of the subjects	Subject/ Q.P. code	No. Candidates Regd.	No. Copies of Q.P. Recd.	Remarks

Date:

Station:

Signature of Chief Superintendent with College seal

Note : To be kept at the college itself

BIHER UNIVERSITY, CHENNAI.

Details of session wise use of answer-books

Centre code and name:

		No. of Answer-books		
Date and Session	Hall No.	Issued	Returned	Used

Date:

Station:

Signature of Chief Superintendent with College seal

Note : To be kept at the college itself

BIHER UNIVERSITY, CHENNAI.

From

То

The Chief Superintendent

University Examinations

Rel . No.

Dated :

APPOINTMENT ORDER

Dr./ Thiru / Thirumathi / Selvi is hereby appointed as Hall Superintendent for the BIHER University Examinations scheduled during in this College. The date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief Superintendent of the University Examination at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

The Hall Superintendents shall not absent themselves from attending the invigilation work without obtaining the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order, he/she has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall Superintendent shall be produced to the Chief Superintendent. Request for leave without making an alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the instructions contained in the *"Instructions Manual"* for the conduct of Examinations issued by the University and other instructions issued by the COE from time to time.

Particulars of invigilation work:

Session

Date :

Chief Superintendent

Station :

University Examinations

BIHER UNIVERSITY, CHENNAI.

Examination Invigilation scheme / hall allocation to candidates Centre code and name:

Date:

Session: FN/AN

Hall No.	Degree & Branch	Subject of the Exam	Register no. of the candidates	Name of the Hall Superintendent *

* Not to be indicated in the student copy put up in notice board.

Date

Signature of Chief Superintendent

Station :

Note : To be retained at the college.

:

Hall No.:

BIHER UNIVERSITY, CHENNAI.

UNIVERSITY EXAMINATIONS

(Month / Year)

ABSENTEE STATEMENT

Centre code and name :

Date	:		Session	: FN / AN	
Hall No.	Degree and subject of Examination	Subject/ Q.P. code	Total No. of Candidates present	Reg. No. of the Absentees	Signature of the hall Superintendent

Date:

Station:

Signature of Chief Superintendent with College seal

Note : To be kept at the college itself

Note: 1). To be circulated to all halls 30 minutes after commencement.

2). To be retained at the college.

BIHER UNIVERSITY, CHENNAI.

REPORT ON MALPRACTICE

UNIVERSITY PRACTICAL/THEORY EXAMINATIONS (MONTH/YEAR)

1. Name of the Centre & Code :	
2. Name of the Candidate & Reg. No. :	
3. Semester of the candidate	:
4. Semester of the subject	:
5. Subject Code & Title	:
6. Date & Session of Exam	:

7. Statement of the Candidate*:

*Use separate sheet, if necessary

Contd...

PROFORMA 7 Contd...

8. Report of Hall Supdt./Internal Examiner of practical exam*:

9. Report of Squad member/AUR/External Examiner of practical exam*:

10. Report of The Principal/ Chief Supdt*.:

*Use separate sheet, if necessary

PROFORMA 8

BIHER UNIVERSITY, CHENNAI.

Remuneration for Hall Superintendent

Centre code and name :

Received from the Chief Superintendent, a sum of rupees noted against me towards remuneration for the invigilation work during the Examination _____ held at

Sl. No.	Name of HS & Address	Date & Session	Total No. of Sessions	Amount in Rs.	Signature

Note : To be sent along with the Accounts.

Signature of PRINCIPAL / CHIEF SUPERINTENDENT with College Seal

PROFORMA 9

BIHER UNIVERSITY, CHENNAI.

Number of Staff engaged for Examination work

Centre code and name:

No. of staff drafted for Oct / Nov /Dec.201

		Apr/May/June20	1 examinations			
Date & Sessi	ion	No. of candidates registered as per 'nominal-roll'	Chief Superin- tendent	Hall Superin- tendent	Reserve Hall Superin- tendent	Remarks
Total						

Apr/May/June201 examinations

Date:

Signature of Chief Superintendent with College seal Note: To be sent along with the Accounts.

PROFORMA 10

BIHER UNIVERSITY, CHENNAI.

STATIONERY REQUIREMENTS FOR EXAMINATIONS

Centre code and name :

No. of Regular Candidates :

Details of stationery used in _____ Examinations and required for next_Examinations.

Items	Opening Stock at the beginning of Examination	Stationery received from University During Examination	Stationery used for Examination	Closing stock at the end of Examination	Additional requirement for Examination	Remarks

Date:

Station:

Signature of Chief Superintendent with College seal

Note: To be sent to Controller of Examinations within 30 days after the close of examinations.

Login Page

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	bihercamu2020-23@gmail.com
	Password
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Google Play	Login
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	Continue with Microsoft

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Institution	Bhaarath College of Nursing	BNCH	Institute	Bharath Institute of Higher Educatio	Bhaarath College of Nursing
Programs	Bharath Institute of Law	BIL	Institute	Bharath Institute of Higher Educatio	Bharath Institute of Law
- Courses	Faculty of Arts and Science, BIST	FASC	Institute	Bharath Institute of Higher Educatio	Faculty of Arts and Science, BIST
Dept./Category	Bharath Institute of Science and Technology	BIST	Institute	Bharath Institute of Higher Educatio	Bharath Institute of Science and Technology
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- Subjects					
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Courses

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	B.Tech-Aerospace Engineering	B.Tech-Aerospace	Under Graduate	Bharath Institute of Higher Education an	Active
acilities	B.Tech-Automobile Engineering	B.Tech-Auto	Under Graduate	Bharath Institute of Higher Education an	Active
ocations	B.Tech-Bio Medical Engineering	B.Tech-BME	Under Graduate	Bharath Institute of Higher Education an	Active
eedback	B.Tech-BioTechnology	B.Tech-BT	Under Graduate	Bharath Institute of Higher Education an	Active
latch	B.Tech-Civil Engineering	B.Tech-Civil	Under Graduate	Bharath Institute of Higher Education an	Active
	B.Tech-Computer Science and Engineering	B.Tech-CSE	Under Graduate	Bharath Institute of Higher Education an	Active
Billing Configuration	B.Tech-Computer Science and Engineering With	B.Tech-CSE-Big-Data	Under Graduate	Bharath Institute of Higher Education an	Active
looms Taxonomy	B.Tech-Computer Science and Engineering With E	B.Tech-CSE-EC	Under Graduate	Bharath Institute of Higher Education an	Active
lective Semester	B.Tech-Computer Science and Engineering With I	B.Tech-CSE-IS	Under Graduate	Bharath Institute of Higher Education an	Active
illing Course	B.Tech-Electrical and Electronics Engineering	B.Tech-EEE	Under Graduate	Bharath Institute of Higher Education an	Active

Student Application

SAAS BY AN	Bharath Institute of Science and	Technology (CBCS)	Q Search	
BIHER INDIA	Student » Edit Student			AAGE HAREESH, EVEN
😋 Enterprise 🗸 🗸	1	2	3	4
Admissions 🗸	Student Details	Parent and Guardian Details	Educational details	Other Info
🚰 Students 🛛 🗸				
Student List	Student Roll No.*	U20CS002	Preferred Exam Center	Preferred Exam Center
Student Progression	Institution*	Bharath Institute of Science and Technology (Cl $ {f v}$	Study Center	Study Center
··· Student Enrollment	Degree*	B.Tech *	Referring Agency	R009 ¥
- Upload Student Photo	Course*	B.Tech-Computer Science and Engineering	Campus	- Campus -
- Student Arr-Depart		and the second and any rearing	Course Plan	
Suspend Students	Second Course		Course Plan	Regular 🗸
Profile Update Approval	Year Of Admission*	2020-2021	Admission Number	255
··· Promotional Rule	Batch*	- Select -	Admission Date*	前 10-12-2020
Auto Reg.No Generation	Regulation	REGULATION-2020	Graduation Date	🛱 Graduation Date
Student Leave Approval	Student Type	Regular	Graduation Award	Graduation Award
Student Confidential	student type	regular *		
··· Equivalence Mapping	Department*	School of Computing Engineering 🗸 🗸	Discount Category	View discount category
- Enrollment Priority List			BR	nish Now 🗲 Prev Next 🔶 Finish and Prin

Student Information Report

STARS BY MAR	■ Bharath Institute of S	cience and Technology (CBCS)	
E OF BIHER	Student » View record	★ Back to Student list View/Edit	Reference Letter 🛿 Result History
	Name	AAGE HAREESH Active	
😋 Enterprise 🗸 🗸	Date of Birth	08-Mar-2002	
📮 Admissions 🗸 🗸	Gender	Male	12 6
🐸 Students 🗸 🗸	Roll No.	U20C5002	3
Student List	Institution	Bharath Institute of Science and Technology (CBCS) - BIHER	
Student Progression	Degree	B.Tech	
	Course	B.Tech-Computer Science and Engineering	
- Student Enrollment	Branch	School of Computing Engineering	AAGE HAREESH
Upload Student Photo	Section		Set Status
External Transfer	Year Of Admission	2020-2021	Health Record View Attendance
Student Arr-Depart	Regulation	REGULATION-2020	View Leaves
Suspend Students	Last transfer academic year	2020-2021	View Feedback
Profile Update Approval	Admission No	255	Enrol
Promotional Rule	Admission Date	10-Dec-2020	 Activities Transfer
	Referring Agency	R009	Transcript View Bills
Auto Reg.No Generation	Portal key	637302275 🖸	 View Assessment Grade
 Student Leave Approval 	Campus		 Examination View Performance
Student Confidential	Facility		Self Awareness

SARS BY Has	■ Bharath Institute of Science and T	Technology (CBCS) Q Search		BIHER ERP Cell
BIHER INDIA	Student Result History			
Enterprise ~ Admissions ~	AAGE HAREESH U20CS002 School of Comput	ing Engineering EVEN 2022-2023		
Students 🗸	Current failed courses : 1			
Student List Student Progression	Semester/Year : ODD Exam Month : D	Academic Year : 2020-2021 Migration : NO	GPA : 7.38	CGPA: 7.38
Student Enrollment	Course Code	Course Name	Grade	Result
Upload Student Photo	U20BTBT01	Biology for Engineers	A	Pass
External Transfer	U20MABT02	Advanced Calculus and Complex Analysis	с	Pass
Student Arr-Depart	U20CYBJ01	Engineering Chemistry	A+	Pass
Suspend Students	U20MEEJ02	Basic Civil and Mechanical Engineering	с	Pass
Profile Update Approval	U20MEEJ01	Engineering Graphics and Design	A	Pass
Promotional Rule Auto Reg.No Generation	U20MBHT01	Management Principles for Engineers	0	Pass
Student Leave Approval				
Student Confidential	Semester/Year : EVEN Exam Month : M	lav-2021 Academic Year ; 2020-2021 Migration ; NO	GPA : 8,50	CGPA: 7.97

Staff Planning

GARS BY HARD	≡ Bharat	h Institute of Science and Technology	1	Q Sea	rch 📰 APPS		° 🖸	Hello, BIST ERP Cell
BI HER INDIA	😛 Staff P	lanning - 1				→ Chan;	ge section	≓ Swap sectio
Enterprise ~	Bachelor o	of Pharmacy, Pharmacy, SEM-6, A, 28-Feb-2023 - 30)-Jun-2023					
Admissions 🗸 🗸								
Students 🗸	Update 9	🗯 Plan Period: 28-Feb-2023 - 30-Jun-202						
Staff v	Action	Course	Staff	No. of Hours	ls Coordinator?	ls Combined?	Min	Мах
Academic Configuration								
Academic year	<u> </u>	BPT601 - Medicinal Chemistry III	Srinivasan R	0		NO NO	0	0
Semester Configuration	Ċ.	BPT602 - Pharmacology III	Sowjanya A	0		NO NO	0	0
Staff Planning	â	BPT603 - Herbal Drug Technology	T.K. Gopal	0		NO NO	0	0
Holidays/Events								
Timetables	.	BPT604 - Biopharmaceutics and Pha	Jayaramakani N	0		NO NO	0	0
Field Activity Plans	ă 🗎	BPT605 - Pharmaceutical Biotechnol	Saravanan R	0		NO NO	0	0
eaching Plans		BPT606 - Quality Assurance	Vijayalakshmi M K	0		NO NO	0	0
ombined Class								

Timetable

BIHER		≡ Bhar	ath Institute o	f Science and Tec	hnology				Q Search	PPS 🗧 🔤 💽 Heto. BIST ERP C	cell	
Enterprise	~	🛗 Ti	metable Bachelor	of Pharmacy, Pharmac	y, SEM-6, A					Finalised	YES (D
Admissions	~								Week Day < >	(1 28-Feb-2023 - 28-Jun-2023)		
Students	~		đ Copy	đ질 Copy	ළු Copy	එ Copy	් Copy	එ Copy	ć칠 Copy			
Staff	~		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Q Type Course Name		
Academic Plan	~	9am		BPT601 - Medicinal Chemistry III	BPT601 - Medicinal Chemistry III	BPT603 - Herbal Drug Technology	BPT601 - Medicinal Chemistry III	BPT606 - Quality Assurance	· · · · · · · · · · · · · · · · · · ·	BPP609 - Herbal Drug Technology	4	1
ademic Configur	ation	10am		BPT602 - Pharmacology III	BPT605 - Pharmaceutical	BPT606 - Quality Assurance	BPT602 - Pharmacology III	BPT605 - Pharmaceutical		BPP608 - Pharmacology III	4	
cademic year				Phannacology in	Biotechnology	Assurance	Pharmacology in	Biotechnology		BPP607 - Medicinal chemistry III	4	
emester Configur taff Planning	ation	11am		BPT603 - Herbal Drug Technology	BPT604 - Biopharmaceutics and Pharmacokinetics	BPT602 - Pharmacology III	BPT605 - Pharmaceutical Biotechnology	8PT602 - Pharmacology III		BPT606 - Quality Assurance	4	•
olidays/Events		12pm		BPT604 - Biopharmaceutics and	BPT606 - Quality Assurance	BPT605 - Pharmaceutical	BPT604 - Biopharmaceutics and	BPT604 - Biopharmaceutics and		BPT605 - Pharmaceutical	4	
imetables		1pm		Pharmacokinetics	-	Biotechnology	Pharmacokinetics	Pharmacokinetics		Biotechnology		•
ield Activity Plans										BPT604 - Biopharmaceutics and	4	
eaching Content		2pm		BPP607 - M BPP608 - chemistry II Pharmacol	BPP607 - M BPP609 - chemistry I Herbal	BPP608 - BPP609 - Pharmacok Herbal	BPT606 - Quality Assurance	BPT601 - Medicinal Chemistry III		Pharmacokinetics		
eaching Plans				- III	Drug Technology	Drug Technology				BPT603 - Herbal Drug Technology	4	1
ombined Class		3pm		BPP607 - M BPP608 - chemistry I Pharmacole	BPP607 - M BPP609 - chemistry II Herbal	BPP608 - BPP609 - Pharmacok Herbal	BPT603 - Herbal Drug Technology	BPT603 - Herbal Drug Technology		BPT601 - Medicinal Chemistry III	4	
ourse Offering				"	Drug Technology	Drug Technology				BETOUT - Medicinal Chemistry III	-4	1
t Electives		4pm								BPT602 - Pharmacology III	4	

Class Attendance

		Bharath Institute of Science and Technology (CBCS)							Q. Search 🛛 🖛 APPS 🖉 🖃 🗐 Hello, BiHER ERP Cel 🍸				
BIHER INDIA	>		inalized - NIVETHALAKS	HMI S or	1 21-Jun-2023 4:27PM	56/70			83% attendance				CSCJ10 - Software E 🕶
🖁 Enterprise	~	Late A	Attendance 💷 NO				Sort by:Roll No. 💷	NON	lame A-Z All ab	sent 🕛	NO	Q Sear	ch student
Admissions	~	8	VENNAM PRAVEEN U20CB048	0	B KARTHIK U20C5442		MOHAMMED SAMAD U21CN001		MOTHE NAVEEN U21CN002		MOTHUKURI VENKATA U21CN003	0	MUDDADA SOWMYA U21CN004
Students	~		Present	-	Absent	~	Present	0	Present		Present	-	Present
Staff	~	8	MUDDANGULA THARU U21CN005		MUDHIREDDY VENKAT		MUDRAKOLA DILEEP U21CN007	8	MUKILAN 5 U21CN008		MUMMADI UDAY KIRA U21CN010		MUMMASANI GOVARD
Attendance			Present		Present	8	Present	an	Absent		Present		Absent
Staff List			MUNJULA KARUNAKAR		MUNNURU SHYAM KU	0	MUPPALA HARSHAVI		MUPPALLA NARENDRA		MUPPARAPU KIRAN KU	8	MUSANI MANI SHIVAN
Staff Attendance		٢	U21CN012 Absent	U21CN013 Present		3	U21CN014 Absent		U21CN015 Present	Ö	U21CN016 Present	S.	U21CN017 Present
Upload Staff Pho	oto			-				-		•			
Leave Approval			MUSINI SATISH MANIK U21CN018		MUSIREDDY NARENDR U21CN019	E.	MUTHANAGARI SAI KA U21CN020	0	MUTHINENI POOJA U21CN021		MYAKA RISHENDRA U21CN022		NADENDLA HEMANTH U21CN023
Multi Institution	Users	-	Present	\mathbf{v}	Present	AND .	Present	V	Present	×0	Absent		Present
Academic Plar	n v		NADIPI BAYYAREDDY U21CN024	8	NAGAMALLA ABHINAY U21CN025		NAGARIMADUGU GIRI U21CN026		NAGIRIGARI SAI HARSH U21CN027		NAGUBANDI PAVAN U21CN028		NAGUBANDI UDAY KIR U21CN029
Assets	~		Present	1	Present		Present		Present	E.	Present	V	Present
Dashboard	~		NAGULA SHESHANKA		NAIKA VIJAY		NAKKA YASWANTH		NALAJAM MURALI		NALLAPATI UDAY SANK		NAMMULA BHARADW
Assignment	~		U21CN030 Present	S.	U21CN031 Present	R	U21CN032 Present	9	U21CN033 Absent	()	U21CN034 Present		U21CN035 Present

Student Attendance Summary Report

		■ Bharath Institute of Science and Technology (CBCS)	
		Attendance Summary Month-wise Dashboard	් Back
Q.	Enterprise 🗸	2022-2023 , EVEN 👻 🎍 Download Report	
Ę	Admissions ~		Le U20CS002 - AAGE HAREESH
20	Students ~	ATTENDANCE : 2022-2023 , EVEN Last Attended Date : 28-06-2023	SUBJECT-WISE ABSENCE LOG Present OVER ALL
	Student List		
	Student Progression		
	Student Enrollment		
	Upload Student Photo	Overall Percentage	: 76%
	External Transfer	• No. of periods	: 193/253
	Student Arr-Depart		
	Suspend Students		
	Profile Update Approva		
	Promotional Rule		
	Auto Reg.No Generatio		
	Student Leave Approva		
	Student Confidential	Attendance Summary for Academic Year 2022-2023 , EVEN	Month-wise Attendance
		Acadomic Voor Donort	Month Attandance

Subject Information Report

NS BY MAN	■ Bharath Institute of Science and Technology	(CBCS)	Q	Search 🛛 📰 APPS 🔤 🔤	Hello, BIHER ERP Cell
STILE 8	Courses		Q Search	+ New 🕹 Upload 🕼 Edit 🔄	> View ▲ Downlop
terprise v	Q Enter search criteria				
itution	Institution* Bharath Institute of Science and Tec	hnology (CE 🗸 🔍			
grams					
rses	Course Name	Course ID	Description	Institution	Active
t./Category	Electomagnetic Theory, Quantum Mechanics, Wave and Optics	U20PYBJ01	U20PYBJ01	Bharath Institute of Science and Technology (CB	Yes
565	Mechanics and Mechanics of Solids	U20PYBJ02	U20PYBJ02	Bharath Institute of Science and Technology (CB	Yes
	Semiconductor Physics	U20PYBJ03	U20PYBJ03	Bharath Institute of Science and Technology (CB	Yes
sions	Engineering Chemistry	U20CYBJ01	U20CYBJ01	Bharath Institute of Science and Technology (CB	e and Technology (CB Yes
ojects	Calculus and Linear Algebra	U20MABT01	U20MABT01	Bharath Institute of Science and Technology (CB	
oject Mapping	Advanced Calculus and Complex Analysis	U20MABT02	U20MABT02	Bharath Institute of Science and Technology (CB	
npus	Transforms and Boundary Value Problems	U20MABT03	U20MABT03	Bharath Institute of Science and Technology (CB	Yes
	Numerical Methods for Engineers	U20MABT04	U20MABT04	Bharath Institute of Science and Technology (CB	Yes
ilities	Probability and Statistics	U20MABT05	U20MABT05	Bharath Institute of Science and Technology (CB	Yes
ations	Bio Statistics for Biotechnologist	U20MABT06	U20MABT06	Bharath Institute of Science and Technology (CB	Yes
dback	Probability and Queuing Theory	U20MABT07	U20MABT07	Bharath Institute of Science and Technology (CB	Yes
th	Discrete Mathematics for Engineers	U20MABT08	U20MABT08	Bharath Institute of Science and Technology (CB	Yes
Configuration -	Probability and Stochastic Processes	U20MABT09	U20MABT09	Bharath Institute of Science and Technology (CB	Yes
ng Configuration	Biology for Engineers	U20BTBT01	U20BTBT01	Bharath Institute of Science and Technology (CB	Yes
oms Taxonomy	Technical English	U20LEHJ01	U20LEHJ01	Bharath Institute of Science and Technology (CB	Yes
tive Semester	Management Principles for Engineers	U20MBHT01	U20MBHT01	Bharath Institute of Science and Technology (CB	Yes
ng Course	Employability Skills and Practices	U20PDHj01	U20PDHJ01	Bharath Institute of Science and Technology (CB	Yes
figuration	DUMMY	U20CYHJ01	DUMMY	Bharath Institute of Science and Technology (CB	No
acity Plan	Engineering Graphics and Design	U20MEEJ01	U20MEEJ01	Bharath Institute of Science and Technology (CB	Ves

Staff Information Report

Shas BY Ang	■ Bharath Instit	ute of Science and Technology (CBCS) Q Search	
B I HER INDIA	Staff » View re	cord	C Edit
🔆 Enterprise 🗸	Name	Balambica V Professor & Head	
Admissions	Home Dept	School of Mechanical Engineering	000
📮 Admissions 🗸 🗸	Reports to		
嶜 Students 🛛 🗸	Joining Date	17-Jun-2005	
💄 Staff 🛛 🗸	Email	🗧 hodmech@bharathuniv.ac.in	
Attendance	Phone	09962732457	Balambica V
Staff List			Send Message
	Personal details	Education Employment Other details Contact Details Login Details	Performance Records
 Staff Attendance 	Date of Birt	h 24-Feb-1976	View Attendance
 Upload Staff Photo 			C View Leaves
Leave Approval	Blood Grou		Activities
- Multi Institution Users	Marital Statu	s Married	Staff Archive
	Citizen o	India	
🧧 Academic Plan 🗸 🗸	Religiou		
🚍 Assets 🗸 🗸	interes	N.	
🚯 Dashboard 🗸 🗸			
📎 Assignment 🗸 🗸			

Grade System

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B I HER INDIA	Grade Sys	stem					Q Search	+ New C Edit
кероrts У	Search Criter	ia						
🔋 Security Group 🗸 🗸		Institution*	Bharath Institute of Sc	ience and Technol		Semester/Vear		~
🍸 Exam Mgmt. 🛛 🗸		institution	bharadh histitute of se	lence and recimo	iogy (* *	Der rester / tea		
Exam Configuration		Degree			~	Grade System Name*	REG-2020(BIST)	
Grade		Program			~	Grade % Calc*	100	
Grade System						Percentage Grade range for Final	NO NO	
- Examinations						Results		
Exam Subjects								
··· Define Exams	Min %	Max %	Grade	Point	Color	Remarks		Delete
··· Manage Examinations	0	49.49	F - REG-20 🗸	0		2°		ê
··· CCE Setup	-							
- Seat Allocation	49.5	55.49	C - REG-20 ♥	5		2		ê
··· T-Score Upload	55.5	60.49	B - REG-20 ♥	6		C.		ê
- Feedback	60.5	70.49	B+ - REG-2(¥	7		2		ê
Dual Mark								
··· Finalized Terminal Exam	70.5	80.49	A - REG-20 💙	8		28		ê
- Moderation	80.5	90.49	A+-REG-2(¥	9		₿.		ê
··· Answer Script Cover						-		÷ .

Seat Allocation

	Bharath Institute of Science and Te	echnology (CBCS)	Q Search	
BIHER BIHER	Seat Allocation			
	- Exam Type - 🗸 🗸 🗸	- Student Type - 🗸 🗸 🗸	🛗 Exam Date	- Session - 🗸 🗸
♥ Security Group ∨	Q Find Exam Papers	📩 Download 🔻	Attendance Sheet 🕶	📥 Index Report 💌
- Exam Configuration				
Grade	a Q.P Distribution List			
Grade System				
Examinations				
- Exam Subjects				
··· Define Exams				
··· Manage Examinations				
··· CCE Setup				
Seat Allocation				
T-Score Upload				
- Feedback				
- Dual Mark				
Finalized Terminal Exam				
Moderation				

Exam Attendance

SANS BY MAR	Bharath Institute of Science and Technology (CBCS)	Q. Search 🛛 🖛 APPS 🛛 🚍 🖉 💭 Hello, Bilher ERP Cell 🔻 😃
BIHER INDIA	Exam Attendance	
Security Group ~	Search	Scan Attendance Bulk Attendance
CCE Setup		
- Seat Allocation	Scan the barcode 🗸 Mark Absent 🏷 Reset	
- T-Score Upload		
Feedback		
- Dual Mark		
- Finalized Terminal Exam		
Moderation		
- Answer Script Cover		
Examiner		
Exam Attendance		
Re-Evaluation Request		
- Invigilation		
··· Re-Evaluation List		
- Invigilation		

Invigilation

E Bha	arath Institute of Scier	nce and Technology (CBCS)		Q Search	APPS	= 2	
	igilation						
Sea	rch						
Security Group 🗸	Institution	Bharath Institute of Science and Tech 🗸	From	13/06/202	23		
F-Score Upload							
Feedback			То	28/06/202	23		
Dual Mark							
Finalized Terminal Exam							D Reset Search-
Moderation							
Answer Script Cover							
Examiner							
Exam Attendance							
Re-Evaluation Request							
Invigilation							
Re-Evaluation List							
Hall Ticket Gen.							
Bundle Management							
Exam Timetable							

Hall Ticket Generation

SARS BY MA	Bharath Institute of Science and Tec	hnology (CBCS)	Q Search	APPS	■ ≥ 0 ①	BIHER ERP Cell	ڻ ا
BIHER INDIA	Hall Ticket Gen.						
Security Group ~	Q Search						
Answer Script Cover						Ciew History	
- Examiner	Bharath Institute of Science and Techne 🗸	B.Tech 👻	B.Tech-Aeronautical Engineering	* Form	nat 6	Ŧ	
- Exam Attendance	2022-2023	ODD *	External Exam (01-Nov-2022 - 01-N	* Regu	lar	Ŧ	
Re-Evaluation Request							
- Invigilation	None selected 🔻	m 27-06-2023	30-06-2023	m Ex	am Month		
··· Re-Evaluation List	∰ 30-06-2023		- Piller - Piller				
• Hall Ticket Gen.	₩ 30-06-2023	Type Student Name/Roll No	Bill Item Category	Bill It	em		
- Bundle Management	Include In-eligible students (III) NO	Student(s) Count 🕋 NO					
 Exam Timetable Configuration 							
Automatic Exam Schedule			Q Student Count	🖶 Print	Publish to portal	'O Reset	
··· Portal Feedback							
- COE Configuration							

Exam Timetable Configuration

SHARS BY MAR	■ Bharath Institute of Science and Technology (CBCS)	
BIHER NDIA	Exam Timetable Configuration	+ New C2 Edit
	Configuration Name	Institute
😈 Security Group 🗸 🗸	NOV-2022-1	Bharath Institute of Science and Technology (CBCS) - BIHER
moderation	MAY-2021	Bharath Institute of Science and Technology (CBCS) - BIHER
 Answer Script Cover 		
- Examiner		
- Exam Attendance		
- Re-Evaluation Request		
- Invigilation		
··· Re-Evaluation List		
Hall Ticket Gen.		
Bundle Management		
 Exam Timetable Configuration 		
Automatic Exam Schedule		
- Portal Feedback		
- COE Configuration		

Provisional Certificate Generation

	STARS BY HAR		■ Bharath Institute of	Science and Technology	Q Search	
	BIHER INDIA		Select Template			AKASH A, U19AE002 🗸 Generate
o:	Enterprise	~	Туре	Name	Created By	Created At
	Admissions	~	PT-PROVISIONAL	PT-PROVISIONAL	Anbu G	11-May-2022
		- 1	Provisional Certificate	PROVISIONAL	Anbu G	09-Feb-2022
**	Students	~	Bonafide Certificate	Hall ticket	BIHER Camu Admin	18-May-2019
	Student List		Fees Certificate	PROVISIONAL ALLOCATION OF ADMISSION	BIHER Camu Admin	15-Oct-2018
	Student Progressior	n				
	Student Enrollment					
	Upload Student Pho	oto				
	External Transfer					
	Student Arr-Depart					
	Profile Update Appr	oval				
	Suspend Students					
	Auto Reg.No Genera	ation				
	Promotional Rule					
	Student Leave Appr	oval				
	Student Confidentia	l				

Degree Certificate Generation

								- 1 -		1
STARS BY HAR	■ Bharath Inst	itute of Science and [•]	Technology (CBCS)		Q Search	# APPS] ≡ s		BIHER ERP Cell	ڻ ا
BIHER INDIA	Degree Cer	tificate Gen.								
Automatic Exam Schedule	Q Search								Q View Histor	У
Portal Feedback	Bharath Instit	tute of Science and Techn	✓ B.Tech	v	B.Tech-Aerospace Engineering	Ŧ	- Departme	nt -	Ŧ	
COE Configuration										
CGPA Calculation Scheduler	2020-2021		* - Semester/Year -	v	- Exam Month -	٣	Arrear with	Distinction (NO NO	
Promotion Process								"O Reset	Q Generate	
Process Arrear										
Exam Rule Process										
Dispatch										
Degree Certificate										
 Generate Degree Certificate										
Publish Final Result										
Result Merge										
Exam Rule Map List										
IIP Details										

Exam Bundle Management

SARS BY MAR	■ Bharath Institute of Science and Technology (CBCS)	
BIHER INDER	Examination Bundle Management	
Feedback	Q Search	۲
Dual Mark Finalized Terminal Exam	 ◆ - Faculty of Study - ◆ - Institute - 	- Program - Course - 🔹
Moderation	Academic Year - · Branch - ·	Semester/Year -
Answer Script Cover Examiner	- Exam Schedule - 👻 - Exam Name - 👻	Type/Scan Bundle Number
Exam Attendance Re-Evaluation Request	- Sessions -	
- Invigilation	Q. Search 2 Upload Bundles Download Consolidate	d Bundle Report 🕀 Print 🖨 Attendance 🔿 Reset
 Re-Evaluation List Hall Ticket Gen. 		
Bundle Management Exam Timetable		
Configuration Automatic Exam		
Schedule		

Dispatch

SARS BY MAR	■ Bharath Institute of Science	and Technology (CBCS)		Q Search	≣ ∞?	Q
BIHER INDIA	Dispatch » Create new certifica	te				
Configuration	Q Search					
Automatic Exam Schedule	Search					
Portal Feedback	Institute*	Bharath Institute of Science and Te \mathbf{v}	Semester/Year *		Ŧ	
COE Configuration	Program*	B.Tech *	Certificate Name*		~	
- CGPA Calculation Scheduler	Courses*	- Course - 🔻	Date*	🛗 Enter Date		
Promotion Process	Academic Year*	2020-2021 *		Q Search "O Reset 🖒 Can	cel	
··· Process Arrear						
- Exam Rule Process						
Dispatch						
··· Degree Certificate						
Generate Degree Certificate						
··· Publish Final Result						
··· Result Merge						
Exam Rule Map List						

Mark Entry

SIARS BY HAR		Bharath Institute of	Science and Technology	(CBCS)	Q Search	
ALC: NO REAL		32 U20ASCT0	1 Introduction	to Space Science & Applications	TE-THEORY	TE-T
BIHER		Enter Results	View Status	Change history		Marks entered for all students.
Academic Plan	~	Q Roll No.	Q Student Name	Total 53 students, Conducted on: 01-Nov-	2022, Max Mark: 100 , Pass Mark: 50	
Assets	~	Roll No.	Name		Marks	Is Absent ?
Dashboard	~	U20AE001	ANNEPOGU	J MAHENDRANATH	20	(III) NO
Assignment	~	U20AE002	BATHINI NA	ARAYANA	52	
Enquiry	~				52	
Reports	~	U20AE003	BOINA KAV	YA LAKSHMI PRASANNA	72	II NO
Security Group	~	U20AE004	BUGIDE BH	IARATH	60	
* Exam Mgmt.	~				00	
Assessment	~	U20AE005	CHINNAPAL	LLI DEVA BHARATH	10	NO NO
Billing	~	U20AE006	DANDE NA	GA SRI LAKSHMI	19	
Leave Mgmt.	~				17	
Log Book	~	U20AE007	DIVYASHRI	Μ	9	I NO
Transportation	~	U20AE008	GAMPA JAS	WANTH	11	NO

Final Result Publish

SARS BY HAR	≡ Bharat	n Institute	of Science and	d Technology	(CBCS)		Q Search	III APPS] = ≤	BIHER ERP Cell	- ୯
BIHER INDIA	Publish	Final Re	esult(s) to P	ortal							
 Security Group 	Q Searc	h									
🍞 Exam Mgmt. 🗸 🗸	Bharat	h Institute of	Science and Techr	B.Tech		• B.Tech-Aero	nautical Engineering	Ŧ	2021-2022		×
- Exam Configuration										_	
Grade	School	of Aeronautio	al Engineering	 Semest 	ter/Year -	 Section - 		٣		Display revaluation 🕕 🔤	2
Grade System									"D R	eset Q Search	
- Examinations											
Exam Subjects											
- Define Exams	Examina	tion Name	Start date	End Date	Published On	Status	Publish As	Ena	able SGPA and CGF	YA .	
Manage Examinations	Final Exa	im	12-May-2022	12-May-2022	30-May-2022 / Gopinath M	Completed	- Publish As -	~		Publish to portal	
CCE Setup			· · · · ·	· · · ·					0		
- Seat Allocation	Final Exa	im	02-Dec-2022	02-Dec-2022	16-Dec-2022 / ANBU G	Completed	- Publish As -	~		Publish to portal	
T-Score Upload											
Feedback											
Dual Mark											
Einstiand Terminal Evam											

Transcript Report

SLARS BY AND		■ Bharath Institute of Scie	ence and Technology (CBCS)	o	Search	I I I I I I I I I I I I I I I I I I I
BIHER INDIA		Transcript Report				
Academic Plan	~	Search				
Assets	~	Institution	Bharath Institute of Science and Tech ${\color{red}}{\color{black}}{\color{black}}{\color{black}}$	Academic Year	2022-2023	Ŧ
Dashboard	~	Degree	B.Tech *	Year Of Admission		v
Assignment	~	Program	B.Tech-Aeronautical Engineering	Semester/Year	ODD	Ŧ
📞 Enquiry	~	Department	School of Aeronautical Engineering	Student Status	- All -	v
📂 Reports	~		0	Student Name/Roll No.	Q Name /Reg.No.	
Security Group	~					
Exam Mgmt.	~			Show Transferred data		
Q Assessment	~	Remarks	₿ø\$≡⊨∎±≡			
\$ Billing	~					*
🔶 Leave Mgmt.	~					
🧧 Log Book	~					v
📒 Transportation	~			D Reset 🔒 Print 1	iranscript 🔒 Print 🛓 Download	🛓 Download With Grade 🛓 Custom Report

Arrear Subject Registration

SARS BY AF		ogy (CBCS) Q Search	
BIHER	Arrear Subject Registration Configure	ation	
	*Institution	Degree	Program
 Exam Schedule Bulk Update 	Bharath Institute of Science and Technology •	- Degree - 🔻	- Program -
Moderator	Academic Year	Department	Semester/Year
 Normalization and Relative Grading 	2022-2023	- Department -	- Semester/Year - 🔹
Exam Registration	Exam Month	Regulation Name	
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Student Disciplinary Action

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Students v	Bharath Inst	titute of Science and Techn 💙	B.Tech	*	B.Tech-Aeronaut	tical Engineering	* 2022-20	v	
Student List	Department *	, s	emester/Year *						
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Student Arr-Depart	Roll Number	Student Name	Progress Report	Attendance	REPORT CARD	Assignment	Exam HalfTicket	Exam MarkEntry	earch Student Enrollment
	U20AE001	ANNEPOGU MAHENDRANATH	0		0	0		Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval	U20AE001 U20AE002	ANNEPOGU MAHENDRANATH BATHINI NARAYANA			0			Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval Promotional Rule	U20AE001	ANNEPOGU MAHENDRANATH	0		0	0		Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval	U20AE001 U20AE002	ANNEPOGU MAHENDRANATH BATHINI NARAYANA			0			Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval Promotional Rule	U20AE001 U20AE002 U20AE003	ANNEPOGU MAHENDRANATH BATHINI NARAYANA BOINA KAVYA LAKSHMI PRASANNA						Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval Promotional Rule Auto Reg.No Generation	U20AE001 U20AE002 U20AE003 U20AE004	ANNEPOGU MAHENDRANATH BATHINI NARAYANA BOINA KAVYA LAKSHMI PRASANNA BUGIDE BHARATH						Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval Promotional Rule Auto Reg.No Generation Student Leave Approval Student Confidential	U20AE001 U20AE002 U20AE003 U20AE004 U20AE005	ANNEPOGU MAHENDRANATH BATHINI NARAYANA BOINA KAYYA LAKSHMI PRASANNA BUGIDE BHARATH CHINNAPALLI DEVA BHARATH						Exam MarkEntry	Student Enrollment
Student Arr-Depart Suspend Students Profile Update Approval Promotional Rule Auto Reg.No Generation Student Leave Approval	U20AE001 U20AE002 U20AE003 U20AE004 U20AE004 U20AE006	ANNEPOGU MAHENDRANATH BITHINI NARAYANA BOINA KAYYA LAKSHMI PRASANNA BUGIDE BHARATH CHINNAPALLI DEVA BHARATH DANDE NAGA SRI LAKSHMI	0 0 0 0 0 0 0 0 0 0 0 0 0 0					Exam MarkEntry C C C C C C C C C C C C C C C C C C C	Student Enrollment
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yy	~	Added on	Impacts	Roll No.	Student Name	Semester/Year	Degree	Program
Clearance Clearance	Ť	20-Mar-2023	Enrollment	U22C5032	AMAN KUMAR	ODD	B.Tech	B.Tech-Computer Science
Help		14-Mar-2023	Enroliment	P22BA004	ABDUL WAHAB. B.S	ODD	MBA	Master of Business Admir
		14-Mar-2023	Enrollment	U22EC433	THOTA SAI CHARAN	ODD	B.Tech	B.Tech-Electronics and Co
		14-Mar-2023	Enrollment	U22EC462	VEERAMALLA GURU NAGA MADHU	ODD	B.Tech	B.Tech-Electronics and Co
		14-Mar-2023	Enrollment	U22EC463	VEERLA VENKATA NAGA RAJU	ODD	B.Tech	B.Tech-Electronics and Co
		14-Mar-2023	Enrollment	U21AE003	ANKAN MONDAL	ODD	B.Tech	B.Tech-Aeronautical Engir
		14-Mar-2023	Enrollment	U21AE055	CHINTADA KARTHIK	ODD	B.Tech	B.Tech-Aeronautical Engir
		14-Mar-2023	Enrollment	U21AE703	SOMRAAJKUMAR G M	ODD	B.Tech	B.Tech-Aeronautical Engir
		14-Mar-2023	Enrollment	U21BM063	KANISHKANE G	EVEN	B.Tech	B.Tech-Bio Medical Engine
		14-Mar-2023	Enrollment	U21BM007	GUNDA SANJAY	EVEN	B.Tech	B.Tech-Bio Medical Engine