

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

TAMAKA, KOLAR-563101, KARNATAKA

EXAMINATION MANUAL (REVISED-2020)



A DEEMED TO BE UNIVERSITY

Declared under Section 3 of UGC Act, 1956,
MHRD GOI No.F.9-36/2006-U.3(A) Dt.25th May 2007
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VISION:

“UNIVERSITY OF EXCELLENCE - KNOWLEDGE FOR POSTERITY”

MISSION:

1. To be a global center of excellence for Teaching, Training and Research in the field of Higher education.
2. To inculcate scientific temper, research attitude and social accountability amongst faculty and students.
3. To promote with value based education for the overall personality development and leadership qualities to serve the humanity.

OBJECTIVES:

1. To provide need based infrastructure and facilities to students to become responsible professionals with social commitment and accountability.
2. To implement effectively innovative programs in teaching learning and evaluation.
3. To impart scientific and socio cultural temperament among students to forge national identity and needs.
4. To provide instruction and training in Basic and advanced branches of learning.
5. To provide facilities for research for the advancement and dissemination of knowledge.
6. To undertake extra mural studies, consultancy, extension programmes and field outreach services for the development of society.
7. To collaborate with other Universities, Institutions of excellence and research organizations within the country and outside for the purpose of teaching, training and research.
8. To undertake need based activities for the betterment of socially and educationally backward society.

At a glance this logo is abstract, yet it contains the vital ingredients for an institution like Sri Devaraj Urs Academy of Higher Education and Research, Tamaka, Kolar.

The institution's medical background, Humanitarian values, Compassion, Approachability, Social Commitment and the subsequent research towards the most precious thing, the human life, is the core theme.

The graphic form of a person in the centre of a bud represents the humanity. It denotes the growing process of life and its existence. And the two hands safeguarding them show the care and a sense of security. It is also capable of holding something within the vast expanse of knowledge by the University for the People's benefit. Hence, the motto "Knowledge for Posterity" is very appropriate and gives a punch in Red. The four light blue half circles (smaller to bigger) depict the unending quest for knowledge and imparting it to a wider horizon, growing higher and higher.

And finally, the whole unit is embedded in a "D" shaped graphic template as background to give it a corporate identity.

COLORS USED:

Deep Blue: Credible, Confident and Dependable. Represents Peace, Tranquility, Stability, Harmony, Trust, Security, Cleanliness and Loyalty

Light Blue: For Sky and Water (color scheme for 4 half circles)

Red: A dominant color for strengths.

Green: For Nature, Health and Generosity. It's cool quality soothes and has great Healing Powers. As Approved by the Board of Management of The Academy

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No. SDUAHER/KLR/ACA / 1026 / 2007-08

Date: 10-03-2008

NOTIFICATION

Sub:- Approval for Examination Manual

- Ref.- 1. Medical Council of India Regulations on Graduate Medical Education 1997.
2. Medical Council of India Regulations on Post Graduate Medical Education. 2000.
3. Proceedings of the 3rd meeting of the Academic Council held on 06-08-2008
4. Proceedings of the 4th meeting of the Board of Management held on 18-08-2008
5. Revised-proceedings of the 59th meeting of the BOM held on 09-10-2020

In exercise of the powers and functions conferred under section 8 (b) subsections (d) of Memorandum of Association / rules of the Sri Devaraj Urs Academy of Higher Education and Research, the Academic Council 2nd and 3rd meetings held on 04-03-2008 and 06-08-2008 has been pleased to approve the Examination Manual pertaining to the conduct of Examinations of the Academy. The manual is annexed with the notification. The Manual is annexed along with this notification.

By Order,

Sd/-
Registrar

Copy to:

1. The President, SDUAHER
2. P.A. to the Vice Chancellor, SDUAHER
3. The Dean, Faculty of Medicine, SDUAHER
4. The Principal, SDUMC
5. The Medical Superintendent, RLJH&RC
6. The Controller of Examinations
7. The Finance Officer, SDUAHER

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Abbreviations

Sl. No.	Vice Chancellor	VC
1	Controller of Examination	CoE
2	Assistant Control of Examination	ACoE
3	Chief Superintendent of Examination	CSoE
4	Deputy Chief Superintendent of Examination	DCSoE
5	Board of Appointment of Examiners	BAoE
6	Deen, faculty of Medicine	DFM
7	Deen, faculty of AHS	DFA
8	Closed Circuit Television	CCTV
9	Board of Management	BoM
10	Medical council of India	MCI
11	Internal Assessment	IA
12	Choice Based Credit System	CBCS
13	Bachelor of Science	BSc
14	Master of Science	MSc
15	Doctor of Philosophy	PhD
16	Bachelor of Physiotherapy	BPT
17	Clinical Nutrition and Dietetics	CND
18	Doctor of Medicine	MD
19	Master of Surgery	MS
20	Bachelor of Medicine and Bachelor of Surgery	MBBS
21	Competency Based Medical Education	CBME
22	Objective Structured Practical Examination	OSPE
23	Objective Structured Clinical Examination	OSCE

1. DUTIES AND RESPONSIBILITIES OF DESIGNATED STAFF FOR EXAMINATIONS

1.1 PREAMBLE

The Sri Devaraj Urs Educational Trust for Backward Classes started Sri Devaraj Urs Medical College in the year 1986. Later the Trust applied for Deemed University status for this college in the name and style of Sri Devaraj Urs Academy of Higher Education and Research, comprising of Sri Devaraj Urs Medical College. The University Grants Commission after conducting an inspection, recommended to the Ministry of Human Resource Development (MHRD), Govt. of India, to confer 'Deemed to be University' status to this medical college. Accordingly, the MHRD, Govt. of India, conferred Deemed to be University status under Section 3 of UGC Act 1956 to the Medical College on 25th May 2007 vide Ministry of Human Resource and Development, Government of India, Notification No.F.9-36/2006-U 3(A) dated 25th May 2007.

Before the Deemed University status Sri Devaraj Urs Medical College, the constituent college of Sri Devaraj Urs Academy of Higher Education and Research was affiliated to Rajiv Gandhi University of Health Sciences (R.G. U.H.S.), Bangalore under Faculty of Medicine. The Teaching, Learning and Evaluation of the Courses conducted at Sri Devaraj Urs Medical College, used to be in accordance with the Medical Council of India and as per the R.G.U.H.S. regulations. Since, Sri Devaraj Urs Medical College has become the part a of Deemed to be University, and various programmes are being offered under the ages of Faculty of AHBS the need to have an examination manual was felt and this matter was discussed in the meetings of various Board of Studies and Academic Council. The examination, orders/ regulations, which have so far been approved by both in Board of Studies and Academic Council have been complied. This manual contains the by laws and guidelines regarding the conduct of examinations of the Academy.

1.2 INTRODUCTION

Sri Devaraj Urs Academy of Higher Education and Research is a Deemed University with Sri Devaraj Urs Medical College as its constituent college and offers programmes for Under Graduate and Post Graduate Medical students as per M.C.I. regulations. The Training and Evaluation process of the courses are to be held under the overall supervision and governance of the statutory bodies of the Academy, viz; Board

of Studies, Faculty of Medicine, Academic Council and Board of Management. The Board of Studies, Faculty of Medicine and Academic Council decide about the academic matters pertaining to curriculum and syllabus, Teaching, Learning and Evaluation processes. The overall functions of these bodies are administered through the Vice Chancellor, Deans, of faculties of Medical and AHBS, Chairman Boards of Studies, Registrar and Controller of Examinations.

1.3 Confidentiality of Examination related work

As the process of examination, evaluation, handling of examination related documents including tabulation of marks besides other activities are extremely sensitive and confidential in nature, all teaching faculty members as well as non teaching staff involved in the examination process has to compulsorily not only observe highest standard of integrity, honesty, confidentiality but also ensure efficiency coordination and accuracy.

In order to maintain transparency as well as to safeguard the sanctity of examination process, no teaching non teaching staff would be associated with the examination process whose kith and kin are taking part in the same phase of examination. Such staff if detailed for examination shall immediately report the matter to the Chief superintendent of examination/CoE for initiating necessary action to relive him/himself from such duties.

1.4 Duties and Responsibilities of Controller of Examinations, (COE)

1. Shall be responsible for the overall smooth conduct of Examinations.
2. Shall maintain confidentiality in the examination section and sanctity of the examination
3. Shall supervise the overall functions of the examination section of SDUAHER and to follow the Calendar of Events strictly.
4. Shall be responsible for generation /procurement, stocking and supply of of Application Forms / Hall tickets / Answer Booklets / related stationeries as applicable.
5. Shall arrange for the meetings of Board of Appointment of Examiners.
6. Shall communicate the examiners about their appointments.
7. Shall receive and keep the Question papers/ Question Banks from respective paper setters finalized by the Board of Appointment of Examiners under safe custody.

8. Shall arrange for generation of question papers from the question bank by using software half an hour before the scheduled time of theory examinations as applicable.
9. Shall provide all necessary guidelines on the conduct of theory / practical and viva-voce examination to the Chief Superintendent of Examination.
10. Shall arrange for the central evaluation of answer scripts and to ensure the entry of the marks into the computer by the paper valuers.
11. Shall ensure timely online entry of IA marks and attendance and forwarding the same through the Deans from the concerned Departments .
12. Shall prepare for the computation of results after the smooth conduct of examination to announce the results by sticking to the time line.
13. Shall deal with malpractice cases detected before, during and after the examination appropriately as per the regulations in vogue.
14. Shall undertake the following measures prior to the conduct of examinations
 - a. Date of commencement of examination shall be notified at least 4-6 weeks in advance.
 - b. The date of commencement of examinations shall be finalized by the Advisory committee consisting chairmen's of Board of studies and getting approved by the Vice Chancellor for conduct of university examinations.
 - c. Notification shall contain details on the examination fees, last date of its payment with fine and without fine.
 - d. Shall issue instructions to the Dean/Principal for online entry of internal assessment marks and attendance of the students by the HoDs within the stipulated time as per the calendar of events and the date of notification of examinations. The hard copy should be verified and duly authenticated by the HoD as well as signed by the concerned students against their respective names and to forward the same to the Controller of Examinations. .

1.5 Duties and responsibilities of Assistant Controller of Examination

1. Shall discharge all the duties and responsibilities entrusted to him by the Controller of Examinations under Controller's supervision.
2. Supervision and co-ordination of work, discipline and punctuality of examination

section staff.

3. Supervision of timely completion of evaluation related work by all staff.
4. Maintenance of notifications and ordinances issued from time to time by the Examination Section, of the Academy
5. Supervision of the preparation of theory and practical exam time table by the computer operator of the concerned section after approval from BoAE.
6. Preparation of the panel of examiners in co-ordination with the members of BOS & BOAE, and remain in touch with them for the purpose of updating the panel of examiners maintaining confidentially.
7. Shall supervise the preparation of the appointment order for the examiners after approval from VC and getting the same and signed by the Controller of Examinations.
8. Shall supervise the preparation of the orders to the external reviewers for reviewing the synopsis/dissertations of PG students/PhD scholars and also to keep a track of the reviewers reports.
9. Shall supervise the preparation of the communication letters to the Candidate and the Guide within fortnight of the receiving of the result of evaluation of the Dissertation/Synopsis /Thesis.
10. Shall personally randomly verify 10% of the results processed to check for their correctness and also 10% of the of unsuccessful candidates results with that of the data before taking the approval for the announcement of the results.
11. Shall ensure the timely printing and dispatch of Marks Cards, Provisional Degree Certificate, Degree certificate, Verified documents, Transcripts, genuineness of certificates etc.
12. In addition to being responsible for receiving the answered booklets, he/she shall be the incharge of verification, coding section and shall supervise the activities of the Section.
13. Shall maintain the statistics and relevant documents of concerned sections.
14. Shall verify the details of all QP codes and also maintain the documents related to present/absent/Malpractice cases.
15. Shall guide and supervise the concerned computer operator for stocking of answered booklets in an orderly fashion so as to facilitate easy retrieval.
16. Shall ensure that disposal of answered booklets carried out as per the notification and the same should be done with the prior approval of the appropriate ad-

ministrative authorities.

1.6 Duties and Responsibilities of Computer Operators of Examination Section

Computer operators shall undertake the following tasks under the guidance and supervision of Controller of Examinations and Assistant Controller:

1. Shall not carry the smart phones to the exam section they should deposit the phones at the reception counter of the academy and not carry exam related materials outside the section.
2. Shall schedule and co-ordinate daily operations like data entry, uploading of data etc. and keep a track of all data entry operations for further action and maintain documents to such effects.
3. Entering of students' information and prepare Degree certificates/ marks card etc. in the software and checking of student eligibility in all respect.
4. Preparation of the meeting notice, circular, note, time table and notifications
5. Preparation for online entry of IA Marks, Attendance, verification of Application Forms & fees statement and forwarding of Hall tickets to college and ensuing related preparation before synch processes begin.
6. Preparation and dispatch of Appointment orders to the Chief Superintendent, External & Internal Examiners, Custodians, Coordinators, Coding Officers, Verification Officer and other supporting staff as required and specified by CoE/ Asst CoE.
7. Issuing of stationary items for conduct of university examinations and printing of Coding Stickers and Summary Stickers with proper accounting and security measures.
8. Preparation for batch/ day wise online entry of Practical, Viva voice marks as well as entry of theory marks by the examiners during practical and paper valuation procedures as applicable
9. Undertaking Cross checking of the Theory IA, Practical IA and Practical Viva, Theory valuation marks and decoding.
10. Uploading the approved results to University Website and forwarding of results sheets and re-totaling details to the constituent college.
11. Printing and forwarding of Marks cards to the constituent college and issue of PDC as well as Migration Certificates

12. Sending letters to the Evaluators for PG Synopsis and dissertation evaluation work
13. Printing of Convocation Certificate and Convocation related works and maintenance and of students files and Students verification documents.
14. Preparation of Examiners' panel and taking approval from the BoS committee during the meeting of BoS and coordinating the process of moderation of questions in the Question Bank.
15. Preparation of remuneration Bills of the External, Internal Examiners and other examination related works during the University Examinations.
16. Data preparation and uploading the Academy testimonials into the National Academic Depository.
17. Examination related data preparation for NAAC

1.7 Duties and Responsibilities Attenders of Examination Section

1. Shall carry files and papers within the University office and outside as directed by the higher authorities and make sure that such files and papers are not handed over to any unauthorized persons.
2. Shall undertake pasting and sealing of covers and bags etc. to assist in the process of dispatch of outgoing mails.
3. To make Photocopy of required documents and shall ensure safe custody of such documents, and other stationeries
4. Shall carry out stitching of files and assist in the arrangement and orderly up keep of records.
5. Shall ensure proper cleaning of floor and furniture in the section before starting of daily work and assist in the arrangement of books, papers, etc.
6. Shall attend to all miscellaneous items of work required to be done for proper and efficient functioning of the office.
7. Shall carryout any other instructions given by the officials of the Section.

1.8 Duties and Responsibilities of Chief Superintendent of Examinations (CSoE)/ Deputy Chief Superintendent of Examinations

The Chief Superintendent should make all necessary arrangements for smooth, orderly and efficient conduct of examinations in accordance with the timetable and circulars issued by the Academy from time to time and in compliance with the calendar of events. The Chief Superintendent must inspect the examination hall or rooms before/after each session of examination and as many times as deemed necessary to ensure fair conduct of examinations.

The CSoE will usually be the senior faculty/principal of the constituent college and Coordinators in case of AHS and this appointment is made by the Academy. If the Principal is unable to take up the assignment for valid reason he/she shall inform to the Controller of Examinations and suggest suitable alternative and the Controller of Examinations will appoint another suitable person after obtaining approval from the Vice chancellor. Chief Superintendent of Examination shall nominate the Deputy Superintendent of Exam (not below the rank of Professor) for getting assistance in the smooth conduct of examinations.

The Chief Superintendent shall have the following duties and responsibilities

1. Should be available in person at the examination centre of the Academy to receive the confidential materials related to the Examinations and ensure that requisite manpower and materials as required for smooth conduct of are kept ready.
2. To ensure proper facilities for the examinees like supply of safe drinking water along with toilets etc. Rooms not having adequate lighting / ventilation should not be used for conducting examination.
3. To prepare seating arrangements plans for all the rooms to be used for theory examinations and display room wise seating plan for candidates as per the guidelines.
4. To issue instructions/warnings to the students against writing anything on the Answer Booklet e.g. their names, initials or other marks which may reveal the identity of the candidate. The student, should also be informed that their answer booklets will not be valued in case of any violations of this rule prior to the commencement of every theory paper examinations.

5. To scrutinize all relevant documents so as to ensure that Candidates who have obtained requisite internal assessment marks and attendance are given eligibility to appear for exam. If ineligible candidates are allowed to take examinations, constituent college principal is held responsible and such student's performance in examinations will be treated as null and void.
6. He/She should ensure safe custody of all the stationary connected with the examinations including answer booklets and after verify them for authenticity.
7. He/She should ensure that one invigilator per 20 students or part there of to be posted in each Examination Hall and not to allow the unauthorized persons to enter the examination hall during the exams.
8. One day before the commencement of the theory examination. the CSoE will convene a meeting with Room Superintendents, Invigilators and other non- teaching staff involved in the conduct of examination and give clear guidelines, instructions regarding the procedures to be followed in the conduct of theory examination.
9. The CSoE should clearly instruct the candidates through suitable means that they are expected to be seated at their allotted seat at half an hour before the scheduled time of examinations. No student will be allowed after half an hour of the scheduled time of examination. This information is to be made known to all students through all possible means without fail. Nobody should be allowed to leave the examination hall before half an hour after commencement of exam.
10. He/She should ensure that in the event of receiving any information/message regarding correction of questions in the paper, He/She inform the same to all the candidates immediately.
11. He/She should institute necessary checks so that examinees are prevented from adopting activities which is considered as a malpractice for example, carrying cell phone, pagers and electronic gadgets, paper slips with written materials on any part of the body or clothing or apparels, writing on the Hall Ticket, question papers etc. Any case of malpractice and or individuals carrying prohibited material one noticed should immediately be booked and reported in writing to the

Academy with all necessary and supporting enclosures. Answer scripts which have been booked for malpractice should be sent in separate envelope along with the report, marked as "**MALPRACTICE**" on the cover. Such candidates who have been found in adopting malpractice shall be punished according to the rules of the Academy.

12. He/She should issue necessary instructions so that in all such malpractice cases, the Hall Ticket would be confiscated and the candidate is not permitted further to write that examination and the appropriate quantum of penalty will be decided by the Malpractice Enquiry Committee.
13. On noticing any attempts of impersonation He/She should initiate immediate action by informing the police and Academy authorities, apart from barring such individuals to write the examination.
14. No staff members involved in the process of examination and on duty at the examination hall would be permitted to bring cell phones, pagers and electronic gadgets in to the examination hall by him/her. If any violation is noticed he/she should inform the Academy for initiating disciplinary action. However he/she can make arrangement for temporary custody of cell phones for the duration of examination for those staff deployed for duties in the examination hall.
15. After receiving the booklets from the Invigilators the Chief Superintendent/Deputy Chief Superintendent should exercise special care in verifying and packing them along with invigilators dairies in brown covers. These brown covers are placed in a cloth bag, carefully stitched, sealed and description should be written legibly on the bag about the programme, subject, Q.P code, Paper, date of Examination, Session, and duly signed by the Chief Superintendent and then dispatched on the same day by name to the Controller of Examinations, Sri Devaraj Urs Academy of Higher Education and Research,
16. The unused answer booklets along with statement of used booklets should be returned to the Controller of examinations after the examination.

1.9 Duties and responsibilities of verification officer

The verification officer shall be appointed by the University. The Controller of Examinations shall send the communication to the concerned officer in this regard. The verification process shall be carried out at the Office of the Controller of Examinations only.

His/Her duties would include the following.

1. He/She shall verify the serial number of answer booklets used by the candidate and absentee statements, from the Invigilators Diary.
2. He/She shall verify all the entries made by the candidates in answer booklet
3. He/She shall verify the answer booklets for any markings, religious symbols/ Signatures, register numbers or any other marks of identification which disclose the identity of the candidate. In such cases the verification officer shall immediately bring such acts of the candidate to the notice of the Controller of Examinations.
4. At the end of the verification process, he/she shall handover the verification report to the Controller of Examinations along with the answer Booklets.

1.10 Duties and Responsibilities of Coding Officer

The Coding Officer shall be appointed by the university and shall have the following responsibilities

1. To undertake the coding process immediately after the examination in the office of the Controller of Examination after verification.
2. To verify the number of answer scripts received.
3. To shuffle the answer scripts and to bundle them (15 numbers in each) by picking the scripts randomly. The barcoded slips to be pasted in the space provided at two places on the front page of the Part I and part II of the answer book, so that the identity of any student is not disclosed during the process of valuation.
4. To detach the Part I containing the register number of the candidates and barcode, and preserve in the envelope provided for the said purpose.
5. To handover the barcoded answer scripts bundle to the Custodian of examina-

tion and keep ready for central valuation.

1.11 Duties and responsibilities of the Room superintendents and Invigilators

The following points have to be followed scrupulously for smooth efficient and orderly conduct of examinations by in Room superintendent and Invigilators:

1. Attend the meeting convened by the Chief Superintendent without fail
2. Follow the instructions given by the Chief Superintendent meticulously.
3. Do not ask for exemption from examination duty
4. Report for duty 30 min. before the commencement of the examination. Collect blank answer booklets and other examination materials from the Chief Superintendent.
5. To make sure all necessary fields of the first page of the answer booklets are filled completely and legibly by the candidates.
6. To read out instructions for the benefit of candidates prior to the commencement of every exam and asking them to check their Question Paper Codes before the same is written on the answer booklet.
7. To check for appropriateness of question papers issued to all the students with respect to their hall tickets.
8. To ensure that the candidate (s) have ticked the boxes provided on front page of the booklet for the questions answered.
9. He / She should make sure that the Signature of the candidate should be taken on the Invigilators diary 'after matching the identity of the candidate on the hall ticket and serial number of the answer booklet entered against the candidate's register number .
10. To keep the Invigilators Diary free from "errors and over writing" and handover to CSoE along with answer booklets as proof of attendance.
11. To announce that **NO ADDITIONAL BOOKLETS** will be provided to the candidates in addition to the Main Answer Booklet.
12. To cooperative and ensure fair, effective and smooth conduct of examinations.
13. To be vigilant and alert while discharging duties and not to carry cell phones, pagers, electronic gadgets to the examination hall.
14. To Screen the candidates thoroughly in the examination hall and remove forbidden materials if any, before the issue of question paper. In case of detection of any objectionable material with the candidate after starting any examination, the

students and the concerned invigilator will be held responsible and suitable action will be taken.

15. Not to read newspapers, magazines during the examination time. They must take regular rounds inside the room, allotted.
16. To instruct the students that in the event of a question paper having of two sections as A & B, answers should be written in separate answer booklets. and any deviation from this may lead to the answer scripts not evaluated.
17. Not to allow any candidate to leave the hall after issuing the question paper and not to permit them to go out in the first hour or leave the exam earlier than half an-hour before the completion of the examination.
18. Not to allow any candidate to leave the hall more than once, and up to a maximum time limit of 5 minutes. Their movements may be monitored.
19. Not to allow the candidates to converse with each other during the examination. They must ensure that no disturbance is caused to the students by anyone present inside the examination room.
20. Not to allow the candidates to take answer booklets out side the examination hall. Also to ensure that there is no exchange of answer booklets in the exam hall.
21. Not to allow the Students to involve themselves in any activities in the examination hall which is considered as a malpractice for example:- carrying cell phones, pagers and electronic gadgets, slips and written materials on any part of the body, or on the dress / apparels and the Hall Ticket etc.,
22. If any student is found indulging in unfair means in the examination hall he / she should be immediately confiscate the suspected materials and put them in a sealed envelope with affixed signatures of the students and invigilator. The students will be asked to leave the examination hall and will not be permitted to write the remaining part of the examination. The materials seized (packed in the envelope as mentioned above) should be sent to the Academy for Further action immediately.
23. To instruct the candidate to write "struck off by me" whenever they strike off some answers in the answers scripts. The candidates should neither sign there nor put his / her registration number.
24. To ensure that all the candidates accommodated in the hall have handed over their answer booklets. 'If any shortages in the receipt of answer booklets are noticed ,

he/she should report the matter immediately to the Chief Superintendent for initiating appropriate action.

25. He/She shall verify and collect the answer booklets and arrange them according to the register numbers, pack them along with invigilators dairies and statement of absentees into brown covers at end of examination and hand over to the CSoE.

1.12 Duties and Responsibilities Squad

Squad shall be appointed by the University and adhere to the checklist (Notification) while performing the duties.

1. He/She shall ensure that the general instruction are displayed for the information of the students, on the notice boards of the college, hostel and in front of the examination hall prominently
2. Shall ensure that all arrangements are made, such as allotment of Invigilators, Water boys (Supply of drinking water) as per the specification of the examination rules.
3. Shall ensure that no candidate is having mobile or any electronic devices during the examinations.
4. Shall verify and ensure that no irregularities such as malpractice, damage of answer booklets taken place during the examination. If any irregularities found, the same may be reported to the Controller of Examinations immediately by phone and by or e-mail.
5. In case of malpractice cases he/she shall ensure that all the required formats are filled up and answer booklets are packed separately along with material of evidences and should certify separately.
6. Shall ensure that the statements are collected from Chief Superintendent, Deputy Chief Superintendent, Room Superintendent, Invigilator and Student involved in case of malpractice.
7. Shall ensure that other than Chief Superintendent and Deputy Chief Superintendent no other staff should carry the mobile inside the examination hall or they should deposit the phones at CoAE section.

8. Shall ascertain that no other person except the persons who are appointed for the examination duties to be in the examination hall.
9. He/She shall inform the Controller of Examinations the same day regarding all the arrangements made for the conduct of examinations. The specification for seating arrangements shall be:
 - i. The Examination Hall shall accommodate a minimum of 60 candidates.
 - ii. Each candidate shall be placed 3 ft away from the other on all sides
 - iii. Each candidate shall be provide a table and a chair suitable for sitting.
 - iv. No. candidates shall be made to sit close to the door or a window to avoid extremes of weather and prevent malpractice.
 - v. Examination hall shall be congenial for the purpose of conducting examination without allowing air pollution, sound pollution etc.,
 - vi. Drinking water shall be made available in the same room.
10. He/She shall dispatch a report daily as per the enclosed proforma to the Controller of Examinations If there are problems the same has to be set right on urgent basis and for this purpose he/she can contact the Controller of Examinations telephonically.

1.13 Duties and Responsibilities of Custodian.

Custodian shall be appointed by the university to maintain confidentiality at all the stages of the work and shall have the following responsibilities.

1. To verify and receive the answer booklets from Controller of Examinations papers for valuation.
2. To supervise the verification and barcoding processes and make necessary arrangements for valuation of the scripts by the appointed examiners.
3. He / She should make sure that the details of and Signature of the examiners should be taken on the format provided. The date and time of issuing and receiving the answer booklets also to be mentioned in the format before handing over the examiners for valuation.
4. To make sure the removal of evaluation slips after each valuation before handing over to the next evaluator.

5. To arrange valuation slips order wise and re-check the totaling of marks entered by the examiners in the valuation slip. If there a wrong totaling the same is to be brought to the notice of examiner for necessary rectification.
6. To arrange to enter the marks awarded by the examiners through online system and to take the printout of statement of marks. The marks statement is to be signed by the examiner and custodian. This marks statement to be put into the envelop along with the valuation slips.
7. After complete valuation custodian shall hand over the papers along with valuation slips to coding officer for decoding.

1.14 Constitution and Meetings of the Board of appointment of Examiners (BOAE)

The board of appointment of examiners (BOAE) shall be constituted by the Vice Chancellor. He shall be the Chairman, and the other members shall be

- i) Registrar
- ii) Dean Faculty (Medicine / AHBS)
- iii) Controller of Examinations.

The Board shall meet at least twice in a year, ideally 4-6 weeks before the commencement of the examinations and take policy decisions pertinent to paper setting / question bank updating , theory paper valuation and selection of examiners for practical session of examinations. The duties of the BOAE is as follows.

- a. The BOAE shall appoint the Practical/Clinical and Viva voce examiners as per the regulations of Medical Council of India for UG & PG courses / other statutory bodies pertaining to the course from the list of examiners provided by BOS.
- b. There will be four examiners in each subject, out of these two will be internals and two will be externals for Medical programmes. In case of Allied health sciences there will be two examiners one internal and one external.
- c. The Head of the departments will be the coordinator for conduct of practical examinations at departments.
- d. All eligible faculty in the concerned subject will be considered for internal examiners. Internal examiners will be appointed consecutively for maximum of three times. However, during lack of internal examiners the limit may be waived off.
- e. In case of two external examiners, one will be from College/Institute/University outside the state and the second will be within the state from different University.
- f. The external examiners shall not be appointed for two consecutive times as an examiner and there shall be a break for one year for next appointment as external

examiner.

- g. The BOAE shall appoint the external examiners for review of PG Dissertations from the list of examiners provided by BOS.

1.15 Duties and responsibilities of Board of Advisory Committee

The Board of Advisory committee, shall be constituted by Dean Faculty Medicine/ Dean AHS. He shall be the Chairman, and the other members shall be Director Academics and the Chairmen's of Board of Studies of all subjects. The duties and responsibilities is as follows

- a. Fixing the dates for examinations according to the calendar of events
- b. Shall ensure that the external referee are selected to review the PG synopsis
- c. Shall prepare subject wise exhaustive list of examiners (both internal and external).
- d. Shall ensure that the examiners so selected should fulfill the minimum criteria to be an examiner as per the regulations of Medical Council of India for UG & PG courses / other statutory bodies pertaining to the course
- e. The BOS Chairperson shall verify and ensure that the updated list prepared by the examination section should be same as that of the list prepared by BOS.
- f. Shall Approve the Examiner panels of Undergraduate and post graduate courses by placing in the respective board of study meetings.
- g. Shall Approve the Question banks of Undergraduate and post graduate courses by placing in the respective board of study meetings.
- h. Board of Advisory Committee meetings is held as per the Calendar of Events to fix the dates of various Examinations. the minutes of such meetings shall be approved by the Hon. Vice Chancellor.
- i. Once approved the CoE will forward the Examination Notification and Circular to the Principal of constituent college/ Coordinators and would simultaneously ensure that the same the notification is published in the university website.

2. GUIDELINES FOR THE CONDUCT OF EXAMINATION OF THE ACADEMY

2.1 General Guidelines

All the Examinations of the University will be conducted by the Controller of Examinations with the help of Chair persons of Board of Studies. assisted by the , Chief Superintendent of examination and other officials (Room superintendent, Invigilators, Custodians and verification officers).

The Controller of Examinations shall supervise the overall conduct of examinations and evaluation process. He/She shall obtain all necessary administrative approvals from the Vice Chancellor in consultation with Registrar as and when required on various aspects of conduct of examinations.

Chief Superintendents & Dy. Chief Superintendents must adhere to general policies, which promote high quality of Examinations. It is requested that they operate in a diligent manner to promote values of utmost honesty, integrity, and fairness in all procedures. Protect the confidentiality and rights of privacy of all processes and authorities. Treat candidates in a fair, courteous, professional, and nondiscriminatory manner. Provide guidelines and staff training on managing emergency situations, such as fire or illness, which might occur during exam.

2.2 Examination Notification

The Academy shall notify the examination centre and examination schedule for conduct of examinations at least six weeks prior to the theory examinations.

The notification issued by the controller of examinations shall include the dates and timings of theory examinations and tentative dates of Practical examinations. The Notification shall be prominently displayed for information of the candidates and also shall be announced in the Academy website.

The notification shall also include the Fee structure, dates for payment of examination fees without fine and with fine. No candidate is exempt from payment of exam fees. Convocation fee is compulsory for all final year students.

2.3 Issue of Application Forms

Schedule for availability of on-line examination applications shall be notified. The applications made available online at Principal/Coordinators AHBS office, the candidates are instructed to contact the Principal/Coordinators AHBS office. The Examination forms shall be duly filled, affixed with the signature of the candidate and uploaded/submitted at the principals office. The detailed consolidated statement of students appearing for the examination with fees paid details shall be submitted to the Controller of Examinations by the principal/ Coordinators of AHBS Programmes within the due date

2.4 Admission Cards (Hall Tickets)

The Hall Tickets shall be generated and issued by the Controller of examinations after the verification of the applications submitted/uploaded from principal office. Candidates shall be in possession of Hall Tickets on all the days of theory and practical examinations. In the event of non possession or loss of Hall Tickets the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

2.5 Staffing Requirements at the Exam Center

The Chief Superintendent shall be responsible for the smooth conduct of the examinations and he shall make appropriate arrangements for the same. He shall be responsible for arranging the required staff and procuring the materials from examination section. He shall ensure that all the appointed staff are aware of their duties and responsibilities.

Manpower requirements:

Sl. No	Designation	Numbers required
1	Chief Superintendent	One
2	Dy. Chief Superintendent	One
3	Room Superintendent	One for every Six Invigilators
4	Invigilators	One for every block of 20 candidates
5	Office support staff (clerical)	Two
6	Attenders	Two
7	Security	Two

2.6 Arrangements of Examination Hall

Access to the examination hall shall be disabled friendly and guarded by security staff. Only the Candidates with hall ticket and appointed staff shall be permitted to enter the examination hall. The students will be screened, frisked and scanned by using metal detector at the entrance of the examination hall by the security personnel.

The hall shall be free from noise, air pollution and strict silence shall be maintained by all during the examination. The seating plan shall be prominently displayed on the notice board and the appointed staff shall assist the candidates if required. A large clock showing the correct time shall be placed in the examination hall so as to be clearly visible to all the candidates. The room allotment of student and invigilator diary will be generated with the help of software by the controller of examinations and the shall be sent to CSoE for smooth conduction of examinations.

- a. The examination hall should be large enough to accommodate a minimum of 250 candidates.
- b. Chairs should be arranged 3ft, apart.
- c. Necessary furniture should be provided to each candidates.
- d. Seating arrangements should not be close to the door and windows.
- e. There should be proper ventilation and lighting in the examination hall.
- f. Safe drinking water should provide in the examination hall / room.
- g. "No person of any order" will leave the hall in the first 30 minutes of the commencement of the examination.

- h. Candidate register number shall be prominently written on the desk.
- i. One invigilator should be posted for every 20 candidates

2.7 Toilet

The Candidates shall not be permitted to go to the toilet during the examination. In exceptional cases they may be permitted by the Chief / Deputy Chief Superintendent to go to the toilet under escort after physical check for material that may be used for copying before and after the visit of the toilet.

2.8 Timings of examinations

The of the schedule examination and the timings of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means. The Candidates are expected to be seated at their allotted seat on or before half an hour of the scheduled timings of examinations. (Morning session 9.00 A.M. and Afternoon session 1.30 P.M.) The candidates under any circumstances are not to be allowed inside examination hall after half an hour of the commencement of examination.

Bell timings			
Moring (Hrs)	Afternoon (Hrs)	Type of bell	EVENT
09:00	1:30	First Long Bell	Reporting and seating of candidates Issue of Answer Booklets to Candidates (Block wise) Instructions to the candidates to fill the particulars in the Answer booklets
09:30	02:00	One Short Bell	Issue of Question papers
12:20	04:50	One Short Bell	Last ten minutes of test
12:30	05:00	One long bell	End of Test, Collection of the answer booklets by the invigilators

2.9 Answer Booklets and Stationary for Examinations

The required number of answer booklets and other material will be demanded and obtained from the Examination section of the Academy by the deputy superintendent well in time. The answer booklets, used as well as unused and other examination materials shall be under the safe custody of Chief Superintendent of examinations.

Answer books shall be issued only to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent. **No additional sheets/booklets shall be provided. No part of the answer booklet is to be detached by persons of any order.** Unused Answer booklets shall be returned to the Academy.

2.10 Filling up of the Answer Booklets

The invigilators shall read out the pertinent instructions for the benefit of the candidates and also render any other assistance thereof. The candidate shall enter the register number, Name, Question paper code, Examination, Degree/diploma, and Subject /paper details in the space provided on the cover page of the answer booklet. The invigilators shall verify the entries and then sign in the appointed place.

2.11 Question Paper Generation by using software

Question Papers shall be generated by the Controller/Asst Controller of Examinations by using the software. The question papers shall be generated half an hour before the commencement of Examination under CCTV surveillance at the office of the Chief Superintendent of Examinations located close to the Examination halls to ensure direct transfer of question papers to the chief superintendent of Examinations at the place of examination itself.

The generated and printed question papers are the put into the Subject (QP codes) and block wise brown covers, sealed, signed by the Controller / Asst Controller of ex-

aminations and handed over to the deputy superintendent of examination 15 minutes before the commencement of the exam in a confidential manner.

2.12 Issue of Question Papers

The deputy superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code and distribute to the Invigilators. At this stage two examinees would be selected randomly from each block and their signatures are to be taken for certifying the integrity of the sealed envelopes. Discrepancies if any shall be immediately brought to the notice of the Controller of Examinations.

Invigilators shall distribute the Question Papers to the examinees five minutes before the commencement of examination in the Examination Hall. They would be asked to go through the question paper and bring to the notice of the Deputy Superintendent/ CoE about any discrepancy. The students are only allowed to start writing the answers at the scheduled time of examination. Unused question papers shall be returned to the Academy

2.13 Feedback

Feedback from students are taken to gather inputs towards further improvement in the quality of question papers.

2.14 Instructions to the Candidates

1. Register Number, Name, Question Paper code, Exam, Degree/Diploma and subject/ paper details of the candidate should be written very clearly in the space provided on the cover page of the answer booklet.
2. Candidate is prohibited from writing his/her name, number or any marks of identification elsewhere in the answer book.
3. Candidate should be in possession of admit card during Theory, Practical & Viva-Voce Examinations.
4. Candidate should take his/her place in the examination hall 30 minutes before the time scheduled for the commencement of the examination.
5. Candidate shall not be admitted after 30 minutes of scheduled time.

6. Candidate shall not leave the examination hall before 30 minutes after commencement of the examination.
7. Candidate who leaves the examination room one hour or earlier to the closing time shall not take the question paper with him/her.
8. Candidate should not remove any page/pages from the answer book or additional sheets.
9. Candidate who is undoubtedly suffering from serious infectious diseases of any kind will not be admitted to the examination hall.
10. Candidate should not bring into the examination room any books, portion of the book, manuscript or paper of any description.

2.15 Malpractice

1. Candidate should not indulge in copying. Communicating with other either inside or outside the examination hall, or exchange answer books or additional sheets. Candidate violating any of these rules shall be sent out of the examination room immediately and is punishable as per the university Bylaw.
2. Candidate suspected of violation of the instructions or involved in malpractice shall be subjected to physical verification by the authorized persons.
3. Candidate should not write religious symbols / scriptures / invocation / or any thing that would amount to revealing the identity of the candidate on the answer booklets
4. Candidates are not permitted to bring cell phones, pagers and electronic gadgets in to the examination hall.

2.16 Packing & Dispatch

The invigilators will collect the answer booklets and arrange them according to the register numbers and packed into in brown covers. To ensure packing of the invigilators dairies and statement of absentees in the same bag containing the answer booklets. Also to ensure mentioning of the examination Centre, Question Paper Code and subject name and contents on the brown cover. If there is section A and section B,

pack them separately in similar manner and submit to the Chief Superintendent of examinations.

After receiving the booklets from the Invigilators the Chief Superintendent/Deputy Chief Superintendent should exercise special care in verifying and packing them along with invigilators dairies in brown covers. These brown covers are placed in a cloth bag, carefully stitched, sealed and description should be written legibly on the bag about the programme, subject, Q.P code, Paper, date of Examination, Session, and duly signed by the Chief Superintendent and then dispatched on the same day by name to the Controller of Examinations, Sri Devaraj Urs Academy of Higher Education and Research,

The unused answer booklets along with statement of used booklets should be returned to the Controller of examinations after the examination.

2.17 Guidelines for the Theory paper valuation

Note: these instructions must be circulated among all the examiners and they are supposed to follow them strictly

1. The examiners shall maintain strict confidentiality regarding their appointment and work in connection with the examinations. To produce the , appointment letter to the custodian at the start of valuation work.
2. Valuation of answer scripts is compulsory. Valuation should be done in blue or black ink. The question wise marks shall be entered in the valuation slips provided in the answer booklets.
3. Whenever an answer does not deserve any marks please write "zero". Cipher "0" is not acceptable.
4. When a question is not answered please write 'not answered' (NA is not acceptable) only. Dashes (---) & blank spaces are not acceptable.
5. Please verify /check:
 - a. Whether all answered questions have been valued
 - b. Whether marks have been awarded & recorded on the valuation slips.
 - c. Check the total for correctness

6. Discrepancy in the number of scripts found on verification with the label on the cover should be brought to the notice of the Controller of Examination, SDUAHER by the Custodian.
7. The examiners shall not value the answer scripts in a hurry. Due care shall be taken to value the scripts and award marks question wise without any discrepancy.
8. If any examiner, during valuation of the scripts, suspects any case of malpractice, he shall immediately report it to the custodian. Custodian shall send the suspected script after getting it valued fully along with his report to the Controller of Examination by name, in separate sealed cover.
9. The examiner shall record his full signature, name and date in the column provided. The following penalties shall be levied" by the Academy for the lapses committed by the" Examiners in discharging the duties assigned to them.
 - a. Wrong totaling of marks : Rs.100/-
 - b. Wrong transfer of marks from answer scripts to the marks list : Rs.500/-
 - c. Wrong writing or marks in figures and marks in the marks list : Rs.100/-
 - e. Non compliance with the rules & instructions given & for doing the work in a disorderly way or deserting in the middle : Debarring from such work permanently & no remuneration be paid for the work done

In other cases of serious irregularities or gross negligence of duties, the University shall reserve the rights to take appropriate action.

2.18 Paper valuation

- a) The valuation shall be centralized at the Academy itself
- b) Each Answer scripts shall be valued by both internal and external examiners separately. After each valuation the filled marks slips to be separated from the answer booklet before handing over to the next examiner.

- c) First valuer shall enter the marks in the space indicated for the first valuation in the answer booklet.
- d) Second valuer shall enter the marks in the space indicated in the answer booklet.
- e) After valuating each packet the examiner shall also enter marks online with the help of custodian and to sign in the consolidated marks sheet generated by the computer.
- f) If the difference between 1st and 2nd valuation is 15 % and more the paper shall be subjected to a third valuation. In such cases the average of the two marks which would be closest among the three valuation shall be awarded to the student
(Notification No:SDUAHER/KLR/ADMN/892//2009-2010 dated 20.01.2010)
- g) If the difference in marks persists at 15% and above after the third evaluation, the average of the marks awarded by all the three examiners shall have to be taken and awarded to the candidate.
(Notification No:SDUAHER/KLR/ADMN/973//2017- 2018 dated 29.05.2017)

2.19 Re-Totaling

- a. Candidates shall apply for the re-totaling by filling specific application form along with notified fees within 10 days of announcement of results.
- b. The candidates are required to apply for re-totaling to the Controller of Examinations SDUAHER only through the Principal of the college.

2.20 Re- Valuation

On the merit of two complete and in depth valuation by two Evaluators (Internal & External) and third valuation if the difference between 1st and 2nd valuation is 15 % and more for undergraduate programmes and multiple valuations (four valuations) in the Post graduate Examinations. Hence there shall be no provision of revaluation.

3. ORDINANCE PERTAINING TO MALPRACTICES IN THE ACADEMY EXAMINATIONS

3.1 General:

These ordinances shall apply to all the Examinations held by the Academy to grant and confer degree, diploma and other academic distinction on persons who have pursued a course of study.

- Chief Superintendent' means any person appointed by the Controller of Examinations to be in overall control of the examination centre. He/She shall be responsible for the proper conduct of the examinations, safe custody of the question papers, answer booklets used as well as unused and other examination materials.
- Examination Centre' means any premises consisting of examination halls.
- Examination Hall includes any room, hall, laboratory, bedside clinic or any other premises used for holding examinations.

3.2 Acts of Indiscipline/Malpractice by the Examinees:

'Malpractices' includes any one or more of the following acts by a candidate appearing for any examinations held by the Academy:

- a. Unruly behavior in or near examination hall like shouting, assault on another candidate, using abusive and /or threatening language, destruction of academy property or property of another candidate or any other misbehaviour/ act that disturbs or considered to affect smooth conduct of examination.
- b. Causing Physical assault or insult of Invigilator(s) or any academy official(s) involved in the conduct of the examination process.
- c. Act's of Smoking, possessing or using weapon of any kind, Psychoactive or contraband drugs and alcohol in the examination hall.
- d. Act's of carrying in person or by agent, any unauthorized material, mobile phones, electronic equipment, digital watches, plain papers, notes, books, handkerchiefs, tissue papers or any such material on which information is written or information

written on any part of the body or any other material forbidden to be brought or carried into the examination hall. Possession of the above materials is considered as malpractice.

- e. Act's Copying or taking help from any material mentioned above or otherwise to answer in the examinations.
- f. Act's Communication with any other candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
- g. Act's of Copying from the material or answer of another candidate or rendering assistance to another candidate.
- h. Act's of approaching teachers, officials or examiners or bringing undue pressure/influence/threat or inducement upon them for gaining favours in the examination process.
- i. Act's of inserting or substituting answer scripts or part there of not supplied in the examination hall during the examination.
- j. Act's of Impersonation in the examination hall.
- k. Committing any act with the intent to gain any advantage or favour in the examination.
- l. Act's of writing or scribbling on the question paper, passing the question paper/answer booklet to others, tearing and spoiling the page of the answer booklet
- m. Act's of Destroying or attempting to destroy any evidence pertaining to a case of indiscipline/malpractice.

3.3 Procedure for reporting cases of Indiscipline/Malpractice:

It shall be the mandatory duty and responsibility of the Chief Superintendent of the examination (CSOE) center to report to the Controller of Examinations regarding all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice.

When a candidate is suspected to be engaged in examination, related malpractice(s) he/she should be apprehended immediately. A suspect should be handled in an appropriate manner ensuring that the privacy and bodily integrity of such a person is not

violated. Body searches should be done in the presence of another person of the same gender.

- a) The Room Superintendent / Invigilator shall seize the incriminating material(s) and the answer script(s) or other substance forming part of answer and report the same to the Chief Superintendent immediately, on noticing any act of malpractice being committed by the candidate
- b) If the candidate refuses to handover the incriminating material or destroys or runs away with material (Causes to disappear) or makes an overt attempt to do so the facts shall be documented, duly witnessed by two members of the Supervisory Staff of the examination and the matter be reported to the Chief Superintendent immediately.

The candidate should be asked to give his/her statement in writing related to any such act(s) committed by him/her and documented. If candidate refuses to do even that, the facts shall be documented, duly witnessed by two members of the supervisory staff.

- c) All the materials and evidence collected/recorded in respect of a case of examination malpractice shall be listed (giving proper descriptions so as to identify them at a later stage) and such list shall be signed by the candidate(S) involved in the case, CSoE and the witnesses. The CSoE shall send all the materials, including the invigilators diary, the statements recorded, the list of the materials found/seized, CCTV footage of the examination hall in CD or any other appropriate digital storage device and other relevant objects/documents to the Controller of Examinations by name in a sealed cover or box. No material, or digital evidence should be tampered with. The Controller of Examinations in turn, shall place the matter before a duly constituted Malpractices Enquiry Committee all the materials and records received by him
- d) The CSoE shall suspend such a candidate from writing the examination any further and withdraw the admission ticket under intimation to the Controller of Examination.
- e) The Examiner, shall, on suspicion of malpractice while evaluating the answer scripts return the answer script along with such material so detected with rea-

sons in writing for such suspicion, without evaluation. If already valued, marks of such candidate shall not be entered into the system.

The valuation slip to be placed in a sealed cover and forwarded to the CoE.

3.4 Rules of Natural Justice

While handling cases of examination related irregularities and malpractices, the academy shall take into account the following principles of natural justice:

- a. Providing fair and equal treatment of all candidates
- b. Provisioning opportunity to the concerned candidate to enter a plea of guilty or not guilty
- c. Fair hearing accorded to all candidates concerned
- d. Safeguarding right of concerned candidates to appear and defend themselves,
- e. No staff should be in a position to influence judgment in pertaining to cases related to examination related malpractice and the process of delivering justice should be free from conflict of interest

3.5 Procedure for conducting enquiry and imposing penalties

- a. 'Malpractice Enquiry Committee' means a committee so appointed by the Board of Management (BOM) of the Academy with the **Director Academy as the Chairman**. The Committee shall be constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Deans/Directors, the Chairmen of the Board of Studies and Heads of Departments. The controller of examinations shall be the member secretary of the committee. Quorum of the Committee shall be five members present.
- b. The Chairperson of the Committee shall serve the enquiry notice in writing about the allegation to the student instructing him/her to be present personally for the enquiry. If he/she fails to respond to the first notice, to appear before the

enquiry committee, the person may be given a second opportunity by serving a second notice. If the student fails to respond to the second notice also, the committee, on due consideration of the merits of the case, shall make its report and recommendation, with respect to the case or student concerned, to the Vice Chancellor.

- c. If a person served with the enquiry notice fails to appear before the committee but sends a written submission to the committee (so as to reach before the date of the enquiry) accepting the charges and admitting that he/she is guilty of committing the act(s) of indiscipline/malpractice, he/she is charged with, the committee shall, without insisting the presence of the person for the enquiry, decide to make its report and recommendation in respect of the case to Vice Chancellor on the basis of the submission received from the candidate.
- d. In the case of a student appearing before the committee for the enquiry, The Member Secretary of the Malpractice Enquiry Committee shall present the case in support of the charges before the Committee. The student shall be given opportunity to defend his/her case personally and no other person shall be allowed to represent the accused. If the Committee finds it necessary to examine/enquire any other person/s in relation to the same case being enquired into, the committee may do so.
- e. If the candidate has admitted having committed the malpractice before the CSoE of the examination center, the Registrar of the academy shall issue charge sheet and if the candidate accepts the charge without contest, proceed to impose the punishment as provided in the ordinance.
- f. The Committee shall record all the statements and arguments of the accused and other examined/enquired in the case and all such examination/enquiry of witness/es shall be done in the presence of the accused.
- g. The Malpractice Enquiry Committee shall, in the course of enquiry, consider such documentary evidence and take note of such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entailed to cross examine witnesses examined in support of the charges and to give evidence in defence. The person presenting the case in support of the charges shall be entitled to cross examine the candidate and the witnesses examined.

- h. At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report to the Vice-Chancellor with findings on each of the charges together with all the documents and recommend the penalty, that may be imposed, if charges are established.
- i. The Vice-Chancellor in turn shall report to the BOM which shall consider and impose the penalty provided that no such punishment shall be imposed without giving a reasonable opportunity to the candidate to show-cause against the action proposed to be taken against him.
- j. No penalties will imposed on the candidate except after an enquiry held
- k. The Registrar of Academy shall officially notify the Faculty/Institute Committee that made the decision in the first instance of the date of hearing of the appeal.

3.6 Instructions to the students in the examination hall

Students appearing for the Academy examination shall occupy their seats 30 minutes before the start of examination. The invigilator shall ask the candidates to read the Instructions printed on the back of the hall ticket and on the answer booklets. The investigator should also announce the following in the Examination Hall before commencement of examination and after the cut off time for candidates to enter the Examination Hall:

- a. Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to notice.
- b. If anybody has any material, relevant to the subject of the examination, please keep them outside the examination hall..
- c. If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.
- d. Do not write anything on hall ticket / palm or any other part of the body including clothes or scribble on the question paper.
- e. Do not try to copy from others or allow others to copy from you.
- f. Do not write obscene words, pictures, threats, appeals in the answer book.
- g. Do not make any unusual marking/statements in the answer book that would reveal your identity.

- h. Do not bring mobile phones/laptops or any other electronic device which can receive transmit, record, play or show any information in audio, video or still photo format .
- i. Write your Register number only in the space provided for the same purpose on the answer booklet.
- j. You are liable for punishment as per rules of the Academy if you indulge in any act of indiscipline/malpractice in the examination or if you don.t follow the instructions given in the Admission ticket and Answer booklet.

3.7 Penalties

Penalties shall be imposed by the Vice-Chancellor or the BoM for various types of Malpractices as detailed in the following table.

SCHEDULE TO ORDINANCE PENALTIES

Sl No	Nature of Malpractice	Penalty to be Imposed
1	Revealing the identity of the candidate in the Answer Script	a) Fine not less than Rs.10000/- b) Delect
2	Entering the Examination Hall in intoxicated or inebriated state of mind	a) Fine of Rs.10000 /- b) To deny the benefit of performance of that subject / examination
3	Possession of Manuscript/printed or typed matter, books or notes and writing on and / or dress - possession of electronic gadgets like laptop, mobile phone etc., by the students to the . Examination hall, only calculators, if necessary, may be permitted	a) Fine Rs.10000 /- b) To deny the benefit of the performance of that subject / examination
4	Appeal to the examiner with money as enclosure to the answer books, use of abusive / obscene language, or threatening words in the answer book	a) Fine of Rs.10000 /- b) To deny the benefit of the performance of. the subject / examination and / or debar him / her for further one more exam.
5	Possession of manuscript, printed or typed matter, book promotes, electronic gadgets like laptop, mobile phone etc., and writings on and / or dress by the students in the examination hall and found copying. Only calculators, if necessary, may be permitted.	a) Fine of Rs.10000/- b) To deny the benefit of the performance of that examination of and' / or debar him / her for further one more chance
6	Identical answers in the answer scripts of different candidates as a result of copying, or allowing a candidate, to copy from his / her answer script.	a) Fine Rs.10000 /- b) To deny the benefit of the performance of that examination of and / or debar him / her for further one more chance
7	Found giving or receiving assistance at the examination, passing on the question paper answer script for the purpose of copying	a) Fine Rs.10000 /- b) To deny the benefit of performance of the Examination and / or debar him / her for further two more chances.
8	Insertion of additional sheets/ use of an answer book which is not issued at the examination hall	
9	Impersonation, found guilty of deliberate previous arrangement to cheat in the examination	a) Fine Rs.10000 /- b) To deny the benefit of performance of the Examination and / or debar him / her for further two more chances.
10	Abusing, threatening or and manhandling the examination authorities at the examination hall or in the premises of the examination centre, misconduct of a very serious natures.	

3.7 Constitution and responsibilities of Professional Misconduct Committee

The Registrar shall notify a committee in accordance with the approval of the Vice Chancellor, to enquire into an incident of misconduct on the part of any member involved in the examination process, which should comprise :

- a) Vice Chancellor
- b) Dean Faculty Medicine /AHS
- c) Registrar
- d) Controller of Examinations
- e) Legal Advisor

The committee shall be responsible to enquire and report on the misconduct by any staff involved in the examination process. Performance/ indulgence of any of the following acts shall be considered as misconduct.

- a. If a staff members (both teaching and non-teaching) refuses to take up any kind of examination work assigned by the Academy except on medical grounds.
- b. If accepted work is not completed in the stipulated time.
- c. If the work is carried out without following the guidelines set for the said work.
- d. If found guilty of any act which defy the sanctity of the process of the conduct of examinations
- e. Or any other lapses on the part of the concerned officials that may have violated the examination related rules or which have / may have adverse effects on the conduct of examinations or its outcome.

4. GUIDELINES FOR CONDUCT OF MBBS EXAMINATIONS

4.1 Schedule of MBBS Examinations

CALENDER OF EVENTS OF MBBS EXAMINATIONS

Course	Regular Batch	Subjects	Papers	Supp. I. Batch	Subjects	Papers
MBBS		Anatomy	Paper - I & II	September Supplementary Examinations shall be conducted for those students who have failed in the I professional examination within 6 to 8 weeks of announcement of results	Anatomy	Paper - I & II
Phase-I	July	Physiology	Paper - I & II		Physiology	Paper - I & II
		Biochemistry	Paper - I & II		Biochemistry	Paper - I & II
		Pathology	Paper - I & II		Pathology	Paper - I & II
MBBS		Microbiology	Paper - I & II		Microbiology	Paper - I & II
Phase-II	January	Pharmacology	Paper - I & II	July	Pharmacology	Paper - I & II
		Forensic Medicine	Paper - I		Forensic Medicine	Paper - I
MBBS		Community Medicine	Paper - I & II		Community Medicine	Paper - I & II
Phase-III	January	E.N.T	Paper-I	July	E.N.T	Paper-I
(Part-I)		Ophthalmology	Paper-I		Ophthalmology	Paper-I
		Pediatrics	Paper-I		Pediatrics	Paper-I
MBBS		Medicine	Paper - I & II		Medicine	Paper - I & II
Phase-III	January	Surgery	Paper - I (Sec.A&B)& II	July	Surgery	Paper - I (Sec.A&B)& II
(Part-II)		O.B.G	Paper - I & II		O.B.G	Paper - I & II

The Examination or held has under

First Professional:

Second Semester of Phase I Subjects of Anatomy, Physiology and Bio-Chemistry.

Second Professional:

Fifth Semester of Phase II Subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine.

Third Professional :

Part I- Seventh Semester of Phase III, Subjects of Oto-rhyno-laryngology, Ophthalmology, and Community Medicine.

Part II- (Final Professional) – Subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

Note :

- a. Results of all university examinations shall be declared before the start of teaching for next semester.
- b. Passing in I Professional is compulsory before proceeding to Phase II training.
- c. A student who fails in the II professional examination, should not be allowed to appear III Professional Part I examination unless he passes all subjects of II Professional examination.
- d. Passing in III Professional (Part-1) is compulsory for being eligible for III Professional (Part-II) examination

4.2 Eligibility for Examination

To be eligible to appear for Academy examination a candidate: -

- a. Shall have undergone satisfactorily the approved course of study in the subject/ subjects for the prescribed duration.
- b. Shall have attended at least 75% of the total number of classes in theory and practical/clinical jointly to become eligible to appear for examination in the particular subject/subjects.

- c. Shall secure at least 35% of total marks (combined in theory and practical / clinical) fixed for internal assessment in a particular subject in order to be eligible to appear in the Academy Examination of that subject.
- d. Shall fulfill any other requirement that may be prescribed by the Academy from time to time.

4.3 Regulations-governing the Supplementary Examination for I MBBS

(Notification No. SDUAHER/KLR/ADMN/1807/2017-18)

- a. 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 for the students of 2016-17 batch and onwards.
- b. The unsuccessful students in the main (Regular) examination may appear for supplementary by paying the prescribed examination fees.
- c. Successful students in the supplementary examination shall be permitted to join Phase-II of MBBS course and appear for the Phase-II examinations subject to fulfilling the criteria as specified in the SDUAHER (Regulations and MCI—Graduate Medical Education Regulations).
- d. Unsuccessful candidates in such supplementary examinations have to appear for the next main (Regular) examination along with the fresh batch of 1st MBBS students, if otherwise eligible and they shall have to pay the examination fee as fixed by the Academy.
- e. There shall be no other examination at the end of the term i.e. during January/ February for such unsuccessful students in the 1st MBBS supplementary examination.

4.4 Eligibility criteria for the supplementary examinations

- a. Students who have appeared and failed in the regular examinations.
- b. Students who have filled the applications forms (paid the fee) but were unable to attend the regular examination due to whatever reasons allowed to appear for supplementary examinations. For such students it shall be considered as second attempt.

- c. Those students who have not taken the regular examinations due to lack of eligibility, can be allowed to appear for supplementary examinations provide they fulfill the eligibility criteria as per the SDUAHER and MCI guidelines.
- d. The Heads of Departments and the Head of the Institution shall be responsible to arrange for the conduct of classes, maintenance of attendance and conduct of Internal Assessment in respective subjects and shall certify the eligibility of such candidates who were earlier declared ineligible to appear for the regular examination.
- e. The failed students of various schemes of earlier batches i.e. prior to 2016-17 admission will have to appear for the supplementary examination. There shall not be any other examination conducted in January.
- f. Various schemes of MBBS will be merged with the running scheme with respect to undergraduate Phases-I MBBS course.
- g. No extra term fees will be collected from the students appearing for the supplementary examination. However, students appearing for the supplementary examination for the first time need to pay mandatory examination fee prescribed by the Academy.

4.5 Conduct of Practical Examination

The practical examination shall commence immediately after the theory examination and it will be conducted by 4 examiners. The two of them shall be an internal examiner and another two of them shall be an external examiners. The external examiners shall be appointed based on the MCI regulations and will be selected from panel of examiner list given by the board of studies chairman.

The practical examination shall be aimed at assessing competence, skills related to laboratory procedures as well as testing students ability to make relevant and valid observations, interpretation of laboratory or experimental work relevant to his/her subject. In case of clinical examination, it should aim at examining clinical skills and competence of candidates for undertaking independent work as a basic doctor.

4.6 Viva Voce

Viva Voce- examination shall aim at assessing depth of knowledge, logical reasoning, confidence and oral communication skills.

4.7 Appointment of Examiners for MBBS (MCI Guidelines)

Person appointed as an examiner in the particular subject must have at least four years of total teaching experience as assistant professor after obtaining postgraduate degree in the subject in a college affiliated to a recognized/approved/permitted medical college.

1. For the Practical/ Clinical examinations, there shall be at least four examiners for 100 learners, 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 coordinator of the whole examination. Where candidates appearing are more than 100, two additional examiners (one external & one internal) for every additional 50 or part there of candidates appearing be appointed.
2. In case of non-availability of medical teachers, approved teachers without a medical degree (engaged in the teaching of MBBS students as whole-time teachers in a recognized medical college), may be appointed as examiners in their concerned subjects provided they possess requisite doctorate qualifications and four years of teaching experience (as assistant professors) of MBBS students. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
3. External examiners shall not be from the same university and preferably be from outside the state and selected from the panel given by the board of studies chairman. In case two external examiners one will be from the College/Institute/ University outside the state and the second external examiner will be within the state from the other university. An external examiner may not be appointed consecutively. There after he may be reappointed after an interval of two years.
4. All the eligible faculty in the concerned subject will be considered for internal examiners. The internal examiner will be appointed consecutively for maximum of three times. However, during the lack of internal examiners the limit may be waved. The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed for that particular year.
5. The BOAE shall appoint the examiners as per the regulations of MCI for UG courses / other statutory bodies pertaining to the course.

4.8 Criteria for Pass

A student must secure at least 35% of total marks (combined in theory and practical / clinical) fixed for internal assessment in a particular subject in order to be eligible to appear in the Academy Examination. (Vide MCI Notification on Graduate Medical Education Amendment Regulations 2003, published in the Gazette of India Part III, Section 4, Extraordinary issued on 15th October 2003)

For declaration of pass in any subject in the University examination, a candidate shall pass both in Theory and Practical/ Clinical examinations components separately as stipulated below:

The Theory component consists of marks obtained in University Written paper(s), Viva-Voce examination and Internal Assessment (Theory). For a pass in theory, a candidate shall secure not less than 50% of marks in aggregate i.e., marks obtained in written examination, Viva-Voce examination and internal assessment (theory) added together. For a pass in practical/ clinical examination, a candidate shall secure not less than 50% marks in aggregate, i.e., marks obtained in university practical/ clinical examination and internal assessment (Practical) added together.

The grace marks up to a maximum of five marks may be awarded at the discretion of the Academy to a learner for clearing the examination as a whole but not for clearing a subject resulting in exemption.

Amended (Notification No. SDUAHER/ KLR/ ADMN/ 5432 / 2014-15 Dated: 05-02-2015) These regulations shall be applicable to the students pursuing MBBS course admitted from the academic year 2014-25

For declaration of pass in any subject in the University examination, a candidate shall pass both Theory and Practical/Clinical examinations components separately as stipulated below:

The Theory component consists of marks obtained In University written papers and Viva-Voce examination only.

For a pass in theory, a candidate shall secure not less than 50% mark in aggregate i.e., marks obtained In University conducted written examination and Viva-Voce examination added together (excluding internal assessment marks). For a pass in practical/ clinical examination, a candidate shall secure not less than 50% marks i.e., marks obtained in university practical/ clinical examination (excluding internal assessment marks).

However, for a pass in each of the subjects, a candidate must obtain 50% in aggregate inclusive of Internal Assessment with a minimum of 50% in Theory including Viva-Voce and minimum of 50% in practicals. (No. SDUHER/KLR/ADMN/5432?2014-15)

4.9 Criteria for Fail

A candidate not securing 50% marks in Theory or Practical/ clinical examination and 50% aggregate in a subject shall be declared to have failed in that subject and is required to appear for both theory and practical/ clinical again in the subsequent examination in the subject.

Amended

A candidate not securing 50% marks in aggregate in Theory including Viva-Voce or Practical/clinical examination and 50% marks in aggregate including IA marks in a subject shall be declared to have failed in that subject and is required to appear for both theory and Practical/ clinical again in the subsequent examination in the subject.

(Notification No. SDUAHER/ KLR/ ADMN/ 5432 / 2014-15 Dated: 05-02-2015)

4.10 Announcement of Results

The results shall be awaited within 3 weeks of the examination

1) The results will be uploaded to online in a matter of few minutes directly from examination wing. Students can see the results in website and also the Controller of Examination Shall Forward the provisional register number of the candidates who are declared passed.

2) The grading Shall be as follows

2nd class 50% to 64%

1st class 65% to 74%

Distinctions – 75%

However grading is applicable for the candidates who passed in single attempt

- 3) The abstract of marks of all candidates appeared for examination shall be forwarded immediately after the provisional announcement of the result. The individual marks cards of the students shall be sent to the principal office within one month after the provisional announcement of the result.

5. GUIDELINES FOR CONDUCT OF MBBS EXAMINATIONS-CBME

5.1 Eligibility to appear for Professional examinations

A. Attendance

Attendance requirements are 75% in theory and 80% in practical /clinical for eligibility to appear for the examinations in that subject.

In subjects that are taught in more than one phase – the learner must have 75% attendance in theory and 80% in practical in each phase of instruction in that subject.

If an examination comprises more than one subject (for e.g., General Surgery and allied branches), the candidate must have 75% attendance in each subject and 80% attendance in each clinical posting.

Learners who do not have at least 75% attendance in the electives will not be eligible for the Third Professional - Part II examination.

B. Internal Assessment:

Learners must secure at least 50% marks of the total marks (combined in theory and practical / clinical; not less than 40 % marks in theory and practical separately) assigned for internal assessment in a particular subject in order to be eligible for appearing at the final Academy examination of that subject. Internal assessment marks will reflect as separate head of passing at the summative examination.

5.2 Academy Examinations

A.Theory:

Nature of questions will include different types such as structured essays (Long Answer Questions - LAQ), Short Answers Questions (SAQ) and objective type questions (e.g. Multiple Choice Questions - MCQ). Marks for each part should be indicated separately. MCQs shall be accorded a weightage of not more than 20% of the total theory marks. In subjects that have two papers, the learner must secure at least 40% marks in each of the papers with minimum 50% of marks in aggregate (both papers together) to pass.

B. Practical/Clinical:

Practical/clinical examinations will be conducted in the laboratories and /or hospital wards. The objective will be to assess proficiency and skills to conduct experiments, interpret data and form logical conclusion. Clinical cases kept in the examination must be common conditions that the learner may encounter as a physician of first contact in the community. Selection of rare syndromes and disorders as examination cases is to be discouraged. Emphasis should be on candidate's capability to elicit history, demonstrate physical signs, write a case record, analyze the case and develop a management plan.

C. Viva/oral examination:

Viva/oral examination should assess approach to patient management, emergencies, attitudinal, ethical and professional values. Candidate's skill in interpretation of common investigative data, X-rays, identification of specimens, ECG, etc. is to be also assessed.

D. Supplementary Examinations:

There shall be one main examination in an academic year and a supplementary to be held not later than 90 days after the declaration of the results of the main examination. A learner shall not be entitled to graduate after 10 years of his/her joining of the first part of the MBBS course.

5.3 The Academy Examinations shall be held as under:

A. First Professional

The first Professional examination shall be held at the end of first Professional training (1+12 months), in the subjects of Human Anatomy, Physiology and Biochemistry.

A maximum number of four permissible attempts would be available to clear the first Professional University examination, whereby the first Professional course will have to be cleared within 4 years of admission to the said course. Partial attendance at any University examination shall be counted as an availed attempt.

B. Second Professional

The second Professional examination shall be held at the end of second professional training (11 months), in the subjects of Pathology, Microbiology, and Pharmacology.

C. Third Professional

Third Professional Part I shall be held at end of third Professional part 1 of training (12 months) in the subjects of Ophthalmology, Otorhinolaryngology, Community Medicine and Forensic Medicine and Toxicology

Third Professional Part II - (Final Professional) examination shall be at the end of training (14 months including 2 months of electives) in the subjects of General Medicine, General Surgery, Obstetrics & Gynecology and Pediatrics. The discipline of Orthopedics, Anesthesiology, Dentistry and Radiodiagnosis will constitute 25% of the total theory marks incorporated as a separate section in paper II of General Surgery.

The discipline of Psychiatry and Dermatology, Venereology and Leprosy (DVL), Respiratory Medicine including Tuberculosis will constitute 25% of the total theory marks in General Medicine incorporated as a separate section in paper II of General Medicine.

5.4 CALENDER OF EVENTS OF MBBS EXAMINATIONS - CBME

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
							Founda- tion Course	I MBBS			
I MBBS								I MBBS	II MBBS		
II MBBS								II MBBS	III MBBS		
III MBBS Part I									Phase III MBBS Part I	Electives & Skills	
III MBBS Part II											
Phase III MBBS Part II	Internship										
Internship											

5.5 MBBS, Marks distribution for various subjects- CBME

Phase of Course	Written-Theory - Total	Practicals/Orals/ Clinicals	Pass Criteria	
First Professional			Internal Assessment: 50% combined in theory and practical (not less than 40% in each) for eligibility for appearing for University Examinations	
Human Anatomy - 2 papers	200	100		
Physiology - 2 papers	200	100		
Biochemistry - 2 papers	200	100		
Second Professional				
Pharmacology - 2 Papers	200	100		
Pathology - 2 papers	200	100		
Microbiology - 2 papers	200	100		
Third Professional Part - I				University Examination Mandatory 50% marks separately in theory and practical (practical = practical/ clinical + viva)
Forensic Medicine & Toxicology - 1 paper	100	100		
Ophthalmology - 1 paper	100	100		
Otorhinolaryngology paper - 1	100	100		
Community Medicine - 2 papers	200	100		
Third Professional Part - II				
General Medicine - 2 papers	200	200		
General Surgery - 2 papers	200	200		
Pediatrics - 1 paper	100	100		
Obstetrics & Gynaecology - 2 papers	200	200		

Note: At least one question in each paper of the clinical specialties should test knowledge - competencies acquired during the professional development programme (AETCOM module); Skills competencies acquired during the Professional Development programme (AETCOM module) must be tested during clinical, practical and viva. **In subjects that have two papers, the learner must secure** at least 40% marks in each of the papers with minimum 50% of marks in aggregate (both papers together) to pass in the said subject.

5.6 Criteria for passing in a subject- CBME:

Internal Assessment:

Students must secure at least 50% marks of the total marks (combined in theory and practical / clinical; not less than 40 % marks in theory and practical separately) assigned for Internal assessment to be declared successful at the final university examination of that subject. Internal assessment marks will reflect as separate head of passing at the summative examination

University Examination:

- The student must **secure at least 40% marks in each of the two theory papers** with **minimum 50% of marks in aggregate** (both papers together) to pass.
- The marks obtained in the viva examination will be added to the practical marks.
- The student **must secure a minimum of 50% of marks in aggregate in the viva and practical examination** (both combined) to pass.



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

A DEEMED TO BE UNIVERSITY

Declared under Section 3 of UGC Act, 1956, MHRD GOI No.F.9-36/2006-U.3(A) Dt. 25th May 2007

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No. SDUII KLR /ADMNI / 1423 / 2009-10

Date: 03.03.2010

NOTIFICATION

Sub: Regulations and 'Curricula of Post Graduate Medical Degree and Diploma Courses in Pre - Clinical, Para- Clinical, Medicine and allied Subjects and Surgery and allied subjects - reg

Ref: Notification SDUU/KLR/ADMN/3035/2008-09, dated 17.12.2008

With reference to the above, The University has followed the Regulations and Curricula of Rajiv Gandhi University of Health Sciences, Bangalore for the 1st batch of Post Graduate Degree (MD / MS) and Post Graduate Diploma students admitted during the Academic year 2008-09.

The Post Graduate Diploma students of the academic year 2008-09 will be appearing for the University examinations during May-2010. Accordingly, the following details pertaining to the scheme of examinations is notified and the same will be in effect for the students appearing for the University examinations to be held during the month of May 2010.

The details are here under

By Order,

**Sd/-
Registrar**

5. REGULATIONS OF POST GRADUATE MEDICAL DEGREE AND DIPLOMA COURSES

5.1 Duration of the programme

- a. M.D /M.S Degree Courses: The course of study shall be for a period of 3 years consisting of 6 terms.
- b. Diploma courses: The course of study shall be for a period of 2 years consisting of 4 terms.

5.2 Method of training

The candidates joining the Post Graduate training programme shall work as 'Full Time Resident' during the period of training and not permitted to run a clinic/laboratory/nursing home during the study period.

Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons. Undertake assignments, assured full time responsibilities and participation in all facets of the educational process.

Training should include involvement in laboratory and experimental work, and research studies. Basic medical sciences students should be posted to allied and relevant clinical departments or institutions. Similarly, clinical subjects' students should be posted to basic medical sciences and allied speciality departments or institutions.

5.3 Eligibility to take Examinations

A. Attendance

Each year shall be taken as a unit for the purpose of calculating attendance. The candidate is required to attend a minimum of 80% of the training during each academic year of the post graduate course.

Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year.

Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

As per the MCI Guidelines, for implementation of Competency Based Post Graduate Education - 2017

During the training programme of postgraduate degree, the term of each academic year has been substituted as '**Academic Term**' of 6 (six) months, which means the training programme will have academic terms of 6 months and the candidates joining postgraduate programme shall work as full time Residents during the period of training and shall attend not less than 80% of imparted training during each academic term of 6 (six) months and given fulltime responsibility, including assignments and participation in all facets of educational process.

B. Dissertation: M.D./M.S. Degree:

Every candidate shall carryout work and submit a dissertation as indicated below (5.6). The dissertation shall be submitted at least six months before the theory and clinical / practical examination. Approval of dissertation work by two reviewers shall be a essential precondition for a candidate to appear in the University Examination.

A postgraduate student of a postgraduate degree course in board specialties would be required to present one poster presentation, to read one paper at a national/state conference and to present one research paper which should be published / accepted for publication/sent for publication during the period of his postgraduates studies so as to make him eligible to appear at the postgraduate degree examination. (No. MCI-18(1)90-Med.Dated 22-08-2000)

C. Monitoring Progress of Studies:

Work diary / Log Book - Every candidate shall maintain a work diary and record of his/her participation in the training programmes conducted by the department such as journal reviews, seminars, etc. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinised and certified by the Head of the Department and Head of the Institution, and presented in the university practical/ clinical examination.

The Post Graduates have to submit quarterly assignments/log books in the prescribed format to the Director Academics for scrutinizing. (33rd Academic council meeting dated 14-06-2019)

The online course in Research Methods is mandatory for all postgraduate students being admitted from the 2019-20 onwards. All the PG students will have to complete the online course by the end of their 2nd semester. (MCI Notification Dated, 09-07-2019)

D. Periodic tests:

For PG degree courses of three years duration (MD/MS) the concerned departments may conduct three tests, two of them be annual tests, one at the end of first year and the other in the second year. The third test may be held three months before the final examination. The tests may include written papers, practicals / clinicals and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department and sent to the University, when called for.

5.4 Schedule of Examination

The Examination for M.D./ M.S. course shall be held at the end of three academic years (six academic terms). The examination for the Diploma courses shall be held at the end of two academic years (four academic terms). The University shall conduct two examinations in a year at an interval of four to six months between the two examinations. Not more than two examinations shall be conducted in an academic year.

5.5 Scheme of Examination

M. D. / M.S. Degree examination in any subject shall consist of dissertation, written paper (Theory), Practical/Clinical and Viva Voce.

5.6 Dissertation

Every candidate shall carry out work and submit a dissertation as indicated. Acceptance of dissertation shall be a precondition for the candidate to appear for the final examination. The candidate pursuing MD/MS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed by the external reviewers and after approval the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of the University. The results of such a work shall be submitted in the form of a dissertation. The dissertation is aimed to train a post Graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

The dissertation should be written under the following heading:

- I. Introduction
- II. Aims or objectives of study
- III. Review of Literature
- IV. Material and Methods
- V. Results
- VI. Discussion
- VII. Conclusion
- VIII. Summary
- IX. References
- X. Tables
- XI. Annexures

The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexures. It should

be neatly typed in double lines spacing on one side of paper (A4 size, 8.27" x 11.69") and bound properly. Spiral binding should be avoided. The dissertation shall be certified by the Guide, head of the department and Head of the Institution.

Four copies of dissertation thus prepared shall be submitted to the Registrar of the University, six months before final examination on or before the dates notified by the University.

The dissertation shall be valued by examiners appointed by the University. Approval of dissertation work is an essential precondition for a candidate to appear in the University Examination.

The thesis dissertation shall be reviewed by a minimum of three examiners; one internal and two external examiners, who shall not be the examiners for Theory and Clinical examination. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the Thesis by two examiners

5.7 Guide

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per Medical council of India Minimum Qualification for Teachers in Medical Institutions Regulations, 1998. Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as Lecturer or Assistant Professor gained after obtaining post graduate degree shall be recognized as post graduate teachers.

5.8 Co-Guide

may be included provided the work requires substantial contribution from a sister department. The co-guide shall be a recognized post graduate teacher of Sri Devaraj Urs University of Higher Education and Research.

5.9 Change of guide

In the event of a registered guide leaving the college for any reason or in event of death of guide, guide may be changed with prior permission from the University.

5.10 Written Examination (Theory)

a. Degree: A written examination shall consist of four question papers, each of three hours duration. Each paper shall carry 100 marks out of the four papers, the 1st paper in clinical subjects will be on applied' aspects of basic medical sciences. Recent advances may be asked in any or all the papers. In basic medical subjects and Para-clinical subjects, questions on applied clinical aspects should also be asked.

b. Diploma: There shall be' three written question papers each carrying 100 marks. Each paper will be of three hours duration. Of these 'three paper in clinical subjects one paper shall be on basic medical sciences. In basic medical subjects and para clinical subjects, questions on applied clinical aspects should also be asked.

5.11 Practical/Clinical Examination

In case of practical examination, it should be aimed at assessing competence and skills of techniques and procedures as well as testing students ability to . make relevant and valid observations, interpretations and inference of laboratory or experimental work relating to his/her subject.

In case of clinical examination, it should aim a examining clinical skills and competence of candidates for undertaking independent work as a specialist. Each candidate should examine at least one long case and two short cases,

a. Degree: The total marks for Practical/Clinical examination shall be 200.

b. Diploma: The maximum marks for Practical Clinica1 shall be 150.

5.12 Viva Voce

Viva VOCE- examination shall aim at assessing depth of knowledge, logical reasoning, confidence and oral communication skills. The total marks shall be 100 and the distribution of marks shall be as under

a. Degree:

- | | |
|---------------------------------------------------|----------|
| (i) For examination of all components of syllabus | 80 marks |
| (ii) For Pedagogy | 20 marks |

b. Diploma:

The total marks shall be 50.

5.13 Examiners

There shall be at least four examiners in each subject. of those, two shall be external examiners and two shall be internal examiners. The qualification and teaching experience for appointment as an examiner shall be as laid down by the Medical Council of India.

5.14 The number of candidates per day

The maximum number of candidates for practical/clinical and viva-voce examination shall be as under:

MD/MS Course: Maximum of 8 per day

Diploma Course: Maximum of 8 per day

5.15 Guidelines on Appointment of Post Graduate Examiners

- a. No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a Post Graduate teacher as laid down by the MCI and has teaching experience of 8 (Eight) years as a Lecturer / Asstt. Professor out of which he has not less than 5 (Five) years teaching experience after obtaining Post Graduate degree. For external examiners, he should have minimum three years experience of examinership for Post Graduate diploma in the concerned subject.
- b. There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who shall be invited from other recognized universities from outside the state. provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with justification of such examination and the result shall be published in such a case with the approval of Medical council of India. An external examiner may not be appointed consecutively. Thereafter he may be reappointed after an interval of two years.
- c. The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.

- d. The same set of examiners shall ordinarily be responsible for the written, practical or part of examination.
- e. The Head of the Department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.

(Medical council of India Post Graduate Medical Education Regulations, 2000 Amended upto 11th March, 2017, Gazette Notification dated 20.10.2008)

5.16 Valuation

- a. The valuation shall be centralized at the University itself. Valuation of answer scripts is compulsory.
- b. Each Answer script shall be valued by all the four examiners (two internal and two external examiners) separately.
- c. The question wise marks shall be entered in the valuation slips provided in the answer booklets as per the order of valuation (Eg. Ist valuator in the Ist valuation slip respectively)
- d. After each valuation the filled marks slips to be separated from the answer booklet before handing over to the next examiner.
- e. The custodian shall enter their marks into the system and get consolidated marks sheet that will be signed by both the examiner and custodian
- f. Each theory paper will be subject to valuation by four examiners (both internal and external) and average mark of the four valuations is considered for that paper for declaration of results.
- g. If the difference between the highest and lowest marks among the four valuations exceeds 15% and above the papers will be subjected to the **Fifth** valuation. In such cases average of the four nearest marks of the five valuations will be considered for declaring the results.
- h. The Practice of the 5th Valuation is discontinued in medical Post Graduate / Diploma examinations applicable to the students of the academic year 2019-20 (Notification No.SDUAHER/KLR/ADMN/1571/2019-20, dated:12-09-2019)

5.17 Criteria for declaring as pass in University Examination

A candidate should score minimum 40% marks in each theory paper and not less than 50% marks cumulatively in all the three papers in postgraduate degree/diploma, to be declared as pass in the examinations. A candidate shall secure not less than 50% marks in each head of passing which shall include (1) Theory, (2) Practical including clinical and viva voce examination. A candidate securing less than 50% of marks as described above shall be declared to have failed in the examination. (No. MCI-23 (1)/2014/Med/153433 Dated 28-01-2015)A failed candidate may appear in any subsequent examination upon payment of fresh fee to the Registrar of the University.

5.18 Declaration of distinction

A Successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

5.19 Re-totaling

Candidates shall apply for re totaling by filling a specific application form and payment of prescribed fee of Rs.2000/- (Two thousand only) per paper.

5.20 Revaluation

On the merit of four complete and in depth valuation by four evaluators (Two internals & Two externals) there shall be no provision for revaluation.

5.21 Announcement of Results

- a. The results shall be declared within 3 weeks of the last date of exam.
- b. The results will be uploaded to online in a matter of few minutes directly from

examination wing. Students can see the results in website and also the Controller of Examination Shall Forward the provisional register number of the candidates who are declared passed.

- c. The abstract of marks of all candidates appeared for examination shall be forwarded immediately on the provisional announcement of the result.
- d. The individual marks cards of the students shall be sent to the Principal's office within one month after the provisional announcement of the result.

6. REGULATIONS GOVERNING THE DEGREE OF BACHELOR OF SCIENCE (B.Sc.) CHOICE BASED CREDIT SYSTEM IN ALLIED HEALTH SCIENCES

6.1 Introduction

The University Grants Commission has brought in numerous measures to enhance equity, efficiency and excellence in the higher education system in the country. Consequently, has set considerable effectiveness with noticeable improvements in higher education system. Even though, there existed diversity in the evaluation system in Universities in India and to mitigate tremendous diversity adapted in Universities, UGC issued circular D.O.No. F.1-2/2008 (XI Plan) dated March 2009 and further in its circular D.O.No.F-1-1/2014 dated 12th November 2014 has directed all the Universities in the country to implement the Choice Based Credit system (CBCS) scheme to all the undergraduate and post graduate level degrees Programs mandatorily.

In compliance to the above, Sri Devaraj Urs Academy of Higher Education and research [SDUAHER] has notified with vide No SDUAHER/KLR/ADMN/2063/16-17 dated 20.10.16 and introduced CBCS for undergraduate Programs (B.Sc.) in order to achieve academic excellence, quality improvement and as administrative reforms. Based on this background, SDUAHER has framed REGULATION governing B.Sc. Programs under Faculty of Allied Health Sciences.

This facilitates flexible learning; multifaceted development of students with wide variety of courses viz core, electives in discipline specific, Ability enhancement and open to enhance their knowledge and skills. This qualitative change in the Programs is to the global requirements and aspiration of students and stake holders for mobility both within and across the geographical jurisdiction.

CBCS implementation brings desired uniformity in grading system and method for computing semester grade point average (SGPA) for semester performance and cumulative Grade Point average (CGPA) for overall program performance of students in the examinations.

6.2 CBCS – Definition and benefits

Choice Based Credit System is a flexible system of learning. The distinguishing features of CBCS are the following:

- It permits students to learn at their own pace.
- Choose electives from a wide range of elective courses offered by the other University Departments.
- Undergo additional courses and acquire more than the required number of credits.
- Adopt an inter-disciplinary and intra-disciplinary approach in learning.
- Make best use of the available expertise of the faculty across the departments or disciplines
- Has an inbuilt evaluation system to assess the analytical and creativity skills of students in addition to the conventional domain knowledge assessment pattern.

6.3 Definitions of Key Words

Applicable to undergraduate Allied Health and Basic Sciences Programs under the choice based credit system in semester scheme.

a. University

Sri Devaraj Urs Academy of Higher Education and Research Tamaka, Kolar.

b. Academic Year

Consists of two consecutive semesters a) Even semester (scheduled from January to June) b) Odd semester (scheduled between July to December).

c. Semester

Each semester will consists of 15-18 weeks of academic work equivalent to 90 actual teaching days.

d. Choice Based Credit System (CBCS)

Provides choice for students to select from the prescribed courses/papers such as core, elective or minor or soft skill courses offered in a Program.

e. Credit Based Semester System (CBSS)

Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

f. Program

An educational program leading to award of a Degree, diploma or certificate.

g. Course

usually referred to as 'papers' is a component of a program. All courses May not carry the same weight. The courses should define learning objectives and Learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory Work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

h. Branch

Specialization or discipline of B.Sc. Degree Programs are like Medical Laboratory technology, Imaging technology, optometry, renal dialysis technology, operation theater technology, radiotherapy technology, Bachelor of Physiotherapy (BPT) Clinical Nutrition & Dietetics (CND) etc.

i. Grade Point

It is a numerical weight allotted to each letter grade on a 10-point scale.

j. Credit

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, etc. In the proposed Programs, credit is a unit by which course work is measured. Credit determines the number of hours of instructions required per week, generally, one credit is equivalent to one hour of teaching [lecture or tutorial] or 2 hours of practical work /field work per week.

k. Credit Point

It is the product of grade point and number of credits for a course.

l. Semester Grade Point Average (SGPA)

It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

m. Cumulative Grade Point Average (CGPA)

It is a measure of overall cumulative Performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

n. First Attempt

A student who has completed all formalities of the semester becomes eligible to attend the examinations and has passed in first sitting; such attempt shall be treated as first attempt.

o. Transcript or Grade Card or Certificate

Based on the grades earned, a grade Certificate shall be issued to all the registered students after every semester. The grade Certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. The SGPA and CGPA shall be rounded off to 2 decimal places.

6.4 Types of Courses

Courses in a programme may be of three kinds:

Core, Elective and Ability Enhancement Courses (Foundation Course).

a. Core Course There may be a Core Course in every semester. This is the course

which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

b. Elective Course:

Elective course is a course which can be chosen from a pool of papers. It may be:

- ◆ Supportive to the discipline of study
- ◆ Providing an expanded scope
- ◆ Enabling an exposure to some other discipline/domain
- ◆ Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

c. Ability Enhancement Courses (AEC):

The Ability Enhancement (AE) Courses may be of two kinds:

Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

a. "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/MIL Communication. These are mandatory for all disciplines.

b. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

d. Project work/Dissertation

Is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

6.5 Research Course

This is a compulsory type of core course which is to be compulsorily studied by a student. These course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. It introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

6.6 Durations of Programme

a. B.Sc. Allied Health Sciences

The duration of the under graduate Programs shall be three years consists of 6 semesters excluding internship for 6 months. The total course duration shall be double the course time; i.e. the candidate shall complete all the semesters before 6 years (i.e. 12 semesters) from the date of course commencement excluding internship period

b. Bachelor of Physiotherapy (BPT)

The total duration of the course shall be Four and half years which includes four years course period (eight semesters) and a minimum of six months of rotatory Internship. The total course duration shall be double the course time; i.e. the candidate shall complete all the semesters before 8 years (i.e. 16 semesters) from the date of course commencement excluding internship period. The duration will be calculated based on the semester duration not on the starting date to ending date. A candidate who failed to complete the course within 8 years (16 semesters) will be withdrawn admission and further he/she may retake admission as fresh enrollment if an eligibility criteria permits.

c. Clinical Nutrition & Dietetics (CND)

The duration of the under graduate Programs shall be five years consists of 10 semester The candidate shall complete the programme generally within the twice the no. of years of the programme from the date of commencement of the programme i.e within the 10 years from the date of admission. If the candidate fails to complete the program within the period permitted he/she will be discharged from the academy. However, fee to be paid for repeating the semesters.

6.7 Course Curriculum

The Curriculum and the syllabus for the course shall be as prescribed. The curriculum is subject to modifications by the recommendations of Academic Board from time to time if necessary.

6.8 Medium of Instruction

The medium of instruction and examination (theory, practical, internal, & viva voce) shall be in English.

6.9 Calendar of Events

The calendar of events in respect of each program of study shall be fixed by the University from time to time. The examination in all programs of study shall be conducted at the end of each semester.

6.10 Attendance

- Each course comprising theory, Practical and tutorials shall be treated as a single unit for the purpose of calculation of attendance. A student shall have to attend a minimum of 75% attendance of the total instruction hours in a course (theory/practical/tutorials) in each semester from the date of commencement of the semester to last working day as notified by the University.

- Students lacking in the prescribed attendance and progress in any subject(s) in theory and practical should not be permitted to appear for the examination. Such student shall repeat the course in which he/she is deficient with attendance.

6.11 Internal Assessment

The weightage given to the internal assessment is 20% out of the total marks assigned to the course. Regular internal assessment examinations should be conducted on each course in a semester. There should be a minimum of at least 3 internal assessments examinations in each semester, the number of examination on each course is left to the department. An average of the (Best) two internal assessment examinations should be taken into consideration during calculation of marks of internal assessment.

The student must secure at least 35% of total marks fixed for internal assessment examination of that course to be eligible to appear for examination.

6.12 Eligibility For Examination

To be eligible to appear for University examination a candidate: -

- a. Shall have undergone satisfactorily the approved training in the subject/course for the prescribed duration.
- b. Shall have attended at least 75% of the total number of classes in theory and practical/clinical jointly to become eligible to appear for examination in the particular course/subject.
- c. Shall secure at least 35% of total marks fixed for internal assessment in a particular course in order to be eligible to appear in the University Examination of that course.
- d. Shall fulfill any other requirement that may be prescribed by the University from time to time.

6.13 Scheme of Examination

There shall be examinations at the end of each semester as per the calendar of events notified by the Academy.

6.14 Valuation of Answer Scripts

Each written paper shall be valued by one internal examiner and one external examiner. If the difference between 1st and 2nd valuation is 15 % and more the paper shall be subjected to a third valuation. In such cases the average of the two marks which would be closest among the three valuations shall be awarded to the student

6.15 Revaluation

On the merit of two complete and in depth valuation by two Evaluators (Internal & External) and third valuation if the difference between 1st and 2nd valuation is 15 % and more. Hence there shall be no provision of revaluation.

6.16 Conduct of Practical Examination

The practical examination shall commence immediately after final theory examination. The practical examination shall be conducted by two examiners who are experts in their subjects, one of them shall be an internal examiner and one of them shall be an external examiner. The external examiner shall be selected from an available panel of examiner list.

The external and internal examiner shall have preferably 3 years teaching experience after Master degree (MSc) and one year experience after MD/MS/PhD from a recognized university in the concerned subjects to be eligible as examiners for AHS courses.

The practical examination in specialty papers like orthopedic/ neurological Physiotherapy, the examiner shall have same discipline in their post-graduation and teaching experience.

Each practical examination shall be jointly conducted and evaluated by one internal examiner and one external examiner or two external examiners if there are no internal examiners.

6.17 Result classification of successful candidates

The results of successful candidates at the end of each semester shall be declared on the basis of Percentage of Aggregate Marks, converted to grade point and alpha – sign grade for each course on the basis of 10 point scale recommended by UGC.

The following table shows the final results with grade description and grades

Semester / Program % of marks	Semester GPA / Program CGPA	Alpha-Sign / Letter Grade	Result / Class Description
90.0-100	9.00-10.00	O (Outstanding)	Outstanding
80.0-<90.0	8.00-<9.00	A+ (Excellent)	First Class Exemplary
70.0-<80.0	7.00-<8.00	A (Very Good)	First Class Distinction
60.0-<70.0	6.00-<7.00	B+ (Good)	First Class
55.0-<60.0	5.50-<6.00	B (Above Average)	High Second Class
50.0-<55.0	5.00-<5.50	C (Average)	Second Class
40.0-<50.0	4.00-<5.00	P (Pass)	Pass Class
Below 40	Below 4.00	F (Fail)	Fail/ Reappear
Absent	0	Ab (Absent)	

6.18 Computation of Semester Grade Point Average (SGPA) And Cumulative Grade Point Average (CGPA)

a. Calculation of SGPA

The following procedure to compute the Semester Grade Point Average

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

Note: Grade point denotes the decimal of percentage of marks scored

Example for SGPA (20 Credits)

Papers/courses	P1	P2	P3	P4	P5	Total
Max. marks	100	100	100	100	100	500
% Marks Obtained	77	73	58	76	64	348
Grade Points Earned (GP)	7.7	7.3	5.8	7.6	6.4	-
Credits for the Course(C)	4	4	4	4	4	20
Credit points= GP x C	31	29	23	30	26	139

Semester Aggregate Marks : $348 / 500 = 69.60 \%$

Classification of Result : First Class

Illustration for SGPA

Course /Core paper	Credit	Grade letter As per 10 point scale	Grade point As per 10 point scale	Credit point (Credit X Grade point)
Course 1	04	A	7.7	4X7.7= 31
Course 2	04	B+	7.3	4X7.3=29
Course 3	04	B	5.8	4X5.8=23
Course 4	04	O	7.6	4X7.6=30
Course 5	04	C	6.4	4X26.4=26
	20			139
	SGPA		$139/20 = 6.95$	

The SGPA shall then be computed by dividing the total credit points of all the courses of a semester of the study by the total credits for the semester.

$$\text{SGPA} = \text{Total credit points} / \text{Total Credits} = 139 / 20 = \mathbf{6.95}$$

Semester Alpha Sign Grade: **B**

b. Calculation of CGPA

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$\mathbf{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

Example for CGPA

The Cumulative Grade Point Average (CGPA) at the end of the fourth semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total of GPW of all the four semesters by the total credits for the program.

ILLUSTRATION I

Semester	I	II	III	IV	V	VI	Total
Total Marks per Semester	500	500	500	500	500	500	3000
Total Marks Secured	348	460	466	450	400	400	2524
Semester Alpha Sign Grade	B+	O	O	O	A+	A+	-
SGPA	6.95	8.0	7.77	8.5	7.0	7.0	-
Semester total Credits	20	26	24	24	24	24	142

Aggregate Percentage of Marks = $2524 / 3000 = 84.1 \%$

Classification of Result: **Excellent (First class with exemplary)**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit 20	Credit 26	Credit 24	Credit 24	Credit 24	Credit 24
SGPA 6.95	SGPA 8.0	SGPA 7.77	SGPA 8.5	SGPA 7.0	SGPA 7.0

$$CGPA = \frac{20(6.95) + 26(8.0) + 24(7.77) + 24(8.5) + 24(7.0) + 24(7.0)}{\text{Total credits of programme } 142}$$

$$CGPA = 139 + 208 + 186.5 + 204 + 168 + 168 = 1073.50 / 142 = 7.56$$

CGPA 7.56 A (very good) First class with distinction

6.19 Criteria For Pass

a. B.Sc. Allied Health Sciences (AHS) and Clinical Nutrition & Dietetics (CND)

A candidate shall be declared to have passed the UG, if he/she secures at least a CGPA of 4.0 (Course Alpha-Sign Grade C) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practical / project work / dissertation / viva-voce.

However, candidate has to secure minimum of 35% marks in written theory and practical examination separately and 40% as subject aggregate to be declared as pass. Where the subject has no practical, Viva-voce, internal assessment component, passing criteria is 40%.

b. Bachelor of Physiotherapy (BPT)

A candidate is declared to have passed the examination in a subject, if he/she secures a minimum of 35% marks in the university conducts theory examination, 35% in university practical examination and viva-voce examination individually.

Subject aggregate marks scored by the candidate should be 50% including theory, theory internal assessment & practical internal assessment, university practical and viva-voce added together. Subject aggregate of 50% also applies to the subject which does not have a internal assessment, practical and viva compo-

ment. This pass criterion applies to core course, AEC, DSE and GE course.

6.21 Grace Marks

Any student who completes all the courses in a semester, but failed in any one of the course with a shortage of 5 or less than 5 marks, such candidates will be awarded to maximum of 5 grace marks.

6.22 Carry Over Provision

In the first year, candidates who fail in a first semester examinations may go to the second semesters and take the examinations. But he/she has to complete the first year courses before enters to 2nd year 3rd semester. However, candidate is allowed to carry subjects of 3rd and 4th semesters to 5th semester. . But before entering for the 6th semester, he/she has to complete all the carried subjects along with 5th semester courses.

In case of BPT The 6th semester papers can be carried over to 7th semester, but students have to pass all the subjects of 6th & 7th semester to enter the 8th semester

7. REGULATIONS MASTER OF SCIENCE (M.Sc.) IN ALLIED HEALTH SCIENCES

7.1 Title of The Course

Post graduate program in Allied health Science Subjects are as follows

- a. M.Sc. MLT in Clinical Biochemistry
- b. M.Sc. MLT in clinical Microbiology & Immunology
- c. M.Sc. MLT in clinical Haematology & Blood Transfusion
- d. Master of Optometry
- e. MSc Molecular Biology and Human genetics
- f. Master of Public Health

7.2 Duration of The Course

The duration of the Master's Degree in AHS including submission of project work on the topic registered shall be for a period of two years (consists of four semesters) from the commencement of the academic term.

7.3 Medium of Instruction

English shall be the medium of instruction for the subjects of study as well as for the Examination.

7.4 Course of Study

The course shall be pursued on full time basis. There are three branches in M.Sc MLT course. However, both study and examination of main and subsidiary subjects in first year (first and second semester) shall be common to all the three branches/ specialities.

In the second year (third and fourth semester) the student shall study subject of his/ her chosen branch during admission.

Note: Students shall be posted to clinical/department/clinical laboratories as per the university direction.

7.5 Attendance

The candidate should have attended at least 75% of the total number of classes conducted in a semester from the date of commencement of the semester to the last working day as notified by Academy in each of the subjects prescribed for that year, separately, in theory and practical. A candidate lacking the prescribed percentage of attendance in any subject either in Theory or Practical in the first appearance will not be eligible to appear for the University Examination in that particular subject.

The course shall be pursued on full time basis. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

7.6 Internal Assessment

1. Regular periodic internal assessment examinations should be conducted throughout the programme. The number of assessments shall be decided by the department.
2. There should be a minimum of two internal assessments for both theory and practical's during each semester of the programme and average of two examination marks should be taken into consideration while calculating the marks for internal assessment.
3. The weightage given to the internal assessment is 25% out of the total marks assigned for a subject (200 marks).
4. Student must secure at least 50% of total marks fixed for internal assessment in a particular subject in order to be eligible to appear in the university examination of that subject.

7.7 Eligibility to Appear For University Examination

To be eligible to appear for University examination a candidate:-

1. Shall have undergone satisfactorily the approved training in the subject/subjects for the prescribed duration.
2. Shall have attended at least 75% of the total number of classes in theory and practical /clinical separately to become eligible to appear for examination in those subject/subjects.
3. Shall secure at least 50% of total marks fixed for internal assessment in a particular subject in order to be eligible to appear in the University Examination of that subject.
4. Shall fulfil any other requirement that may be prescribed by the University from time to time

7.8 Scheme Of Examination

The Academy conducts two semester end examinations in each year at an interval of not less than four to six months. There are total four semesters in the program. Shall consist of theory papers each of three hours duration. Each paper shall carry 100 marks (80 theory and 20 Internal assessment).

The external examiner shall be selected from an available panel of examiner list. The external and internal examiner shall have preferably 5 years teaching experience after Master degree (MSc) and Two years experience after MD/MS/PhD from a recognized university in the concerned subjects to be eligible as examiners for AHS courses.

7.9 Practical Examination

At the time of Practical Examination, the candidate shall submit to the examiners his/her laboratory notebook duly certified by the Head of the Department as a bonafide record of the work done by the candidate.

A candidate shall not be admitted to the practical examinations for the first time unless he/she produces the class record book certified by the Head of the Department.

There shall be one practical examination at the end of each semester each of the designated subject. Each examination carries 40 marks. The duration of practical is three hours. Records to be assessed by the external examiners during university practical examination.

7.10 Viva Voce

This shall aim at assessing: depth of knowledge, logical reasoning, confidence and oral communication skills. Each viva carries 30 marks. Presentation of dissertation and discussion on it shall be done during viva voce. However, no marks shall be awarded to the presentation of dissertation. Both internal and external examiners shall conduct the practical and viva-voce examination.

A failed candidate needs to appear for both theory and practical examination in the failed subject/s only in the subsequent examination.

7.11 Criteria For Pass

1. For declaration of pass in any subject in the University examination the candidates shall secure a minimum of 50 % of the marks in both in theory and practical components of the examination separately.
2. Theory component is the sum total of marks obtained in University Exam Theory + Internal Assessment Theory + University Exam Viva Voce.
3. Practical component is the sum total of marks obtained in University Exam Practicals + Internal Assessment Practicals.
4. A candidate not securing 50% marks in both theory and practical components of a subject shall be declared to have failed in that subject and is required to appear for both theory and practical again in the subsequent examination in that subject.

7.12 Declaration of Class

1. A candidate having appeared in all the subjects in the same examination and passes that examination in the first attempt and secures 75% of marks or more of grand total marks prescribed will be declared to have passed in the examination with **Distinction**.

2. A candidate having appeared in all the subjects in the same examination and passes that examination in the first attempt and secures 60% of marks or more but less than 75% of grand total marks prescribed will be declared to have passed examination in **First class**.
3. A candidate having appeared in all the subjects in the same examination and passes that examination in the first attempt and secures 50% of marks or more but less than 65% of grand total marks prescribed will be declared to have passed the examination in **Second class**.
4. A candidate having appeared in all the subjects in the same examination and passes that examination in the first attempt and secures 50% of marks will be declared to have **passed** the examination.
5. A candidate passing the university examination in more than one attempt shall be placed in pass class irrespective of the percentage of marks secured by him/her in the examination.

7.13 Carry Over

A Candidate who has admitted to postgraduate programs under the faculty of Allied health and basic sciences shall be permitted to carry over the backlog subject till the completion of duration of the programme. However she/ he shall be declared passed in the programme only after successfully passing all the subject/ courses of all semesters of the post graduate programme

7.14 Maximum Duration For Completion of Course

The maximum duration of the programme shall be four years from the date of admission. The candidate failing to complete the course within four years from the date of admission will be declared unfit to continue and will be discharged from the programme.

7.15 Project Work

Each candidate pursuing M.Sc. MLT Course in the selected specialisation is required to carry out dissertation work on a selected topic in the area of specialisation under the

guidance of a recognized post graduate teacher after successful completion of first year of the course (1st & 2nd semester).The candidate has to commence the project work during the third semester and should complete the same in the fourth semester. The completed project should be submitted to University one month prior to the fourth semester University examination through Head of the department duly certified by the Guide.

The project work is aimed to kindle the research instincts among the students. The work should comprise adequate exposure to various research methodologies and techniques. Which includes identification of problem, formulation of hypothesis, search and review of literature, getting acquainted with recent advances, collection of data, interpretation of results and drawing conclusions.

The project report shall have the following components.

- a. Introduction
- b. Aims or objectives of study
- c. Review of literature
- d. Materials and methods
- e. Results
- f. Discussion
- g. Conclusion
- h. Summary
- i. References
- j. Tables
- k. Annexure

The written text of project work shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69") and bound properly. A declaration by the candidate to the effect that the work was done by him/her and a certificate of bonafide on the research work from the have to be affixed in the beginning of the project report. Five copies of project report should be submitted to the University through proper channel along with a soft copy (CD) one month before the final examinations.

No change in the dissertation topic or guide shall be made without prior approval of the University.

University shall arrange for evaluation of the project work both internally and externally and shall have to obtain 50% of the total marks allotted for the project work including viva voce [80marks for project and 20marks for viva voce]

There is a provision for revision and resubmission of project report if an external examiner recommends change/ suggest for further work. Such project report will be referred to the same examiner after compliance for his report.

In case of rejection by external a project report will be send to another university nominated external examiner. His/her recommendation will be final.

Any publication made out of the prepared project report of his/her research work done during the tenure of M.Sc. programme should show affiliation to the university.

7.16 Scheme for evaluation of Project Report

Table :		
Sl.No.	Section	Marks Assigned
(A)	Project Report	50
I	Introduction	05
II	Review of Literature	05
III	Methodology	10
IV	Results	10
V	Discussion	10
VI	Conclusions	05
VII	Bibliography and Master Chart	05
(B)	Viva Voce	30
	TOTAL	80

7.17 Guide

The eligibility academic qualification and teaching experience required for recognition as Guides for Post graduate program in Allied health Science subjects

- a. Shall be a full time teacher in the college or institution where he/she is working
- b. The age of guide shall not exceed 65 years.
- c. Ph.D/M.D in the Concerned Subject with minimum of three years of teaching experience after Ph. D/M.D in a medical institution or Recognized Universities.
- d. M.Phil. in Concerned Subject with a minimum of four years of teaching experience after M.Phil in a medical institution or Recognized Universities.
- e. M.Sc. in Concerned Subject with five years of teaching/professional experience after the postgraduate qualification in a teaching in medical institution or Recognized Universities.
- f. Change of guide and project topic will be permitted if the student/supervisor furnish valid reasons and on approval by the Dean of concerned Faculties. Dean of Faculty will constitute the committee to examine such request. If change of supervisor and/ or topic is approved, he/she has to work as per the approved changes within the prescribed duration
- g. The guide or co-guide shall supervise dissertation work of not more than five students per academic year. (Student Guide Ratio 5:1)

8. Ph.D Academy Examinations

8.1 Procedure for conduct of Pre Ph.D Examinations

- a. List of students and Tentative examination dates received from the Director, Academics, as per the calendar of events
- b. Fixing the Examination Dates & other Examination related activities
- c. Approval of Notification by the Hon. Vice Chancellor
- d. Examination Notification by the Controller of Examinations and Circular to the Principal of constituent college for conduct of University Examinations.
- e. SMS Alert and Individual appointment orders sent to the External Examiners through e-mail and post.
- f. Acceptance received from the concerned examiners in the prescribed proforma
- g. If any External or Internal Examiner has declined the examinership, in place of him the other examiner is selected by the Hon. Vice chancellor.
- h. Appointment of Chief Superintendent in consultation with the Hon'ble Vice-Chancellor

8.2 Setting up of Question Papers

- a. Eligible question paper setters will be selected by the Controller of Examinations from the shortlisted eligible external faculties of other states
- b. The details of preparation of question papers viz; Instruction to paper setters, model question paper, Curriculum, Marks Distribution, acceptance form and confidential covers will be sent to the paper setters by Registered Post.
- c. The paper setters sends the question paper sets to the controller of examinations in a confidential manner within 15 days of receiving the order by registered post.
- d. The controller of examinations after receiving the question paper sets, verify the completeness and preserve them for the use during the examination in a confidential manner.

8.3 Conducting of Theory Examinations

- a. Appointment of Custodian, Coding officer, Verification officer and other supporting staff etc. – by the Hon. Vice Chancellor – before the commencement of theory examinations
- b. The controller of examinations on the day of examination half an hour before the scheduled time of examination pick up one question paper out of three sets of question papers at the office of Chief Superintendent of Examinations.
- c. Thus the selected question papers are printed, put them into the block wise covers and sealed by the controller of examinations. The sealed question paper covers are handed over to Deputy Superintendent of Examinations 15 minutes before commencement of examination.
- d. At this stage two examinees would be selected randomly from each block and their signatures are to be taken for certifying the integrity of the sealed envelopes.
- e. There after, the Question Papers would be disturbed to the examinees five minutes before the commencement of examination in the Examination Hall. They would be asked to go through the question paper and bring to the notice of the Deputy Superintendent/CoE about any discrepancy. The students are only allowed to start writing the answers at the scheduled time of examination.
- f. Feedback from students are taken to gather inputs towards further improvement in the quality of question papers.

8.4 Theory valuation

- a. Verification and Coding of the Answer scripts will be done within 24 hours after each day of the theory examination.
- c. Each answer scripts shall be valued by the two examiners (one Internal and one external examiner separately)
- d. The scripts are scanned and sent to the examiners through mail in a password protected manner so that confidentiality is maintained.
- e. The examiner value the papers by opening the file with the given password, the marks will be entered in the valuation slips and send to the controller of examination in a sealed cover by speed post.

8.5 Tabulation

- a. Verification of marks by the Custodian
- b. Verifying and Collecting the Valuation slips from Custodian by CoE
- c. Entering the marks (Theory) by the designated confidential staff

8.6 Deviation Report

- a. If the difference between the two valuations 15% and above, the papers will be subjected to the third valuation.
- b. Approval from the Vice Chancellor – for Fixing the Examiners for third valuation
- c. Conducting of third valuation after getting the deviation report and subsequent approval by the Hon. Vice Chancellor.
- d. Entering of third valuation marks by designated confidential Staff after Verification by the Custodian
- e. Look for discrepancies reports from the computer section and solve it.
- f. Collection of final result such as statements of marks and provisional list of result statement.

8.7 Ph.D. thesis adjudication

A. Submission of Final Synopsis: Ph.D. scholar shall submit, duly signed six hard copies, one CD format of the final synopsis of the research work to the Controller of Examinations through Ph.D. Centre. Enclose “No due certificates” from the Head of the Institution where he/she has worked, from the Academy Library and from the Finance Officer of the SDUAHER.

B. Ph.D. scholars must publish at least one research paper in Refereed journals (**Scopus/PubMed/ web of science /UGC Listed Journals**) and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

C. The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms

of academic dishonesty while submitting for evaluation, the thesis shall have an undertaking from the research scholar and certificate from the research supervisor attesting to the originality of the work, vouching that there is no plagiarism, and that the work has not been submitted for the award of any other degree / diploma of the same institution where the work was carried out or to any other institution.

D. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country/**state.**

8.8 Public defense Viva voce examination:

The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination.

If the evaluation report of the external examiner of the Ph.D. thesis is unsatisfactory and does not recommend viva-voce, the Institution shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall

be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

Note: One Academy representative as observer shall submit a report on proceedings of Viva-Voce examination to the Registrar /controller of Examination

9.1 Remuneration/Honorarium/ Allowances For Examination Related Work

Sl No	Item of work	Remuneration Revised rates
	1. Conduct of Theory Examination at College	
	a. Chief Superintendent	Rs.450/-/Session
	b. Dy Chief Superintendent	Rs.375/-/Session
	c. Room Superintendent (one for every five Invigilators)	Rs.225/-/Session
	d. Invigilators (One for every 20 Candidates)	Rs.225/-/Session
	e. Office Superintendent (One per examination)	Rs.150/-/Session
	f. Computer Operator	Rs.120/-/Session
	g. Clerk (Two upto 400 Candidates. One Additional Clerk for every 200 Additional Cadidates)	Rs.90/-/Session
	h. Typist (Two per Exam)	Rs.90/-/Session
I	i. Attender (One for 40 Candidates)	Rs.75/-/Session
	j. Watchman	Rs.75/-/Session
	k. Peon (for Chief Superintendents	Rs.75/-/Session
	l. Copier Skilled Assignment	Rs.75/-/Session
	2.Observer / Squad Chief	
	a. For Single Session	Rs.150/-/Session
	b. Additional Allowance	Rs.600/-for entire Examination
	c. For double Session	Rs.225/-
	3. Squad Members	
	a. For Single Session	Rs.150/-
	b. For double Session	Rs.225/-
	(Plus Admissible TA/DA)	Rs.600/- for entire Examination
	Verification and Coding	
	For U.G. Examinations	
	a. Verification Cum Coding Officer	Re.1.50/- per script (min.Rs.600/-)
	b. Asst. Verification Officer	Re.1.20/- Per Script (min Rs.450/-)
	c. Clerical Assistant	Re.0.90/- per script (min Rs.200/-)
II	d. Menial Assistant	Rs.225/-/Day/Person
	For P.G Examinations	
	a. Verification Cum Coding Officer	Rs.15/- per script (min.Rs.1000/-)
	b. Clerical Assistant	Rs.3.00/- per script (min Rs.200/-)
	c. Menial Assistance	Rs.225/-/ Day/Person

Note: a) Only Asst. Professors and above should be drawn for Verification/ Coding Officer.

	1. Paper Setting For Under Graduate Exams	
	a) Less than 3 Hours	Rs.400/-/ Paper
	b) 3 Hours or more	Rs.500/-/ Paper
III	2. For Post Graduate Exams	
	a) 3 Hours or more	Rs.600/-/ Paper
	3.Scrutiny of Manuscript Question Paper	Rs.150/-/ Paper
	a) Translation of question paper	Rs.150/-/ Paper
	4.Setting of multiple choice Questions (MCQ)	Rs.25/-/ Question
	5.Pre Validation of (MCQ)	Rs.15/-/ Question

Valuation

IV	1. For Under Graduate Examinations	
	a) Less than 2.30 hours	Rs.50/-Per Script(min.Rs.300/-)
	b) 2.30 hours or more	Rs.100/-Per Script (min. Rs.600/-)
	2. For Post Graduate Examinations	Rs.200/- (min. 1000/-)

- Note:** 1. Conveyance Allowance is not admissible for the teachers working in the same college, it is admissible if they work only on General Holidays.
2. D.A is not admissible for Journey Period.

Note: Optimum time frame for valuation of Answer Scripts

- a) Under Graduate Exams
 - i) For 3 hours paper 30 scripts per day / valuer.
 - ii) For less than 3 hours 60 scripts per day / valuer
- b) Post Graduate Exams:20 scripts per day / valuer

Note: The valuation should be done for a minimum period of five hours a day

a). Chief Superintendent	Rs.300/- Per Day (Local Conveyance Admissible on general Holidays only)
b). Custodian	Re. 1.50/- Per Script up to 500 scripts minimum of Rs.450/- 501 and above scripts - (minimum of Rs.750/- Local Conveyance Allowance same as above
c) Coordinator	Re.0.60/- Per Script per Coordinator (one person) Up to 500 Scripts minimum of Rs.450/- 501 and above scripts (min. of Rs.750/-) Local Conveyance allowance same as above <u>No. of Co-ordinator to be appointed</u> Upto 1000 scripts = one 1001 to 2500 Scripts = Two 2501 to 5000 Scripts. = Three 5001 & above = Four

	d). Clerical Assistants	Re.0.60 per script per Clerical Assistant (one person). Min. of Rs.150/-
		<u>No. of Clerks to be appointed</u>
		a) Upto 1000 scripts = one
		b) 1001 & above = Two
	e). Menial Assistants	Rs. 0.50 per scripts per menial Assistant (one person) min. of Rs.100
V	Contingency Expenditure at valuation centres (Purchase of Ledgers, Pen, Paper, Xerox etc)	Re. 0.50 per script (min. of Rs.400/-)
	Conduct of Practical Examinations	
	• Chief Superintendent	Rs.450/- per session
	• No. of Expert Assistant per subject/day	Rs.225/- per person
	• Lab./Technical Assts	Rs.150/- per person
VI	• Nurses (for clinical subjects only)	Rs.150/- per person
	• Clerk	Rs.120/- per person
	• Typist	Rs.120/- per person
	• Store Keeper	Rs.120/- per person
	• Attender	Rs.75/- per person
	• Watch man/ Security	Rs.75/- per person
	• Peon (for Chief Superintendent only)	Rs.75/- per person
	<u>1.Remuneration to Examiners for conduct of Practical/ Clinicals</u>	<u>Remuneration per candidate</u>
	U G Examinations	a) For Viva voce Rs.30 b) For Practical Rs.70 (Min. Rs.500/-)
VII	PG Practical Exam. (setting of question paper, conduct & valuation including Viva-voce)	Rs.250/-per candidate/examiner/per day for PG Exam subjects (Minimum of Rs.1500/- only)
	2. Chairman's Fee for PG examinations	Rs.750/- For entire Examination
	3. Coordinator Fee for U.G. Examinations (H.O.D)	Rs.200/- /day/subject
	Valuation of Dissertation per candidate per examiner	Rs.1000/-
	Synopsis Review	Rs.500/-

VIII

I. Travelling Allowances for all type of Examinations work

I) Rs.10/ per Km. by the shortest routes is allowed irrespective of mode of journey performed for Under Graduate Exams.
D.A Rs.750/- per day for UG

II. Local Conveyance

II) Air Travel is permitted to Post Graduate/ Ph.D / Superspeciality Examiners coming from Outside University Jurisdiction, by Economy Class (OR)

Rs.10/- Per K.M for PG

DA. Rs. 1000/- Per Day PG Exam

NOTE: 1. SDUAHER employees are entitled only if they are deputed to examination centres & examination related work. **2.** If the examiners for PG exams or the members of BOS or other Committee members travel by air., and if they travel by city-taxi, the actual charges may be reimbursed. Daily Allowance 1000/- per day

Retotaling

50/- per script which should be divided among all officers and staff involved in retotaling

IX**Contingency Expenditure****Theory**

a) Including Stationery and all other incidental expenses except. Answer / Additional Books, Forms, Postage and Tags.

a)Rs. 5/- per Candidate subject to a minimum of Rs.200/- and maximum of Rs.3,000/- a) Rs.25/- per Candidate per practical of Pre and Para-Clinical Subjects of MBBS course and per practical of other health sciences courses.

b) Contingency amount for conduct of Practical Examinations.

b)Rs.25/- per Candidate per practical of Clinical Subjects of Bachelor Degree Courses.

c)Rs.50/- per candidate for each Speciality or P.G Degree and Diploma. Examinations subject to a minimum of Rs.200/-

X

Contingency Amount: To meet the expenditure for examination work beyond office hours on working days and on Sundays and General Holidays by the Officers and staff of Examination Branch during the conduct of Examinations and Valuation of Answer Scripts.

The Controller of examinations may draw the contingency amount sanctioned by the Vice-Chancellor for each Examination to meet the expenditure involved.

XI

I. Review of Ph.D

Rs. 500/-

a. Synopsis / half yearly progress reports.

II. Pre- Ph.D a. Setting of each Question Paper b. Valuation

Rs.500/-

Rs.200/- min. of Rs.1000/-

III. Ph.D Examination

Rs.1,000/-

a. Valuation of Thesis per Candidate per

Rs.250/- min of Rs.1,500/-

b. Examiner Viva-Voce Examination

9.2 Fee for convocation

Sl.N	Programme	Nationality	Fee (in INR)
a.	Doctor of Philosophy (Ph.D)	Indian	10,000/-
b.	Doctor of Philosophy (Ph.D)	Foreign	12,000/-
c.	Fellowship in Head & Neck Surgical Oncology	Indian	6,000/-
d.	Fellowship in Head & Neck Surgical Oncology	Foreign	8,000/-
e.	Post Graduate Degree	Indian	8,000/-
f.	Post Graduate Degree	Foreign	10,000/-
g.	Post Graduate Diploma	Indian	7,000/-
h.	Post Graduate Diploma	Foreign	9,000/-
i.	M.Sc.	Indian	6,000/-
j.	M.Sc.	Foreign	8,000/-
k.	Post Graduate Diploma in Yoga Practice (PGDYP)	Indian	5,000/-
l.	Post Graduate Diploma in Yoga Practice (PGDYP)	Foreign	7,000/-
m.	Under Graduate (MBBS)	Indian	6,000/-
n.	Under Graduate (MBBS)	Foreign	8,000/-
o.	B.Sc. Allied Health Sciences	Indian	3,000/-
p.	B.Sc. Allied Health Sciences	Foreign	5,000/-

9.3 Examination Fee For All Courses

Sl.	Heads under which fees are charged	Rates -Rs.
01	Examination Application Fee	200
02	Examination Fee for each paper	
	• MBBS	750
	• PG Degree	2000
	• PG Diploma	2000
	• B.Sc in Allied Health Sciences /BPT /CND - Theory	300
	• B.Sc in Allied Health Sciences /BPT /CND - Practical	200
	• M.Sc	1000
	• M.Sc Project processing	500
	• Pre-PhD Examination	500
	• PG Degree Dissertation submission	2000
03	Marks Card fee	250
04	Name Correction in Marks Card	500
05	Consolidated Marks cards	1000
06	Provisional Degree Certificate	1500
07	Duplicate Marks Card	2000
08	Attestation / Transcript of the Documents for each set	2000
09	Rank Certificate	500
10	Migration Certificate	3000
11	Initial Expansion	3000
12	Name correction in Degree Certificate	3000
13	Re-totaling for each paper	2000
14	Duplicate Degree Certificates	Indian - 4000 Foreign - 5000

10. GUIDELINES FOR ISSUE OF DUPLICATE MARKS CARDS AND OTHER CERTIFICATES

1. Name correction in marks card
2. Consolidated Marks Card
3. Provisional Degree Certificate
4. Duplicate Marks Card
5. Attestation/Transcript of the Document
6. Rank Certificate
7. Expansion of the initial (s) of the Name of the Candidate
8. Migration Certificate
9. Change of Name in any Certificate
10. Degree Certificate
11. Duplicate Degree Certificate
12. Verification of Credentials /Documents

The candidate should submit the duly filled prescribed application with necessary documents along with a recent passport size photograph fixed in the application. The photograph should be attested by the Principal/Head of the Institution. The candidate should remit the fee as prescribed by the Academy for the Issue of various Certificates / Marks Cards. The Principal also should certify that the information furnished by the candidate is correct as per the records of the Institution. The following documents are to be submitted along with the filled in application form relevant to the Certificate / Marks Card /Document requested.

a. Name correction in marks card :

1. Request letter from the candidate forwarded by the principal
2. Challan for Rs.500 /- per Marks card.
3. Surrender of original Marks card/s.
4. Attested SSLC/10th Standard or 10+2 marks card

b. Consolidated Marks Card:

1. Request letter from the candidate forwarded by the principal
2. Attested Photo copies of the Marks cards (all years)
3. Challan for Rs.1000/

c. Provisional Degree Certificate:

1. Request letter from the candidate forwarded by the principal
2. Photo copies of the Marks cards .
3. Photo copy of the housemanship/Internship training certificate
4. Challan for Rs.1500/-
5. No Dues Certificate From the Principal/ coordinator.

1. d. Duplicate Marks Card:

2. Request letter from the candidate forwarded by the principal
3. Challan for Rs.2000/- per each Marks card
4. Affidavit on Stamp Paper of Rs.20/-signed by a Notary
5. Acknowledgement for having lodged Police complaint

e. Attestation! Transcript of the Documents:

1. Request letter from the candidate forwarded by the principal
2. Challan for Rs.2000/- each set.
3. Photo copy of the documents.

f. Rank Certificate:

1. Request letter from the candidate forwarded by the principal
2. Challan for Rs.500/-
3. Attested photo copies of Marks cards (all years)

g. Expansion of the Initial(s) of the Name of the Candidate:

1. Request letter from the candidate forwarded by the principal
2. SSLC/10th Standard marks card and 10+2 marks card
3. Affidavit on stamp paper of Rs.20/- sworn before a notary.
4. Challan for Rs.3000/-
5. Degree marks cards.

h. Migration Certificate:

1. Request letter from the candidate forwarded by the principal
2. Challan for Rs.3000/-
3. Two passport size photo copies.
4. Photo copies of the Marks cards.
5. Photo copy of the housemanship/Internship training certificate
6. No Dues Certificate From the Principal/ coordinator..

i. Change of name in any certificates:

1. Request letter from the candidate forwarded by the principal
2. Attested SSLC/10th Standard or 10+2 marks card
3. Affidavit on stamp paper of Rs.20/-Sworn before a Notary.
4. Paper Notification for change of name.
5. Two passport size photo copies.
6. Challan for Rs.3000/-
7. Surrender of original Certificates.

j. Degree Certificate (Convocation)

1. Request letter from the candidate
2. Convocation Fee Payment Receipt
3. Two passport size photo copies.
4. Attested Photo copies of the Marks cards all Exams
5. Attested Photo copy of the housemanship/Internship training certificate
6. No Dues Certificate From the Principal/ coordinator.

k. Duplicate Degree Certificate

1. Request letter from the candidate forwarded by the principal
2. Challan for Rs.4000/-Indian National. Rs.5000/- Foreign National.
3. Affidavit on Stamp Paper of Rs.100/- signed by a Notary
4. Paper Notification for missing of Degree Certificate
5. Acknowledgement for having lodged Police complaint.

1. Verification of Credentials /Documents

1. Request Letter from the Various Companies/ Govt. Offices for verification of the Documents /Credentials.



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

Declared under Section 3 of UGC Act, 1956,

MHRD GOI No.F.9-36/2006-U.3(A) Dt.25th May 2007

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