

Regulation -10

Examination Rules and Regulations

1. Attendance

- a.) Students having short attendance will not be allowed to appear for the Semester End Term Examinations.
- b.) Students having short attendance are advised to meet their respective Programme Heads, well in advance, to avoid any confusion or problem in the examination.
- c.) No student would be entertained on the same day of the examination.

2. Identity

- a.) The student must carry the **Jagannath University I-card** all the time.
 - a. It can be asked by any staff member of University or by the Invigilator. Failing which, it will be considered that he/she is not a student of University and strict action will be taken.
 - b.) In case of Loss / Theft he/she should make the arrangement of his/her Duplicate Identity Card. Duplicate Identity Card fee is Rs. 100. Students are advised to keep a copy of duplicate Identity Card fee slip with them. Entry through this slip would be given for 2 days only.
 - c.) Each student shall produce his/her I-Card for admission to the Examination Hall on demand.
- a.) In case, a student forget to bring I-Card for any reason, he/she will be accommodated in a separate room. The Co-ordinators shall identify him/her and he/she has to show the I-Card to the Exam Deptt. the next day, otherwise the result will be shown as RLA.

3. Grounds of not allowing to appear in the Examinations

Students will not be allowed to sit in the examination on the following grounds.

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| a.) Late Coming | f.) Change his / her Seat |
| b.) Misbehavior | g.) Carrying Cell Phone |
| c.) Arguing with the Examiner / Staff Member | h.) Using Unfair Means |
| d.) Debarred Students | i.) Short attendance |
| e.) Indiscipline in the University Premises | j.) Fee or part of fee is due |

4. Admission to the Examination Room

a.) Reporting Time is 15 Minutes before the examination.

Students Reporting time is 15 Minutes before the examination starts. They must be on their seats 5 Minutes before the commencement of the examination. No student will be allowed to wait or revise outside the examination room. On no account the student will be allowed to stand before the examination room.

b.) Student should occupy only the seat allotted

Student should occupy only the seat allotted to him/her unless especially permitted by the Invigilator.

c.) No Entry after 15 minutes from the start of Examination.

No Student shall be allowed to enter the Examination Room after 15 minutes from the starting time. Traffic Delays, Vehicle Breakdowns, Non Availability of Parking Space, Commuting Distances, Minor illness etc are not the valid excuses for late arrival.

d.) No Exit before One Hour

No Student shall be permitted to finish off the question paper and leave the examination hall before one hour of the start of the examination. When a student leaves the Hall, he/she shall on no account, be re-admitted. If someone does so then the matter will be considered as indiscipline and may lead to disqualification for the entire semester exams.

e.) Mobile

No student will carry mobile (switch on / off / vibrator). If they feel they may keep the mobile in their luggage outside the room, at their cost. The University / Staff shall have no responsibility of any kind.

f.) Attendance

Students must sign the attendance-sheet during Examinations failing which the invigilator or the examination department shall not be responsible for any loss/non-evaluation of answer sheets.

5. Unfair Means

a.) Students using Unfair Means or Misbehavior with the invigilator, during the Examination, will be severely punished and may be expelled from the University.

b.) Students using unfair means during the examination will appear before the UFM.

Examination Committee alongwith his/her parents, on the scheduled date to be fixed within 15 days of the last day of the Exams. A UFM Committee shall be constituted by the Vice Chancellor and ordinarily comprised of the Registrar, Controller of Examinations & HOD/Deans to decide the UFM cases. The Committee after proper hearing will decide the matter.

c.) Points considered as Unfair Means

i.) Mobile Phone

a.) Mobile phone is not permitted in the Examination Hall.

b.) Mobile Phone, if any, can be kept in a bag of the student, outside the room or on the table of the Invigilator. But the University / Invigilator will not be responsible for any Loss or Damage.

c.) The Mobile Phone, if found, even switched off or on vibration mode, the same will be confiscated for six months invariably or as decided by the Vice Chancellor. Also the paper of the student will be cancelled and considered as unfair means case (UFM).

ii.) Indiscipline

a.) Any indiscipline in the exams may lead to immediate Rustication from the University.

b.) Any Student who creates disturbance of any kind during the examination or otherwise, misbehaves in or around the examination hall, or refuses to obey the Invigilator or changes his / her seat with another student shall be liable for expulsion from the Examination Hall, as well as, disqualification, according to the seriousness of the matter.

c.) He / she shall also be liable to make good, the loss of furniture etc, if any, caused by him / her.

iii.) Communication

a.) No Student shall speak without permission.

b.) In case it is necessary for a student to communicate with the Invigilator, he/she should stand & the Invigilator will attend to him / her.

iv.) Signature / Stamping of Answer Book

Students should make sure that their answer book is duly signed / stamped by the Invigilator; an omission will result in disqualification.

v.) Roll No. on question paper.

a.) Student should write the Roll No on the question paper compulsorily.

b.) If any matter, other than the Roll No, is found written on the question paper then it will lead to the cancellation of the paper.

vi.) Written Material

Any Written Material (Paper, Hand Written & Mobile) will lead to the cancellation of the paper.

vi.) Torn out Answer Book leaf

No student shall tear a leaf out of an answer book. If he / she does so it will be treated as unfair means and his/ her paper be cancelled.

6. Late Comers

Students, who reach late for the exams, on genuine grounds, are allowed to appear till 45 minutes after the start of Exams, in a separate room. The result of such students shall be put on RLA list and announced after scrutiny. In case, a student arrived late on three occasions he/she shall be given a benefit of two papers. On late arrival for two occasions one paper shall be considered. In case the late arrival on a single day is genuine then his/her result shall be announced. But in case a student reports late on four or more occasions then no laxity shall be given and no paper shall be considered.

7. Result

All the Results shall be announced by the Controller of Examinations.

8. Re-Checking

Student, desirous of getting his/her answer sheet re-totaled, has to fill up a form, so prescribed, along with fee receipt of Rs.400/-per paper and submit in the Examination Branch within 15 days of the announcement of Result. The totaling shall be checked by the Exam Dept. Later on while revaluating the earlier marks would be hidden and shall not be shown to the Faculty.

9. Re-appear:-

- a.) The Re-appear Examinations of all batches shall be held during End Term examination (Even with Even and odd with odd) every year, subject to the time limit of n+4 Semesters, as provided in the syllabus.
- b.) In case a student of Pass Out Batch wants to appear after (n+4) Semesters then the delay has to be got condoned from the Vice Chancellor, on a request letter and by paying a fee of Rs. 1500/- and the fee of each paper shall be as usual.
- c.) Re-appear fee is Rs.400/- and UFM Re-appear fee shall be Rs.700/- per paper. The re-appear form along with requisite fee receipt shall be deposited **four working days before the date of exams.**
- d.) **Special Re-appear:** In Case a student wants to appear for any Re-appear paper urgently with some plausible reasons, a written permission is to be taken from the Vice Chancellor and a fee of Rs. 700/- shall be paid for each paper.
- e.) In case a student could not clear the re-appear paper then his/her **higher marks in the subject, shall be counted.**
- f.) Fee for duplicate Mark sheet is Rs. 50 and for Consolidated Mark Sheet is Rs 100/-. Also word 'Duplicate' shall be provided on such Mark Sheet.

10. Improvement

Any student, interested in the improvement of marks in any paper, can appear during Re-appear exams. It shall be treated as a Re-appear exam. In case the student could not secure better marks then his/her higher marks, in the subject, shall be considered.

11. Transferee Students

A Student transferred from other Universities shall deposit his Original Marksheet to the Examination Department immediately.

The marks obtained in the earlier University, for the Common Subjects, shall be considered, as it is.

In case of the remaining papers, a student will have to appear, during Re-appear Examinations.

12. Passing

The minimum pass marks required to pass the examination shall be as under:

- a.) 40% in each paper normally or as given in the schedule course wise.
- b.) While totaling, the marks obtained in a paper in which he/she fails shall also be counted. Zero marks shall be treated, in which a student is absent.
- c.) **Merit:** Merit ranking shall be disturbed only after Re- Checking of result, of the student, if required. No change shall be effected of a student who secure marks in case of a Late Comer / UMC / Re-appear.

- d.) Student securing 75% marks in aggregate, in first attempt and minimum duration with no UMC or RLA, shall be given appraisal with remarks. "Passed with Distinction".

13. Preservation/Destruction of Records

The answers books of examination (other than those of UMC cases), used and unused question papers, signature chart, absentee reports, seating plan, secrecy memo, etc. shall be preserved for a period of six months from the declaration of results of the examination concerned. The final tabulated results will be maintained by the Examination Branch permanently.

14. General Instructions

- i.) Students shall indicate in writing only his / her Roll no of the exam, the year, the subject and part, if any, of the question paper on the answer-book outside only.
- ii.) Students shall indicate the Roll No (in figure only) on the top of the question paper.
- iii.) No paper, except the question paper, shall be removed from the Examination Hall.
- iv.) Students are advised to bring their own Pen, Scale, Pencils, Drawing Instruments, & Stencils etc with them. They are not allowed to ask for the same from other students.
- v.) The University will not be responsible for any loss / theft of the Mobile phones or any other valuables.

Note: Approved by AC vide Resolution No. 1.9 dated 07-09-2015 & BOM vide Resolution No.1.7 dated 14-09-2015.