SRI VENKATESWARAA UNIVERSITY

(Established by the Government of Tamil Nadu under
Tamil Nadu Private Universities Act No: 14 of 2019)

***

EXAMINATION MANUAL

29.10.2025

29/10/25

Sri VENKATESWARAA UNIVERSITY has been established by the Tamil Nadu Private University Act 2019 and it commenced to exercise its function from 27th May 2022 on which date it was notified in the Gazette of Tamil Nadu.

Sri Venkateswaraa University has excellent infrastructure in the form aesthetically designed buildings amidst sylvan surroundings, state-of-the art equipment in all the Departments and highly qualified and experienced Faculty and a Management committed to offer quality education to its students at all costs.

The Management patronizes economically poor students by giving fee concession in the tuition fees and parents prefer to admit their sons and daughters in the Institutions affiliated to it. They have implicit faith in the academic and examination discipline which are hall marks of Sri Venkateswaraa University.

The Management is kind enough to tone up the Academic sector and also created a separate and independent office of the Controller of Examination under this University to develop all modern technological facilities needed for an up to date Examination system. The Office of Controller of Examination duly updates the examination mechanism by inculcating new standards imposed by the Academic Council then there.

The Examination Manual has been made for inclusion in the Statutes of Sri Venkateswaraa University `to promote the principles of integrity, fair practice and credibility in ensuring the reputation of the University in the conduct of all examination and related activites.

The responsibility of conducting University examination is in the threshold of Examination wing has begun from 2022-23 onwards.

BOARD OF EXAMINATIONS

1. **Constitution: There shall be a Board of Examinations, which shall consist of the following members:**

   1.1. Vice chancellor – Chairman
   1.2. Dean(s), Facultie(s)
   1.3. Principal(s) / Direcor(s), constituent institute(s)
   1.4. Registrar
   1.5. Two persons from Faculty members to be nominated by the Vice chancellor.
   1.6. Controller of Examinations shall be the Member-Secretary.

2. **Power and Duties of the Board of Examination:**

   2.1. The Board of Examinations shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Board of Examinations shall also oversee and regulated the conduct of examinations in the centers of various departments.

   2.2. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.

   2.3. The Board shall meet at least once in each academic term.

   2.4. The Board shall have the following powers and perform the following duties:

      2.4.1. to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderations tabulation and declaration of results;

      2.4.2. to appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, referred to in sub-section (2.4.5), to remove them or debar them;

      2.4.3. to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;

      2.4.4. in case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall reported by such person;

      2.4.5.1. In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, referees, teachers, supervisors, Chief Superintendent, Centre observers or any other persons connected with the conduct of examinations, the

Board of Examinations shall constitute a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called "Examinations related Lapses and Malpractices Enquiry Committee".

2.4.5.2 Such a Committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.

2.4.6. The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer; and

2.4.7. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

3. Rules and Procedure for Conduct of Business at the Meeting of Board of Examinations

3.1. The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Vice chancellor

Provided that the Vice chancellor shall convene a meeting of the Board of Examinations, as and when required.

3.2. The Controller of Examinations shall be the Member Secretary of the Board of Examinations. He / she shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.

3.3. Not less than ten clear days' notice of the date, time and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least five clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.

3.4. No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.

3.5 Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least three clear days before the date of a meeting, except for an emergency meeting.

3.6. A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.

3.7. The Chairman shall preside over every meeting of the Board of Examinations and, in his absence, a member chosen by the members present from amongst themselves shall preside.

3.8. All acts of the Board of Examinations the decisions at ever meetings, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.

3.9. The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairman in accordance with the rules laid down. The Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.

3.10. Two-third of the total members of the Board of Examinations shall constitute a quorum.

3.11. Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairman shall fill up the vacancy so caused, before the next meeting.

3.12. The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.

CONDUCT OF EXAMINATIONS

1. Definitions:

In this Ordinance relating to the rules for conduct of examinations of Sri Venkateswaraa University (SVU) unless there is anything repugnant in the subject or context,

1.1. "Academic Year" means a year commencing on such date in July / January and ending with such date in June / December of the following year as may be decided by the Academic Council for the courses except the medical courses where the academic year will start from August of the year following the admission made after entrance test.

1.2. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the Institution deemed to be University.

1.3. "Applicant" means a person who has submitted an application to the Institution deemed to be University in the prescribed form for admission to an examination.

1.4. "Candidate" means a student, who has been admitted to an examination by the Institution deemed to be University.

1.5. "Candidate of the university" means a student, who has been pursuing the course of studies in the Constituent colleges of the SVU– A state Private University.

1.6. "Candidate" means an applicant who has applied for an admission to University examination through a Dean, Faculty / Principal, constituent institute /, Faculty in which he / she has been pursuing a regular course of studies.

1.7. "Examinee" means a person who a actually presents himself / herself for an examination or a part thereof to which he / she has been admitted for particular qualification.

1.8. "Examination fee" means the total fee chargeable from students for examination, by the University from time to time as laid down by the SVU– A state Private University.

1.9. Repeater Student" means a student, who, having once been admitted to an examination of this University is again required to take the same examination / paper by reason of his failure (back in the paper or absence thereat and shall include a student who may have joined a Faculty again in the same class.

1.10. "Under-Graduate Diploma Examination" means an examination leading to Graduate Degree of the State Private University.

1.11. "Post Graduate Diploma Examination" means an examination leading to post Graduate degree of the State Private University.

1.12. "Post Graduate Degree examination" means an examination leading to Post Graduate Degree of the State Private University.

1.13. "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the university after post graduation.

1.14. "Research programme" means study/research leading to Degree of Doctorate.

1.15. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including reassessment and allotment of marks.

1.16. "Attempt" means appearance and participation by the candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.

1.17. "Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted / indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance / regulation by the Vice Chancellor / Chairman.

1.18. "Student" means and includes a person who is enrolled as such by the University for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University while pursuing the studies at SVU .

1.19. "Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.

1.20. "Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, MCI, PCI, INC, etc. Or any other regulatory body formed by replacing these exiting one.

1.21. "Ex-student" means a candidate who fails to pass an examination of this Deemed to be University or is unable to appear at an examination after

having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations that may be framed in this behalf.

2. The Institution , a state private University shall hold examinations normally two times in a year; one in Jan/Feb / March and second in June / July / August or as prescribed by a regulating body. **There can be a supplementary examination to be held within a month of result declaration of main examination as prescribed by the regulating body (NMC) .**
3. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.
   1.1. A candidate, desirous of taking an University examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one of the faculties for which he / she applies for not less than the period prescribed in the concerned Ordinances / regulation.
   1.2. Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 80% (or as prescribed by respective council / board) of the classes held both in theory and practical separately in each subject in every semester / academic year / professional, shall be eligible to appear for the university examination. Provided that Vice Chancellor may constitute a Condonation Committee for condonation of attendance if required.
4. The Dean, Faculty / Principal of University shall send to the Controller of Examinations of the University, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University, at least two weeks before the date of the commencement of the written examination.
5. The Dean, Faculty / Principal of constituent institute / Incharge, shall forward such forms and fees to the University on or before the date notified by the University.
6. Application forms received after the prescribed date shall not be accepted.
7. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council of the University in consonance with the norms / guidelines / curriculum prescribed by regulating bodies.
8. The Syllabus and the Text- books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendations of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.
9. The question shall be set at any University examinations without having any ambiguity like involving the sensitive issues like religious faith and / or belief on the part of the examinee.
10. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his / her fees.

11.. If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fee paid by him / her shall be forfeited. He / she may be debarred for one term or more from appearing in further examination and / or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.

12.. All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board / hand written paper or as may be prescribed by the University from time to time.

13. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the university examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.

14. The University shall prepare and publish a schedule of examinations for each and every course conducted by it before the examinations.

Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination shall be declared separately.

15. All arrangements for the conduct of the examinations at the University level shall be made by the Board of Examinations.

16.. Examiners shall be appointed by the Academic Council or by the Vice Chancellor/ Chairman on its behalf on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Vice Chancellor shall appoint substitute examiners with the approval of the Vice Chancellor.

17. Each Board of Studies shall submit, to the Committee constituted by Board of Examinations, a panel of names, along with their addresses, suitable for appointment as Paper Setters / Examiners in each paper of each subject / Practical assigned to that Board of Studies.

18. The Controller of Examinations or any other authority of university so designated by Vice Chancellor shall maintain and submit a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as relevant, to the Committee constituted my the Board of Examinations.

19. Internal and External Examiners: An Internal Examiner" means a person who is a teacher in the university. The teachers in other colleges / universities in the state or outside the state shall be referred to as the "External Examiner". University may also appoint "Internal Examiner" from outside University, from other colleges / institute / universities.

20. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to

draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or to any other university authority so designated by Vice Chancellor

21. Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by Chairperson, the required number of copies of question papers that he / she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He / she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set.

22. Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by Vice Chancellor within the prescribed time limit, shall cease to be examiners.

23. Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible or reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.

24. The Examiner shall have to furnish an undertaking that no blood relation is appearing in the said examination.

25. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by Vice Chancellor / Chairperson for future guidance / necessary action.

26. The question papers, unless otherwise specified, shall be set in English.

27. The Dean, Faculty / Principal of the , constituent institute where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.

28. The Vice Chancellor shall ordinarily appoint the Dean, Faculty / Principal of constituent institute , who is designated as the Centre-in-Charge for the university Examination at the centre of examination.

29.. The Controller of Examinations or any other authority of university so designated by Vice Chancellor / Chairperson shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the university.

30. The Chief Superintendent shall be responsible of the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules. The Centre-in-Charge shall submit a detailed audited account of the expenses incurred by him / her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Chief Superintendent by the accounts section of the university along with the cheque / cash towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Chief Superintendent.

31. No person other than the examinees, invigilators and such other persons as may be authorised by the Chief Superintendent or the University permitted by the Chief Superintendent of a centre, shall be allowed to enter the premises of the examination centre. The Chief Superintendent shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.

32. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.

33. The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Chief Superintendent in reasonable time.

34. The Chief Superintendent shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.

35. The results of each examination shall be prepared by a person, hereinafter referred to as Tabulator / Computer Programmer.

36. The results of the examinees shall be tabulated in a prescribed form by a Computer Programmer.

37. Computer programmer may be appointed by the Vice Chancellor. Computer Programmer may be either a teacher of constituent faculty or a staff member of the University office or both or an agency approved by the Vice Chancellor.

38. The results tabulated by the Computer programmer shall be scrutinised by a person hereinafter called the "Scrutinizer".

39 . Terms of Tabulators and Scrutinizers:

39.1. The rates of remuneration payable to the Scrutinizers shall be fixed by Board of Management on the recommendations of Academic Council from time to time.

39.2. The Computer programmer shall perform the following duties:

39.2.1. Posting of marks obtained by an examinee in the Tabulation Register.

39.2.2. Totalling of posted marks.

39.2.3. Indicating failures in accordance with the provisions of the Rules / Ordinances.

39.2.4. Stating the result at the specified place.

Explanation: The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.

39.2.5. Preparation of list of examinees entitled for any awards or prizes;

39.2.6. Preparation of the result-sheet in the proforma prescribed for its publication.

39.3. "Scrutinizer" means a person who is appointed by the Vice Chancellor and who actually "does the work of scrutiny of the results.

"Scrutiny" means and includes:

39.3.1. Checking of posting made by the tabulators from the original statement submitted by the examiner;

39.3.2. Checking of totals / aggregates posted by tabulator / computer programmer;

39.3.3. Checking of appropriate marking indicating failures;

39.3.4. Checking of result prepared by the (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. And

39.3.5. Checking of the list of awards prepared by the tabulators.

40. Award of Class: Class shall be awarded on the basis of aggregate of all the years of study regardless of the number of attempts and are shown below:-

First Class - 60% and above.

Second Class - 50% and less than 60%

Or

As per norms laid down by respective council and / or approved by Academic Council.

41. Distinction: The candidate securing 75% or above marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he / she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.

Or

As per norms laid down by respective council and / or approved by the Academic Council.

42. Internal Assessment: Theory and practical internal assessment marks shall be added as follows:

42.1. The number and marking pattern (theory and practical marks distribution) of the periodical sessionals, terminal and preliminary examination shall be as per the syllabus.

43. Discretionary Marks: The Grace Marks policy for a particular faculty shall be followed as prescribed and modified from time to time by the Academic Council. The present policy for all faculties is as under:-

"The Discretionary Marks up to a maximum of five may be awarded to a student who has failed in only one subject but has passed in all other subjects of the semester / year. Provided student passes after awarding these marks."

44. Vigilance Squad:

44.1. The Vigilance Squad(s) of not less than three and not more than four members, of whom one shall be a lady member, shall be appointed by the president to visit the Centres of University Examination to:

44.1.1. ensure that the university Examinations are conducted as per norms laid down.

44.1.2. observe whether the Invigilators are following scrupulously instructions for conduct of the University examinations.

44.1.3. check the students who try to resort to malpractices at the time of university Examinations and report such cases to the University.

44.2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Chief Superintendent to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.

44.3. The Vice Chancellor shall appoint Vigilance Squad which may include – Senior teachers of constituent department and desirably one lady teacher; and any other person as the president may consider appropriate.

44.4. The Chairman of Vigilance Squad(s) shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Dean, Faculty / Principal, constituent institute. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.

44.5. The Dean, Faculty / Principal,of constituent institute / of the Faculty where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to University as well as to the law enforcing authority.

44.6. The Dean, Faculty / Principal of constituent institute / / Centre-in-Charge shall extend all cooperation to the Vigilance squad.

45. Amendment of Results:

45.1. Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the President, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations which will convey its decision to the president to take final decision.

Error means:

45.1.1. Error in computer / data entry, printing or programming and the like.

45.1.2. Clerical error, manual or machine error, in totalling or entering of marks on ledger / register.

45.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

45.2. Due to fraud, malpractices etc.: In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Board of Examinations, been a party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

If a situation arises like it has been deducted at a later stage that the examination was not fair or examinees have used fraudulant means in the examinations and mass copying, the President, on the recommendation of Board of Examination, may

cancel entire examination of the paper. If situations necessitates, the President can postpone examination scheduled on one or one or more days.

46. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.:

46.1. A Panel of examiners in the subject concerned will be sent by the Board of Studies to Controller of Examination / Registrar or any other university authority so designated by President / Chairperson. The panel shall be approved by Academic Council or by the President on behalf of the Academic Council. In case the examiner appointed is not available, an alternate examiner shall be appointed with approval of the President.

46.2. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, etc. shall be ordinarily made at any time by the Board of Examinations with the approval of the President.

46.2.1. The teachers of appointed by the University as paper setters / examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit.

46.2.2. The paper setters / examiners / moderators shall follow all the instructions given by the university from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.

46.3. There shall be two senior supervisors at each examination centre to be appointed by the University one of whom would be the Centre observer and other Centre-in-Charge.

46.4. The Dean, Faculty / principal, constituent institute / of the Faculty (where the examination centre is located) shall normally be the Chief Superintendent. Where substitute appointment has to be done, it shall be done only with prior permission of the University. However, the Dean, Faculty / Principal, constituent institute / shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of Chief Superintendent will be the same as that of examiners.

46.5. The Observer appointed by the University shall report to the Dean, Faculty / principal, constituent institute / of the Faculty where examination centre is located one day earlier. He shall ensure that:

46.5.1. The proper arrangements for the conduct of examination are made.

46.5.2. The stationery required for the conduct of examinations, question papers, etc. are received at the examination centre.

46.5.3. The packets of question papers are intact and duly sealed.

46.6. The Observer, during the examination, shall ensure that:

46.6.1. The question paper packets are opened in his presence 20 minutes before the start of the examinations

46.6.2. The students are not resorting to unfair means / malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations or to any other university authority so designated by Chairperson along with his report.

46.6.3. He shall not leave the examination centre during the examination period.

46.7. The answer books are distributed to the students 10 minutes before the start of the examination. The Centre-in-Charge and Centre Observer shall be responsible for the whole conduct of examination.

47. Conduct of Examinations:

47.1. The examination forms of the students shall be accepted by the Dean, Faculty / Principal, constituent institute / with the prescribed examination fee within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a stipulated period from the last day of acceptance of forms in the Faculty along with the fees so collected.

47.2. On receipt of the examination forms in the University, the name list, summary and Admit cards / Hall ticket of the students shall be prepared and sent to the concerned examination centres by the University well before the commencement of the concerned examination.

47.3. The Chief Superintendent shall send the answer books in sealed cover to the Controller of Examinations or to any other university authority so designated by Vice Chancellor/ Chairperson.

47.4. The Examiner appointed by the University shall receive the bundles of answer books sent by the University.

47.5. As soon as the mark lists are received in the University examination section, the same shall be processed immediately.

47.6. The results of the examinations shall ordinarily be declared as early as possible and the University shall dispatch the result along with the statement of marks and the passing certificates (wherever necessary) to the constituent Faculty / for distributing the same to the students.

48. Rules for Re-totalling of Answer Books: The objectives of re-totalling are to ensure that the student receives a fair evaluation in the university examination and to minimise human error and extenuating circumstances.

48.1. **Re-totalling:** On application and remittance of a prescribed fee by the student within 20 days of declaration of result, the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper / papers for theory of all subjects for which the student has appeared in the university examination. Any error in addition of the marks awarded if identified shall be suitably rectified.

49. Unfair means resorted to by the Candidate:

49.1. General:

49.1.1. On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination. The board of Examination shall have power at any time to institute enquiry and to punish such candidate using malpractices.

49.1.2. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiners, moderator, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his / her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

49.2. Competent Authority: The Board of Examinations of the University constituted under the provision of the Rules of the University shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing using unfair means at the examination conducted by the constituent department or institution of the University.

49.3. Definitions – Unless the context otherwise requires: "Unfair means" mean and include one or more of the following acts of commission or omissions on the part of student(s) during the examination period:-

49.3.1. Possessing unfair means material and or copying there from

49.3.2. Transcribing any unauthorized material or any other use thereof

49.3.3. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him / her or leaving the examination hall without permission of the Supervisor or causing disturbances in any manner in the examination proceedings.

49.3.4. Unauthorized communicating in any way including use of mobile phone or other means of communication with other examinees or anyone else inside or outside the examination hall.

49.3.5. Mutual / mass copying.

49.3.6. Smuggling out or smuggling in of either blank or written answer books as copying material.

49.3.7. Smuggling in blank or written answer book and forging signature of the invigilator thereon.

49.3.8. Interfering with or counterfeiting of University / Department / Seal or answer books or office stationery used in the examinations.

49.3.9. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.

49.3.10. Impersonation at the University / Department / examinations.

49.3.11. Revealing identity in any form in the answer / s written or in any other part of the answer book by the student at the University or Department or Institution's examination.

49.3.12. Any other similar act(s) of commission and / or omission(s), which may be considered as unfair means by the competent authority.

49.3.13. "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person / s.

49.3.14. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.

49.3.15. "Possession of unfair means material by a student" means having any unauthorised material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

49.3.16. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Invigilator or Centre-in-Charge or any other authorized person to the Controller of Examinations or Dean, Faculty / Principal, constituent institute / / Head of the constituent Department concerned or any officer authorized in this behalf.

49.3.17. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (52.3.16) above, the

presumption shall be that the material did relate to the subject of the examination.

49.4. During examination, examinees and other students shall be under disciplinary control of the Centre-in-Charge.

49.5. The Chief Superintendent of the examination centre shall, in the case of unfair means, follow the procedure as under:

49.5.1. The examinee shall be called upon to surrender to the Centre-in-Charge, the unfair means material found in his or her possession, if any, and his / her answer book.

49.5.2. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Chief Invigilator and the Chief Superintendent shall also sign on all the relevant materials and documents.

49.5.3. Statement of the student and his / her undertaking in the prescribed format and statement of the concerned invigilator and Chief Invigilator shall be recorded in writing by the Centre-in-charge. If the student refuses to make statement or to give an undertaking, the concerned Chief Invigilator and Chief Superintendent shall record accordingly under their signatures.

49.5.4. The Chief Superintendent shall take one or more of the following decisions depending upon seriousness / gravity of the case:-

49.5.4.1. In the case of impersonation or violence, expel the concerned student from the examination and not allow him / her to appear for the remaining examination.

49.5.4.2. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his / her case shall be final and binding and allow him / her to continue with his / her examination.

49.5.4.3. Confiscate his / her answer book, mark it as "suspected unfair means case" and issue him / her fresh answer book duly marked.

49.5.4.4. All the materials and list of material mentioned in sub-clause and the undertaking with the statement of the student and that of the Invigilator and the answer-book / s shall be forwarded by the Chief Superintendent, along with his report, to the concerned, the Controller of Examinations / Dean, Faculty / Principal, constituent institute / / head of the constituent Department, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".

49.5.5. In case of unfair means of oral type, the invigilator and the Chief Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations / Dean, Faculty / Principal, constituent institute / Head

of the constituent Department or to any other university authority so designated by President / Chairperson as the case may be.

49.5.6. **Procedure to be followed by Examiner during Assessment:** If the examiner at the time of assessment of answer-book suspects that there is a *prima facie* evidence that the examinee(s) whose answer-book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his / her report to the Controller of Examinations with his / her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

49.5.7. A prima facie case of unfair means reported to the University / Constituent Department by the Chief Superintendent / Invigilator / Chief Invigilator and or examiners shall be inquired into by the Committee appointed by the Board of Examinations.

49.5.8. The examination Result / s of the concerned student / s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee / s and the Department, to which he / she belongs to, shall be informed accordingly.

50. Appointment of unfair Means Inquiry Committee:

50.1. For the purpose of investigating unfair means resorted to by the examinees at the University examination, the Board of Examinations shall appoint a Committee. The term of the Committee shall be as decided by Board of Examinations.

50.2. The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee / s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been give to the concerned implicated examinee in his / her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

51. The procedure to be followed by the Unfair Means Inquiry Committee should be as under:-

51.1. The Controller of Examinations / Dean, Faculty / Principal / Director, constituent institute / Head of the constituent Department or the Officer authorized by them or to any other university authority so designated by Chairperson, as the case may be , shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him / her and shall ask him / her to show cause as so why the charge(s) levelled against him / her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

51.2. The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her therein. The examinee himself / herself only shall present his / her case before the Committee.

51.3. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the examinee should be shown to him / her by the Inquiry Committee, if the examinee presents himself / herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

51.4. Reasonable opportunity, including oral hearing, shall be given to the examinee in his / her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

51.5. The Committee should follow the above procedure in the spirit of the principles of natural justice.

51.6. After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the Committee shall take decision in his / her case in absentia, on the basis of the available evidence / documents, which shall be binding on the examinee concerned.

51.7. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

52. Punishment: The Competent Authority concerned, i.e. the Board of Examinations in the cases of university examination, or the concerned Dean, Faculty / Principal / Director, constituent institute / Head in the cases of constituent Department examination, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the student the benefit of doubt, issuing warning or exonerating him / her from the charges and shall impose any one or more of the following punishments on the examinee / s found guilty of using unfair means;-

52.1. Annulment of performance of the examinee in full or in part in the examination he / she has appeared for.

52.2. Debarring examinee from appearing for any examination of the University / Department for a stipulated period.

52.3. Debarring examinee from taking admission for any course in the University or constituent Department for a stipulated period.

52.4. Cancellation of the University / Department Scholarship / s or award / s or prize or medal etc. awarded to him / her in that examination.

52.5. In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent

authority may impose on such an examinee additional punishment / penalty as it may deem fit.

52.6. The Controller of Examinations / Dean, Faculty / Principal / Director, constituent institute / Head of the constituent Department, or the Officer authorized by them or any other university authority designated by President / Chairperson shall issue necessary punishment orders.

53.Record Retention Schedule:

53.1. Question papers, model question papers, used answer books / scripts, hall tickets, roll numbers, and admit cards, appointment or engagements of examiners, practical examiners & other records or documents related to secrecy work of examination shall be maintained for three years from the last day of examination of the session.

53.1.1. Not withstanding anything contained in para 54.1 no such record or documents shall be destroyed which related to audit or which is subjudice.

53.1.2. The record or document, which attracts the permission of 54.1, shall be specified, segregated and destroyed in the presence of a committee to be appointed by the President on the first Friday of January of the succeeding year and record note of that destection shall be prepared and signed by all the members of the committee. In the event of first Friday being holiday, the destruction shall take place on next working day.

54.System of Examinations: There shall be following two systems of examinations. However, there can be some other systems as per the regulations of course governing councils.

54.1. Semester System:

54.1.1. The Courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year. The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.

54.1.2.1. Attendance requirement for appearing in university examinations shall be governed by clause 3.1.2 of these Ordinances.

54.1.2.2. There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).

54.1.2.3. There shall be a university examination in theory and practical at the end of each semester to be termed as End Semester Examination

54.1.2.4. The examination shall be conducted by means of written papers and practical tests, wherever required.

54.1.3.1. Similar rules as described in sub-clause 1 above shall apply to subsequent parts of the course.

54.1.4.1. The discretionary marks shall be awarded to a student as per clause 47 of this Ordinance.

54.1.5.1. There shall be no supplementary examination.

54.1.5.2. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme he appeared first.

54.2. Annual System:

54.2.1. The courses of study for the examination of a course shall extend over a period as prescribed in ordinance comprising of two semesters in each year. The academic programmes in each semester may consist of course work as prescribed by syllabus for each course.

54.2.2.1. Attendance requirement for appearing in university examinations shall be governed by 3.1.2 of these Ordinances.

54.2.2.2. There shall be an Internal assessment of weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and / or practical, class participation, assignment(s) / case study(s) / seminar(s) / field work presentation for which proper record shall be maintained by the course teacher(s).

54.2.2.3. There shall be a university examination in theory and practical at the end of each year to be termed as End Year Examination.

54.2.2.4. The examination shall be conducted by means of written papers and practical tests, wherever required.

54.2.4.1. The discretionary marks shall be awarded to a student as per clause 43 of this Ordinance

54.2.4.2. Class shall be awarded as per clause 40 & 41 of this Ordinance.

54.2.5.1. Student re-appearing at an examination in subsequent year(s) shall be examined in accordance with the syllabus and scheme he appeared first.

54.2.5.2 There can be a supplementary examination to be held within a month of result declaration of main examination as prescribed by the regulating body (NMC)

54.3. Dissertation for Masters' programmes:

54.3.1. Student shall submit a synopsis to the Head of Department containing particulars of proposed dissertation work (synopsis) within six months from the date of commencements of the course and to be placed before the meeting of Board of Studies.

54.3.2. The synopsis shall be required to be discussed and approved by the Board of Studies and sent to Controller of Examinations for approval by the Academic Council.

54.3.3. External Examiner may be an expert on the topic from reputed academic institutions. In case the thesis is not acceptable, the student shall be asked to revise dissertation and resubmit after a period of not less than three months. If the thesis is not accepted again, the matter shall be referred to the Academic Council through Board of Studies and the Academic Council can allow one more chance for submission of thesis if considered necessary.

CONVOCATION FOR CONFERRING DEGREES

1. Convocation for admitting candidates to various degrees shall be held annually at Sri Venkateswaraa University on such date as the Hon'ble Chancellor may consent.
2. At the Annual Convocation the Vice Chancellor shall present an annual report of the university, duly incorporating the annual examinations details, result analysis and the achievement of the students.
3. Notwithstanding anything contained in the Ordinance, if for unavoidable reasons the Annual Convocation is not held, the Academic Council may approve the conferment of degrees and the award of diplomas, certificates and other academic distinctions.
4. The procedure to the followed at the Convocation shall be as laid down in the Ordinance of the University.

COURSES OFFERED

1. **MBBS**
2. **BSc (Hons.) Agri**
3. **MBA**
4. **BSc (AHS) 3+1 year**
5. **BPT**
6. **B. Pharmacy**
7. **D. Pharm**
8. **BSc (Nursing).**

ELIGIBILITY AND PASSING MARKS FOR UNIVERSITY WRITTEN & PRACTICAL EXAMINATION

UNDER GRADUATE COURSE						
S.NO	COURSE	MINIMUM REQUIREMENT				
10.	B.Sc. (Allied Health Sciences)	ATTENDANCE		Dissertation submission	INTERNAL ASSESSMENT MARKS	
		written	practical	NA Theory=50% Practical=50% I.A=50%	Theory	practical
		80%	80%		IA 50%	IA 50%

Only Retotaling is permitted

Post graduate course

s.no	COURSE	MINIMUM REQUIREMENT				
	PG	ATTENDANCE		Dissertation submission	INTERNAL ASSESSMENT MARKS	
		written	practical		written	practical
1	MBA	I to IV 75%		NIL	50%	(Written+ IA) 50% (Practical + IA) 50%

Only Retotaling is permitted

S.No	COURSE				
1.	M.B.B.S	ATTENDANCE			
		WRITTEN	PRACTICAL	Dissertation/ project submission	Passing in University
		75%	80%	NA	Theory=40% (wherever 2 papers and overall 50%) Practical/Clinical= 40% Overall 50%

1. Only Retotaling is permitted
2. Maximum 4 attempts within a period of 4 years is allowed to pass I year MBBS

*****There can be a supplementary examination to be held within a month of result declaration of main examination as prescribed by the regulating body (NMC)**

ELIGIBILITY AND MARKS CRITERIA FOR UNIVERSITY WRITTEN & PRACTICAL EXAMINATION

FACULTY OF NURSING

UNDER GRADUTAE COURSE						
S.NO	**COURSE**	**MINIMUM REQUIREMENT**				
		ATTENDANCE		**Dissertation submission**	**INTERNAL ASSESSMENT MARKS**	
		WRITTEN	PRACTICAL		WRITTEN	PRACTICAL
7.	**B.Sc.** (Nursing)	**80%**	**80%**	**NA Theory=50% Practical=50 % In University Examination**	**50%**	**50%**

Only Retotaling is permitted

ELIGIBILITY AND QUALIFYING MARKS IN THE UNIVERSITY EXAMINATION

FACULITY OF PHARMACY

UNDER GRADUATE COURSE					
S.NO	**COURSE**	**MINIMUM MARKS REQUIRED**			
		Written (Theory)	**Practical (University)**	**Overall Aggregate**	**Dissertation**
1.	B. Pharmacy	**50%**	**50%**	**Category I** IA+ written=50% **Category II** IA+ written+ Practical=50%	**NA**

Only Retotaling is permitted

ELIGIBILITY AND MARKS QUALIFING FOR PASS IN THE UNIVERSITY EXAMINATION

FACULITY OF AGRICULTURE

UNDER GRADUATE COURSE					
S.NO	**COURSE**	**MINIMUM MARKS REQUIRED**			
		Written (Theory)	**Practical (University)**	**Overall Aggregate**	**I.A**
1	B.Sc (Agri)	**50%**	**50%**	**Category I** IA+ written=60% **Category II** IA+Practical=60%	**50%**

Revaluation eligible.

ELIGIBILITY AND PASSING CRITERIA FOR UNIVERSITY WRITTEN& PRACTICAL EXAMINATION

FACULTY OF PHYSIOTHERAPY

UNDER GRADUTAE COURSE

S. N	COURSE	MINIMUM REQUIREMENT				
		ATTENDANCE		Dissertation submission	INTERNAL ASSESSMENT MARKS	
		WRITTEN	PRACTICAL		WRITTEN	PRACTICAL
1.	BPT	80%	80%	NA Theory+Practical + IA = 50%	50%	50%

Only Retotaling is permitted

OTHERS

The conduct of University Examinations and related activities shall be in accordance with the provisions of the Regulations of the various courses

The Vice-Chancellor may give his ruling, using his discretionary powers, in any matter, not in contravention of the provisions of these Manual.

In all matters pertaining to the conduct of the University Examinations and related activities, not specifically provided for in this Manual decision of the Vice-chancellor shall be final.

Duties and Responsibilities of the Observer

The observer shall abide by the acts and statues of the University.

1. **Observer shall be appointed by the University**
2. **Observer act as liaison between Exam centre and the University**
3. **On receipt of the order from the University he/she should get relieved from the college so as to reach and report to the Chief Superintendent at the examination centre.**
4. **The Observer should assist and co-operate with Chief superintendent for the smooth conduct of the examination.**
5. **Shall remain in the examination centre throughout the examination period as per the appointment order.**
6. **Shall ensure that proper arrangements have been made regarding seating, timings, drinking water and display of time table etc., at prominent places of the examination centre.**
7. **Shall ensure the college atmosphere in cordial for the smooth conduct of the examination.**

8. Shall ensure that each answer booklet bundles should be open in front of the observer .
9. Shall ensure that question paper bundles are opened in front of the observer and distributed among the candidates present in the examination hall as indicated in their hall ticket.
10. Shall ensure that no candidate is allowed to enter the examination hall half – an –hour before the commencement of the examination .
11. Shall ensure that no candidate is having mobile or any electronic devices during the examination.
12. Shall verify and ensure that no irregularities such as malpractice, damage of bar coded answer booklets taken place during the examination. If any irregularities found the same may be reported to the Controller of Examination immediately by phone or by fax or e-mail.
13. In case of malpractice, the Observer shall ensure that all required format are filed up and answer booklet are packed separately along with material of evidences for which the observer should certify separately.
14. Shall ensure that the statements are collected from Chief Superintendent, Invigilator and student involved in malpractice.
15. Shall ensure that other than the Chief Superintendent no other staff including the Observer carry the mobile inside the examination hall or switched off for which the Observer has to certify.
16. Shall adhere to the checklist while performing the work of the Observer.
17. Shall ascertain that no other person except the persons who are appointed for the examination duties to be in the examination hall.
18. Shall not demand/ accept any hospitality for the Institute where posted for examination duty.
19. Observer posted on examination duty should maintain the decency and decorum befitting their position.

After the Examination :

20. Shall verify and ensure that all the answer booklets are collected from all the Invigilators and packed in prescribed covers with a certificate that the total number of candidates present , total number of answer scripts packed and the number of absentees are tallied.

21.Shall ensure that at the end of the examination the Chief Superintendent has sent all the examination material to the University .

22. At the end of the examination, the Observer has to send detailed report of the Examination to the Controller of Examination.

Duties and responsibilities of Flying Squad

The Flying Squad shall abide by the acts and statues of the University.

1. The primary duty of Flying Squad is to observe and report.
2. Shall go through all the checklist provided by the University.
3. Flying Squads are not entitled to give any instruction or direction except under special instruction from Controller fo Examination. Avoid any confrontation with the examination staff.
4. Is empowered to check any candidate even for physical verification. In case of lady candidate, physical verification should be done by only lady Invigilator, without causing any embarrassment.
5. Is empowered to check Squad member/ Invigilators with the intimation to the Chief Superintendent in case of suspicion or any untoward incident occurring.
6. Shall intimate the cases of malpractice to the Controller of Examination by name in writing, enclosing a copy of the report of the Chief Superintendent.
7. Flying Squad under special circumstance shall carry out such responsibilities entrusted to them by Controller of Examination.

Duties and Responsibilities of Paper Setters

The paper setter shall abide by the acts and statues of the Institution deemed to be university.

1. The question paper should be set as per the university curriculum.
2. Shall maintain integrity, honesty and confidentiality in the process of question paper setting.
3. Shall follow check list provided by the University while setting the question paper.
4. Shall ensure that the set papers carry correct name of the Subject, title and Question paper code, Schemes (Old, new , Revised etc.,), the title and division/section of the paper. Shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper.

   If the question paper is common to one or more schemes/ courses, it shall clearly indicated. Shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered. Shall affix signature on each page of the question paper manuscript without fail.
5. Shall not use abbreviations in the question paper.
6. Shall write the questions legibly in Ink or type personally , they shall avoid additions, alterations and erasures. Abbreviations must be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. Shall workout the numerical problems before including them in question papers.
7. Shall send personally these question papers to the Controller of examination through Registered post by name to the official address. The word CONFIDENTIAL should be boldly written on the envelope.

8. Shall write the questions in the blank booklets specifically supplied for the purpose by the Institution deemed to be university.
9. Shall submit he Scheme of Evaluation to the custodian before the commencement of the valuation and the Controller shall distribute copies of the same to all the valuators of respective subjects for information.
10. In any event of disclosure of such question papers by the paper setter is subject to be removed from the teachers list of Institution deemed to be University and will not be considered as teacher in any of the Institution and will also be subject for the legal proceedings as deemed fit by the Institution deemed to be university.

52A. Penalty Matrix for Examination Malpractices

In continuation of Clause 52, and in order to ensure transparency, uniformity and deterrence in handling examination malpractices, the following Penalty Matrix shall be applicable to all examinations conducted under Sri Venkateswaraa University. The penalties shall be awarded by the Competent Authority after due process, based on the recommendations of the Unfair Means Inquiry Committee constituted under Clause 50.

Category	**Nature of Malpractice / Unfair Means**	**Illustrative Examples**	**Recommended Penalty**
I. Minor Offences	Possession of irrelevant written or printed material not related to the subject; minor disturbance or communication without exchange of information.	Carrying small chits or printed slips not used for copying; whispering without any exchange of answers; unintentional disturbance to others.	Written warning and F annulment of performance in paper; allowed to appear in next regular examination. And Fine as recommended by Committee. Fine as ordered by the Comm has be paid and receipt subm to the Inquiry committee.
II. Moderate Offences	Possession or use of material related to the subject; use of mobile phone or electronic gadgets; copying from another candidate or allowing copying.	Copying from notes or electronic devices; exchanging answer scripts or material.	Annulment of performance in papers of that examina session; debarred from appea in the next one examination. And Fine as recommended by Committee. Fine as ordered by the Commi has be paid and receipt submi to the Inquiry committee
III. Major Offences	Smuggling in or out of answer books or additional sheets; writing from unauthorized material; forging invigilator's	Bringing pre-written material; replacement of answer books; insertion of currency notes or messages in answer book.	Cancellation of entire examinat and debarment for the next consecutive semesters; entry malpractice in academic record And Fine as recommended by Committee.

	signature; attempting to bribe examination personnel.		Fine as ordered by the Committee has be paid and receipt submitted to the Inquiry committee,
IV. Severe Offences	Impersonation, threatening or assaulting invigilators or examination officials; destruction or tampering of examination material; mass copying or organized misconduct.	Writing examination for another student; collective copying within hall; physical or verbal intimidation of staff.	Annulment of all examinations of that semester or year; debarment for two academic years; report to Registrar and, if necessary, law enforcement authorities; And Fine as recommended by the Committee. Fine as ordered by the Committee has be paid and receipt submitted to the Inquiry committee.
V. Very Severe / Criminal Offences	Tampering with answer scripts, marks or results; stealing or leaking question papers; unauthorized electronic access to examination systems; counterfeiting University seals or documents.	Hacking or altering examination data; fabrication of mark sheets; manipulation of results.	Permanent debarment from all University examinations; cancellation of degree if already awarded; initiation of legal proceedings under relevant provisions of law.

General Provisions:

1. The Unfair Means Inquiry Committee shall ensure observance of the principles of natural justice before recommending any penalty.

2. In the case of repeat offences, the punishment shall be escalated to the next higher category.

3. The decision of the Board of Examinations shall be final, subject to appeal to the Vice-Chancellor within five (05) working days from the date of communication of the order.

4. All case files, reports, and orders shall be maintained confidentially in the Office of the Controller of Examinations for a minimum period of three years.

5. The Chancellor/Vice-Chancellor shall have discretionary powers to modify or review penalties in exceptional circumstances, with due recording of reasons.

29.10.2025

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REGISTRAR
SRI VENKATESWARAA UNIVERSITY
-UGC RECOGNISED-
(Estd.vide Tamil Nadu State Private Universities Act 2019)
Tamil Nadu, India.