



ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Gurgaon-Delhi(NCR)



SAITM EXAMINATION POLICY

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VISION & MISSION OF THE INSTITUTE

VISION:

To become a renowned institution recognized for excellence in outcome-based education through Research and Innovation, producing globally competent technocrats and managers with ethical values.”

MISSION:

M1: To develop a quality-based education system that builds competent professionals with high learning standards and human values.

M2: To build an industrial school that provides an interface for promoting innovative education and research.

M3: To cultivate technocrats and managers, empower staff, and drive infrastructure innovation, fostering a dynamic community dedicated to excellence in technical fields and the betterment of society.



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RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

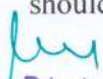
The following are the procedure for conducting the internal assessment (in-semester, continuous evaluation) and end semester (University) examinations.

I. CONDUCT OF THEORY EXAMINATIONS:-

- i. The Head of the Institution or a senior most faculty, as recommended by the Head of the Institution is appointed as the Chief-In-Superintendent (Chief-Supdt.) for smooth conduct of the examinations.
- ii. The attendance sheets, Cutlist etc., are sent to the Centre Clerk through concerned Head well in advance for planning and smooth conduct of the examinations.
- iii. Hall / Seating arrangements for the conduct of theory examinations are prepared and displayed at all vintage points by the Centre Clerk for the benefit of the students.
- iv. The question papers are handed over to the Center Supdt.(CS) on the day of Examination.
- v. It is the responsibility of CS to keep them in safe and shall be opened on the day of examination in front of the Nodal center Observers/squads.
- vi. Bar coded answer sheets sent from university are only used for end semester examinations.
- vii. After the examinations, the answer sheets in the sealed covers along with Subject Memo are handed over to the Nodal center Observers, for further process.
- viii. The COE of the University appoints Squad Members to visit the various venues of Examinations to ensure the smooth conduct of examinations as well as to check malpractices. If any malpractice is noticed by the squad members, they will report to the COE through Chief-In-Superintendent (Chief-Supdt.) /CS.
- ix. A student who is suffering from Dyslexia, a physical disability can be considered for exempting him from appearing language papers in his/her End semester University examination as per MD University Rules.
- x. Students suffering from contagious diseases like chicken pox, mumps, and Madras eye are isolated and allowed to take up the examinations, in a separate hall with a Asst. superintendent.

II. DUTIES IN EXAMINATIONS:-

- i. All communications of confidential nature relating to the examinations should be addressed to the Controller of Examinations by Name and not by Designation.
- ii. On receipt of question papers, the CS/Centre Clerk are requested to check the description of each packet with the Regulation, Schedule of Examinations and to report any discrepancies to Center Observers immediately.
- iii. Written answer sheets should be submitted session-wise to the Center Observers along with the bundle details and consolidated reports.
- iv. At the end of each session, the student's attendance and excess of question papers should be returned to Exam cell.


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- v. CS are requested to put a copy of instructions to the candidates and punishments of malpractice cases at a prominent place in the venue of examination.
- vi. In case, the student lost the Admit Card, the student shall approach the office of HOD signature and the Duplicate Admit card shall be collected after the payment of necessary fee.
- vii. Students with no Identity Card should obtain the authorization letter from concerned Class In charge/Mentor/ HOD.
- viii. If a student presents himself whose name does not appear in the Confidential List/Cut List, the Director/Principal, after taking permission from University, shall allow the student after obtaining an undertaking that he has paid the examination fee/Continuation fee/Return Registration fee.
- ix. Candidates should not be admitted presenting themselves more than 10 mins. after the commencement of examination.
- x. If any candidate found involved in malpractice, the CS should make preliminary investigation and communicate to the Head of the Institution immediately. Candidate may be allowed to write the subsequent examinations, pending the decision by the college Authorities.
- xi. Answer sheets of malpractice cases should be forwarded to the University in a separate cover with the statements obtained from the candidate and Asst. Supdt. , including all materials of evidence available together.
- xii. Asst. Supdt. are to be instructed not to answer any enquiries whatsoever relating to the question papers.
- xiii. Correct Answer books should be distributed to the students.
- xiv. Absent students are to be marked "Absent" in the attendance sheet. Check other boxes also.
- xv. At the end of university examinations, unused answer books and stationery items are to be returned to Exam cell store room.

III. PERMISSIBLE MATERIALS INSIDE THE EXAMINATION HALL:-

- i. Mobile phones / smart watches / Programmable calculator or any other Electronic gadgets are strictly prohibited to bring inside the examination hall for both the students as well as the Asst. superintendents. However, students can bring non-programmable calculators with the permission of members of Exam Cell.
- ii. Students who are suffering from illness can bring the required medicines.

IV. INSTRUCTIONS TO THE STUDENTS APPEARING FOR EXAMINATIONS:-

The following are the instructions to the students appearing for the end semester examinations.

- i. Students are advised to deposit their bags in the BAG DEPOSIT ROOM in the respective venue of Examination. They should NOT KEEP VALUABLE THINGS inside the bag. College is not responsible for loss of personal belongings.
- ii. Student has to identify the correct Room Number from the display board before going to the examination hall. If the Roll number is not displayed, he or she can contact to the Exam Cell.

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- iii. If any of the students who have not brought the Admit Card, then have to approach the Exam Cell for getting the duplicate admit Card after the payment of prescribed fees.
- iv. Students have to identify the seat number from the seating arrangement notice displayed outside the examination hall.
- v. Students should not come late for the examination. They are expected to be available in the examination hall at least half an hour before the commencement of examination. In rare situations, they may be permitted to enter into the examination hall during the first 10 min. from the commencement of the examination. Students who are late to an examination do not get extra time.
- vi. Student must bring their ADMIT CARD and IDENTITY CARD to all examinations and display it on the desk throughout the examinations. The ID card will be checked by an Invigilator once the examinations have started.
- vii. Students are not permitted to TALK / GESTURE inside the examination hall.
- viii. Students are strictly prohibited to bring MOBILE PHONES / PROGRAMMABLE CALCULATORS (Except non-programmable Calculators) OR ANY OTHER ELECTRONIC GADGETS INSIDE THE EXAMINATION HALL.
- ix. Students are asked to check whether they have collected the correct question paper, also they have to see that all pages are printed or not. If not, inform to the Hall invigilator immediately.
- x. Students are instructed to follow the special instructions given in the question paper. Students should not commence reading or writing until they are instructed to do so.
- xi. Students should NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR ROLL NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
- xii. Students are asked to put the signature and write the Answer Booklet Serial Number in the attendance sheet.
- xiii. If any student who are in need of any data book, then they have to ask for the same to the invigilator at the commencement of the examination. They should not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HOD with seal and should not contain any written material or additional sheets in them.
- xiv. Students should not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- xv. Students should bring their own pen, pencil, scale, calculator, eraser etc. that are required for the examination. THEY SHOULD NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.
- xvi. If a student wishes to speak to an invigilator he/she should raise a hand and stay seated.
- xvii. At the end of an examination the invigilator will instruct the students to stop writing. Students must remain seated at their desks until all examinations scripts have been collected by an invigilator and they are instructed that they may leave.
- xviii. Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. STUDENTS SHALL BE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES

APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE COLLEGE.

V. DUTIES OF INVIGILATORS:-

- i. Invigilators should report to duty well in advance at least 30 mins prior to the commencement of Examinations.
- ii. Invigilators shall make frequent announcement to the examinee's, to check themselves for mobile phones, bit materials, programmable calculators etc., inside the Examination Hall before the commencement of Examinations.
- iii. Strict silence is to be maintained in the examination hall and INVIGILATORS should not move out to attend any other works.
- iv. Invigilators should wear the Identity card and do not BRING Mobile PHONES inside the examination hall.
- v. Invigilators shall check the number of Answer books and Question papers with the attendance before distribution.
- vi. Invigilators shall check the identity of the students with the help of Admit Card Identity Card before entering into the examination hall.
- vii. Possession of Mobile phones/ Programmable calculators/ Electronic gadgets by the student is strictly prohibited inside the examination hall.
- viii. Invigilators should not collect and keep the mobiles of candidates during the period of examination.
- ix. INVIGILATORS shall encircle the Absentee's Roll No. and write ABSENT in the signature column of the attendance sheet. Also mark the absent in the Seating Plan.
- x. INVIGILATORS shall instruct the candidates to put their signatures and to write the answer booklet serial number against their names. Also, check the total in the attendance mentioned in the seating plan with that of the student writing examination in the hall.
- xi. Candidates should not be admitted to enter into the hall after 10 min. of the commencement of examination.
- xii. Candidates writing the examinations should sit inside the examination hall for the whole duration of the examination.
- xiii. During first half an hour each candidate present in the examination hall should be asked to sign in the attendance sheet and write the serial number of the answer booklet serial number.
- xiv. INVIGILATORS should check the correct shading of Register Number before signing in the answer book.
- xv. INVIGILATORS should instruct the students to write the Register Number in the Question Paper.
- xvi. On rare occasions, when a candidate has to leave the examination hall, they should be accompanied by a Teaching staff.
- xvii. INVIGILATORS should not answer to any enquiries whatsoever relating to the question papers.
- xviii. Malpractice should be reported immediately to the Chief Superintendent.
- xix. INVIGILATORS should collect answer books directly from the candidates before leaving the hall. Hall superintendent should not allow the candidates to keep answer books on the desk.

- xx. At the end of examination, collected answer books are to be arranged in the order of Register Number and hand over to the Chief Superintendent.

VI. CONDUCT OF PRACTICAL/VIVA-VOCE EXAMINATIONS:-

- i. For Practical Examination the University has uploaded the panel of Experts on the MDU website, out of them Experts are called to conduct External practical Examination
- ii. The Slot for the end-semester practical is announced by the University, accordingly Department HOD prepares the Date sheet for smooth conduction of Exams, are approved by COE.
- iii. The practical external awards have to be prepared and accordingly the marks are uploaded on MDU Website.
- iv. Project final Viva Voce examinations are conducted as per the Regulations. For the conduct of the viva voce examinations, external/internal examiners from other institutions are appointed from the panel of examiners recommended by the M.D University.

VII. SPECIAL ARRANGEMENTS FOR AMANUENSIS / SCRIBES (As per MDU Guidelines):-

A candidate may be allowed help of an amanuensis (writer) if:-

- a. he/she is blind;
(or)
 - b. he/she is permanently disabled to write with his/her own hand;
(or)
 - c. he/she is temporarily disabled to write, such as fracture of the right or left-arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc.
- i. For practical courses, no amanuensis / scribe are permitted.
 - ii. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.
 - iii. On the written request from the blind candidate(s) through the Head of the teaching Departments/Directors/Superintendent-in-Chief of the constituent colleges/institutions, the Controller of Examinations of MDU is authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed pro-forma will be sent to the University by Superintendent-in-Chief in the last packet.
 - iv. The students after getting the consent of the Chief Superintendent of the Examinations should be present in the examination hall well before the commencement of the examinations along with the scribe and hand over the original documents mentioned.
 - v. The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No

- payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.
- vi. The amanuensis should neither be a blood relative of the student nor should be from the same faculty/degree/discipline.
 - vii. The amanuensis should submit the following documents before the commencement of examinations:-
 - Original / Attested copy of the final degree /certificate of qualification and identification card i.e. College / School / Voter ID/Driving license / Passport.

VIII. RULES AND MARKING SCHEME OF INTERNAL EXAMS:-

- i. Student's performance for a particular semester will be evaluated through continuous class assessment and class assessment will be based upon internal Sessional exams marks, assignments/tutorials, quizzes/class test and attendance.
- ii. The marks for continuous class assessment (Sessional marks) shall be awarded at the end of the semester.
- iii. The internal marks for practical examination shall be comprised of written internal practical papers, practical's performed, attendance and viva-voce, course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- iv. The distribution of marks for Sessional, end semester theory papers, practical's and other examinations, seminar, project and industrial training shall be as prescribed by the University scheme.
- v. The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and Sessional work as per Scheme of MDU.
- vi. The minimum pass marks in each theory subject shall be 40% of Sessional Examination.

IX. RULES TO BE FOLLOWED BY STUDENTS DURING INTERNAL EXAMINATION:-

- i. Student has to clear their No Dues after that Admit card will be distributed by the Department.
- ii. No late entries will be entertained during the examination duration. All the students appearing for the examination have to report 10 minutes before the commencement of the examination in the examination hall.
- iii. Under very special condition a relaxation of 15 minutes can be provided after obtaining permission from the examination department.
- iv. Any student caught with mobiles during the examination duration will get the mobiles from their respective HODs after they submit a written application and the paper in which the mobile is caught will be considered as UMC(Unfair Means Case).
- v. Please switch off your mobile phones and keep it in your bags as soon as you enter the examination hall. If any electronic gadget is found to be possessed by the student, the same shall be confiscated and submitted with the Exam Cell along with the identity card/Admit Card.
- vi. Answer booklets will be issued by the invigilators only. DO NOT FORGET to Fill all the appropriate columns and Sign on the facing sheet of the answer booklet.

- vii. Keep your Admit Card on the table. Get permission from the HOD, if not in possession.
- viii. Please make sure that you are given the right question paper. Please do not write anything on the question paper except your roll number.
- ix. Students are not permitted to pass the question paper, much less the answer book, to other students. Students are also not allowed to borrow calculators, or any other materials from other students.
- x. Students are not permitted to leave the examination hall before 1 hour.
- xi. Any case of copying, malpractice, discussion shall be reported to the Exam-Cell. Students are advised to leave the examination premises as soon as the examination is over.

X. RULES TO BE FOLLOWED BY STAFF MEMBERS/FACULTY MEMBERS DURING INTERNAL EXAMINATION:-

- i. All the staff/faculty members should note that they should not permit any student in the internal examination room if he/she is not having Admit card and Identity Card.
- ii. No late entries should be entertained during the examination duration.
- iii. All the staff/faculty members are to be strict and they have to be very sure that in any case no student should be permitted to appear for examination after 10 minutes of commencement of the examination
- iv. A student can be permitted only in that condition if he has obtained a signed application from the examination cell.
- v. UMC and cases of students carrying mobiles during examination must be duly reported.
- vi. All the staff/faculty members have to report sharply in examination cell positively before 15 minutes so that they can reach the examination room on time.

XI. EVALUATION OF ANSWER BOOKLETS SESSIONAL EXAMS:-

- i. All the answer sheets of the Sessional semester examinations are evaluated by arranging a Spot Evaluation centre.
- ii. The COE appoints a senior most faculty member as the Evaluation Officer (EO) who will be in charge for the smooth conduct of central valuation. Depending upon the number of answer sheets, COE shall appoint any number of EOs.
- iii. The answer sheets are handed over to the EO for the further process.
- iv. The evaluation of answer books shall be done by the Internal examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the COE where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under-evaluation.
- v. The answer keys for the question papers are collected from the concerned faculty members and are checked by the EO in the case of Multiple question papers of same subject.
- vi. Evaluation of the answer sheets are done as per the answer key and the evaluation is checked by the EO.
- vii. COE gives necessary instruction to all EO and Examiners.
- viii. After evaluation the answer sheets are handed over by the EO to COE.

XII. RESULT PASSING BOARD MEETING:-

- i. The Final data are uploaded in the software/Drive and the results are prepared, as per the guidelines given in the regulations of respective programmes.
- ii. A result passing board comprises of the Deans/Head of the Department/senior most Professors as members, as approved by the Director is formed.
- iii. A separate result passing board meeting is convened at the office of Director for finalizing the results.

XIII. DECLARATION AND PUBLICATION OF THE RESULT OF SESSIONAL EXAMS:-

- i. The results are declared after getting approval from the result passing board.
- ii. The results will be declared within ten working days from the last date of the Sessional examinations.

XIV. RECTIFICATION OF RESULTS OF SESSIONAL EXAMS:-

The Director shall have power to quash the result of a candidate after it has been declared, if/that:

- i. He/she is disqualified for using unfair means in the examination; or
- ii. A mistake has been found in his/her result; or
- iii. He/she has been found ineligible to appear in the examination.

XV. GRIEVANCES REGARDING SESSIONAL EXAMS:-

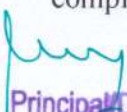
- i. Students can express their dissatisfaction or grievances regarding their evaluation under three categories: "Review, Revaluation, and Re-totaling" within 5 days from the date of declaration of results.
- ii. Students can apply for the grievance regarding Sessional exam result by sending mail on examcell@saitm.org.

XVI. STORAGE OF SESSIONAL ANSWER SHEETS:-

- i. All the answer sheets of theory and practical are stored in Examcell for the purpose of review / re-totaling / re-valuation / any other issues related to the conduct of examinations for a period of three years.
- ii. After three years, Sessional Answer sheets will be disposed with due permission of Director of the Institute.

XVII. ISSUE OF CONSOLIDATED GRADE CARD AND PROVISIONAL CERTIFICATES:-

- i. After the successful completion of all courses prescribed in the curriculum of the programme, a provisional certificates are issued as per University rules.
- ii. The provisional certificate are distributed to the students who have successfully completed, through registrar department of the Institution.


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- iii. A candidate, who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of this amount is on higher side. The student leaving the University in mid-course will have to deposit the fee for the remaining course for issuance of the migration certificate.

XVIII. MISCELLANEOUS:-

In case of any dispute/situation not included in the above rules and regulations, the Director is empowered to take the final decision.


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