

EXAMINATION RULES & REGULATIONS
FOR
MBBS & BDS (UNDERGRADUATE STUDIES)

1. PROCESS OF EXAMINATION

1.1 Examination Calendar/Time table

I. Only one Annual and one Bi-Annual of First, Second, Third, Fourth and Final Professional MBBS and for BDS First, Second, Third, and Final Professional Examinations shall be allowed. In exceptional situation i.e., national calamities, war or loss, in case of accident, special examination may be arranged after having observed due process of law. This will require permission of Competent Authorities, i.e., Vice Chancellor, Academic council and Syndicate.

II. Examination Calendar shall be recommended by the concerned Dean/ Director Academics and notified by the Controller of Examinations after approval of the Vice-Chancellor.

III. Timetable for written and practical examination shall thereafter be prepared and notified by the Controller of Examinations.

a) Examination Calendar shall be recommended by the concerned Dean/ Director Academics and notified by the Controller of Examinations after approval of the Vice-Chancellor.

b) Timetable for written and practical examination shall thereafter be prepared and notified by the Controller of Examinations.

c) Timetable, once notified, shall not be changed. However, under exceptional circumstances to be recorded in writing, Dean/ Director Academics recommend such a change to Vice-Chancellor for approval.

VI. An Examination Form, once submitted to the University, may be withdrawn only by the Dean/Director Academics/ Principal of the College under the following conditions:-

a) When a candidate has been sent up provisionally for shortage of attendance and that shortage has neither been made upon re-conduct in accordance with the Regulations.

b) When a candidate ceases to be on the rolls of the College for non-payment of college dues or any other reason provided that such action has been taken before the commencement of the examination.

c) When a candidate has been rusticated or his character certificate has been withdrawn for misconduct before the commencement of the examination

d) When a candidate has been declared passed after revision of the result on account of re-checking.

V. Examination fee once deposited shall not be refundable.

a) The amount paid in excess of the prescribed fee, however, may be refunded with the approval of the Vice-Chancellor.

b) Provided that all such claims are received in the University within six months from the date of commencement of the examination.

VI. Each concern Board of Studies shall meet at latest ten week before the close of academic year to forward to the respective board of faculty, proposal regarding.

a) Dates of Commencements of Annual/ Bi-Annual Examinations

b) Schedule of paper

c) Panel of Paper-Setters and the name of Co-ordinate for paper Setting.

d) Panel of Examiners for assessment of Easy Answer Book and Conduct of practical examinations.

VII. Upon Receipt of the Proposals from concern board of Studies board of Faculty, the Deans/ Director Academics shall recommend the examination calendar to the Controller of Examinations at least 8 weeks before the commencement of Examinations.

VIII. The controller of the examinations, after obtaining approvals from the Vice-Chancellor, announce the schedule of theory examination at least six weeks before the date of commencement of examination and will send the following prescribed material.

IX. Circular to the Director Academics and concerned Dean/ Principal of affiliated collages mentioning of schedule of examination,

last dates of submission of examination from with and without late fee schedule.

- a) Examination forms as per requisition of the respective deans / Principal of the afflicted collages.
- b) Material for setting of question paper to the last setters and acceptance forms.
- c) Panel of Examiners for assessments of Essay Answers Book and conduct of practical examinations
- d) Examination day from the Acceptance forms of the appointment of head invitations, factotum, hall incharge and invigilators (form-c) to the respective Deans / Principals of affiliated collages.

X. The Director Academics / Concerned Deans in case of LUMHS and the Principal in case of affiliated collages shall forward the examination forms of their candidate to the controller of examination, LUMHS after verifying the required documents Submitted, payment of tuition fee, Examination fee, Bona-Fide Status and minimum of 75% attendance of the candidates.

1.2. PAPER SETTING:

I. The Controller of Examinations shall write the letter to the Chairman/ Chairperson/ Module Coordinator of the concerned subject/ Module for the paper setting at least one week before the commencement of the paper.

II. The Module Coordinator shall instruct the subject coordinators to submit the Questions of their concerned subject to the Question Bank.

III. The concerned chairman/ Module coordinator along with at least one senior faculty member will review the submitted Questions.

IV. The Module coordinator/ Chairman will then set the Final paper as per TOS.

V. The minimum eligibility requirement for appointment as Paper Setter or Examination is that the person should be at least an Assistant Professor with the minimum of three years standing in that position in a medical University.

VI. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/ nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination. A Paper Setters shall decline the appointment if he/ she has been appointed in advertently.

V. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice-Chancellor.

VI. The Vice-Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Setter without assigning any reason.

VII. Final Paper Setting shall be carried out in the Department of Examination/ Question Bank with in the premises of the University. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.

1.3 PRACTICAL EXAMS:

I. Director Academics/ Dean shall send the schedule of practical Examination to the Controller of Examinations preferably before or within one week along with the schedule of Theory Examination.

II. The controller of examination shall announce the final schedule of practical examinations within two weeks of the computation of theory papers, and shall simultaneously write the examiners, duly approved by the Vice-Chancellor, regarding the schedule of practical examinations along with the prescribed acceptance form (Form A).

III. The controller of Examinations shall write the letter for the panel of practical Examinations to the Chairperson/ Chairman/ Module Coordinator.

IV. Chairperson/ Chairman/ Module Coordinator shall send the panel of practical Examinations duly forwarded by the Dean of the concerned faculty.

V. The Number of external and internal examiner shall be equal and should be one external and one internal examiner for a group of 50 students.

VI. The result of practical examination shall be prepared jointly, signed

by all internal and external examiners and send to the Controller of Examination along with practical attendance sheet of candidates (Duly signed), through the personal messenger within three days of practical examinations.

VII. The university shall declare results of each examination within one month of practical examination.

1.4. OSPE/ OSCE SETTING/ CHECKING

I. The OSPEs/ OSCEs shall be set according table of specification of particular subject.

II. At least two senior Faculty members Professor, Associate Professor or Assistant Professor (if Professor and Associate Professor are not available) of concerned subject who have contributed in teaching of the class being examined for at least six months and have delivered 50% of the total lectures/ tutorials/ demonstrations shall be involved in OSPE/ OSCE setting.

III. Examiners for OSPE/ OSCE of all subjects shall be appointed from the list of examiners not below the rank of Assistant Professor with at least three years teaching experience in relevant subject.

IV. The number of external examiners and internal examiners shall be equal.

V. Each station shall carry equal marks except interactive station.

VI. The answer copies of static station shall be checked by same panel of Examiners which include both internal and external examiners.

2. CONDUCT OF EXAMINATIONS

2.1 GENERAL

I. No Person other than the candidates, university officer and/or university representative, Head invigilators, factotums, hall in charge, invigilators and other workers appointed for the examinations work will be allowed to enter the premises of any centre for an examination.

II. The Head Invigilators must sure that:

a) Each Candidate is required to produce the admit slip issued to him/ her by university

b) Each invigilator affixes his/her signature on the space provided on the cover of all the answer books and supplements of all the candidates under his/her supervision for each and every sitting, immediately before handing over the answer books to the candidates at every sitting without fail on the attendance sheet form supplied to the for this purpose.

c) No candidate shall be allowed to enter the Examination Centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria, the Centre Superintendent may provisionally allow into the Examination Hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid

reasons, subject to concurrence of the Controller of Examinations/ Regional Coordinator.

III. No additional time should be allowed to any candidate for answering a paper, on the ground of illness, accident or other cause, save when any loss of time is caused to the candidates by any act of omission on the part of university or its agents.

IV. The distributions of answer book should be done by the invigilators after the candidate have occupied seats and not before, additional answer book (Supplements) shall be given only when the book previously given are completely written in. candidates must be told to write on both to write on both sides of the pages in the answer books except the face sheet.

V. Head invigilator/ hall in charge shall instruct the invigilator that they should take particular care to collect from candidates all answer books supplied to them, whether used or unused, and the question paper along with the response sheet in case of SBQs examination.

VI. Head invigilator/ hall in charge should see the invigilator must give the required answer books and supplements to the candidates promptly and the they do not:

- a) Engage in conversation with candidates during the examination.
- b) Read what the candidates write.
- c) Give any kind of explanation connected with any question set.

- d) Do any private or office work during the hours of supervision.
- e) Admit outsiders to the place of examination.
- f) Give copies of the question paper to anyone who is not a candidate sitting in the examination.

VII. The Head Invigilator/ Hall in charge shall see that no candidate leaves his seat within the first half an hour and without handing over the answer sheet to the invigilator.

VIII. Announcement shall be made in each Hall:

- a) Regarding instructions
- b) Regarding time left at 30 minutes & 10 minutes before the finish of paper
- c) At the finishing time of paper.

2.2 DISTRIBUTION OF QUESTION PAPER:

I. The sealed covers containing question paper be opened in a closed room unless the paper are opened directly in examination hall, not more than 15 minutes before the time fixed for each paper in the presence of the head invigilator. Before opening the packet of papers, the opening certificate printed on the envelope of question paper is to be signed by both head invigilator. No person other than the head invigilator and / or the university officers is allowed to be present at the time when the packets containing question papers are opened except when opened directly in the examination hall.

II. Question paper for various hall and blocks should be distributed among the various hall in charges and invigilators not more than 5 minutes before the time fixed for each paper.

III. The Head invigilator should, as soon as the examination has commenced, go round the hall(s) and personally take back from the incharge and invigilator copies thereof to the candidates.

3. PAPER ASSESSMENT:

I. The paper assessors shall be recommended by the Chairman/ Chairperson/ Module Coordinator duly forwarded by the concerned Dean of concerned faculty from amongst the Panel of Names duly approved by the Board of Studies/ Board of Faculty.

II. No person shall be appointed as Paper Assessor whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/ nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.

III. No person shall be appointed as a Paper Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice-Chancellor.

IV. The Vice-Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Assessor without assigning any reason.

V. No faculty member of any affiliated College shall claim an

inherent right to be appointed as a Paper Assessor. The Board of Studies/ Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member or to his/ her appointment as a Paper Assessor. Any recommendation of senior management of affiliated College for appointment of any faculty member as a Paper Assessor shall be considered as an impropriety.

VI. Paper assessment shall be carried out in the Department of Examination within the premises of the University of Health Sciences. Under no circumstances shall Paper Assessment be permitted at any place other than that specified above.

VII. Paper Assessor shall mark only those answer books that have been coded.

VIII. Under no circumstances shall paper assessment be permitted with original Seat numbers of the candidates.

IX. Paper Assessor shall have no right to find out the original Seat number of the candidate whose answer book he/ she is marking.

X. Paper Assessor shall mark the questions according to the 'Key' provided with the question paper.

XI. In case, the 'Key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.

XII. Paper Assessor shall not keep in his/her possession any copy of the award list or the 'Key'.

XIII. Paper Assessor shall keep his/her appointment strictly confidential and no indication of its shall be given to any person directly or indirectly.

XIV. Paper Assessor shall promptly communicate any change in his/ her residential/ official address or telephone numbers to the Controller of Examinations.

XV. When a Paper Assessor anticipates his/ her inability to complete the work for any valid reasons to be recorded, he/ she shall forth with return the marked/ unmarked answer books to the Assistant Controller (Secrecy).

XVI. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.

XVII. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.

XIX. After assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.

XX. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/ her signature against the cancelled ones.

XXI. Each answer book shall be signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.

XXII. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red-ink.

XXIII. Award of fractional marks is not allowed.

XXIV. Each page of the Award list shall signed by the Paper Assessor/ Chairman/ Chairperson/ Module Coordinator.

XXV. The blank space must be crossed.

XXVI. The marks obtained by the candidate shall be entered correctly in the award list both in figures against the corresponding Seat numbers.

XXVII. The marks of a candidate in the award list shall be the same as written in the answer book.

XXVIII. Paper Assessor must endorse correct question number on the script and the award list.

XXIX. In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.

XXX. Paper Assessor shall report to the Controller of Examinations by roll number, in the case of a candidate who:

- a) Communicates or attempts to communicate with him/her by any means to influence him/ her in the award of marks and/or persuades him, threatens and uses other unfair means.

- b) Discloses his/ her name or makes in his/ her answer book particular identification marks, which tend to identify his/ her answer book or help reveal his/ her identity in his/ her opinion has copied the answer or any part thereof from another candidate or from any books, material or other source.
- c) Has attached to answer book a paper not normally supplied by the Centre Superintendent.
- d) Uses obscene language in the answer book.
- e) Has removed a leaf or a part thereof from the main answer book.
- f) Has in the opinion of the Examiner used any other unfair means?

XXXI. Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer books.

XXXII. Paper Assessor shall not keep in his/her possession any answer book or a part thereof or any copy of the award list prepared by him/ her.

XXXIII. The University may frame rules from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to perform their duties.

XXXIV. The Paper Assessors and Convener of Assessment shall receive such remuneration as may be prescribed by the University from time to time.

XXXV. A Paper Assessor shall be disqualified who commits faults as mentioned below:

- a) Leaves unmarked answers or a part thereof.
- b) Leaves columns of the award list blank.
- c) Leaves answer book or award list unsigned.
- d) Allocates more marks than the maximum.
- e) Makes an incorrect total.
- f) Counts marks of over attempted questions.
- g) Transfers erroneous marks to the award list.
- h) Commits any other mistake which is liable to make the result of the candidates invalid/incorrect.

XXXVI. The decision shall be taken by the Vice-Chancellor on the recommendations of the Controller of Examinations.

4. TABULATION OF RESULTS

- I. Tabulation Section shall compile the results on computers from the award lists.
- II. Score of theory paper shall be considered in isolation. No marks from oral and practical/ clinical examination or from

internal assessment can be added to the theory paper. The candidate shall have to pass theory, practical and clinical examination separately.

- III. The Department of Examinations shall study and monitor the maintenance of a proper and justifiable balance between theory and practical examination. Any gross disparity shall be brought to the notice of the Vice-Chancellor and Syndicate for appropriate action.
- IV. Any ambiguity arising out of result compilation i.e., distribution of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Assistant Controller (Tabulation) with the approval of the Controller of Examinations.
- V. Tabulators shall be responsible for any errors and omissions in the Results, Notifications and Detailed Marks Certificates.
- VI. Result shall be tabulated question-wise in predetermined format with fictitious Seat numbers.
- VII. After decoding of the answer books, the result shall be compiled. The marks of practical/ clinical examination and from internal assessment, if any, shall then be computed by obtaining copy of original award lists.
- VIII. The probate of grace marks shall be applied according to the policy of the University.

- IX. Every detail of previous examination record including any grace marks availed previously and roll number shall be reflected accurately in the result of candidates detained in previous classes.
- X. Result of a candidate shall be declared R.W (Result Withheld) on following accounts:
- i. Lack of registration, old record, awards, etc
 - ii. Non-payment of fee.
 - iii. Pending decision of unfair means case or Court case.
 - iv. Pending verification of documents or eligibility for the examination concerned.
 - v. Any other inconsistency in the result pending clarification.
 - vi. Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
 - vii. Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Assistant Controller (Tabulation).
- XI. Final results shall be declared only after a detailed final scrutiny is carried out by Master Checker appointed by the Vice chancellor for this purpose. The Master Checker shall make a detailed comparison with the original award lists eliminating any chances of error/omission in tabulated results and shall authenticate/signal results.
- XII. All officers/personnel involved in the tabulation of result i.e.,

Tabulator, Senior Tabulator, Assistant Controller (Tabulation) and Master Checker shall be the signatory to the final result and shall be held responsible for any error/ omission.

- XIII. Positions/ Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.
- XIV. Original result shall be kept with the Assistant Controller (Tabulation) in Tabulation Section, who shall make entry of declared result in record register and keep it in safe custody.
- XV. Detailed Marks Certificates shall be prepared, reflecting marks of the subjects in the examination, verified, and signed individually by the tabulator preparing the results, Assistant Controller (Tabulation) and any other person nominated by the Vice-Chancellor.
- XVI. Detailed Marks Certificates shall be issued to all candidates, passed or failed, after the declaration of the result free of cost through the respective Colleges.
- XVII. No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
- XVIII. The Degree shall be prepared by Tabulation Section duly verified by Assistant Controller (Tabulation), Registration office, and the Controller of Examinations and, duly signed, shall be presented to the candidates at the time of Convocation.
- XIX. In case a candidate is unable to receive the Degree at the time of

Convocation, the same shall be issued on completion of prescribed formalities and payment of prescribed fee.

- XX. A duplicate degree shall be issued only in case of loss after payment of prescribed fee duly supported by an affidavit and F.I.R.
- XXI. The award of scholarships, medals and merit certificates shall be in accordance with rules framed by the University from time to time.

5. RECHECKING OF ANSWER BOOKS/ AWARDS

- I. After declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/ her results.
- II. The candidate shall apply on the application duly recommended by the concerned Chairman/ Chairperson/ Dean of the department along with prescribed fee and a copy of the Detailed Marks Certificate.
- III. The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be non-refundable.
- IV. Applications for rechecking shall be received in the office of the Controller of Examinations not later than one month after the date of declaration of the result of the concerned examination.
- V. The candidate or anybody on his/her behalf shall have no right to see or examine the answer books/ response sheet for any purpose.
- VI. The answer books/ response sheet of a candidate in any examination of the University shall not be re-assessed after the declaration of the result.

- VII. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared, that is:
- a. No answer in the answer book or part thereof has been left unmarked and the response sheet has been read in OMR correctly as per key provided.
 - b. The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
 - c. The Assistant Controller has correctly prepared the result according the key provided and weight age of marks distribution.
 - d. No error is detected in the grand total of marks.
 - e. All entries in the SEQs/ SBQs and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
 - f. The answer book or any part thereof has not been changed or detached.
 - g. The response sheet may be verified from the original key of the category of the student provided.
 - h. The answer book is in the hand writing of the candidate.

- VIII. The benefit of grant of average marks shall not be given to the candidate in case of rechecking if his/her answer book(s)/ response sheet is/are not traceable at the time of rechecking. In such cases, verification from original award list shall be deemed to be final.
- IX. The Officer/Rechecking Committee appointed by the Vice Chancellor in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate (as defined in vii above) shall report the case to the Controller of Examinations. After careful confirmation of the omission/ mistake, the Controller of Examinations shall take necessary steps with the approval of the Vice Chancellor to rectify it and, after such rectification, shall issue a revised Result Notification and Detailed Marks Certificate.

6. USE OF UNFAIR MEANS

Following rules shall govern the discipline in examinations:

I. Constitution of Examination Discipline & Grievance Committee

There shall be an Examination Discipline Committee, which shall consist of:

- a) One Dean to be appointed as chairman by the Syndicate
- b) One senior Professor of the University to be appointed by the Vice-Chancellor
- c) One Principal of an affiliated College to be appointed by the Vice-Chancellor
- d) The Controller of Examinations

II. Functions of committee

The functions of the Examination Discipline Committee shall be:

- a) To deal with and scrutinize the cases of the alleged use of unfair means by the candidates appearing at any university examination
- b) To deal with all other matters affecting the discipline of the candidates at university examination
- c) To award punishment, subject to the approval of the Vice Chancellor, to candidates who adopt malpractice and create in discipline at the examination
- d) The committee may call a candidate alleged of unfair means at the examination for hearing him/her in person before any decision is taken
- e) A candidate aggrieved by the decision of the Examination Discipline Committee may appeal to the Syndicate against the decision of the Committee within thirty days from the date of receipt of the decision of the Committee. The decision of the Syndicate shall be final, and shall not be called in question in any court of law.
- f) The members of the Examination Discipline Committee other than Ex-officio members shall hold office for two years.
- g) The quorum for a meeting of the Examination Discipline Committee shall be three members.

III. Notice and Ex-parte Decision

Notice of hearing shall be given to the candidate on postal address of the candidate; and if by the given date and time the candidate does not appear before the Committee, the controller of Examination shall repeat

second notice to the accused candidate by giving him/ her fresh date and time to present himself/ herself before the Discipline Committee, else ex-parte decision will be taken against him/ her. The notice will be sent by Registered post of the address given by the candidate.

IV. Decision of the Examination Discipline Committee

The Examination Discipline Committee after taking into consideration the evidence on record, and the explanation and evidence given by the candidate, will give their decision in writing and a copy of decision will be supplied to the candidate.

V. Appeals

If a candidate has valid reasons to appeal against the decision of the Examination Discipline Committee, he/ she may do so within one month from the date of receipt of the decision, addressed to the Vice-Chancellor, who may refer the appeal to the Syndicate.

VI. Representation by any legal Advisor

No Lawyer or any Legal Advisor shall be allowed to appeal on behalf of or assist an accused candidate during inquiry or appeal under these Regulations. Only the candidate shall be heard in person.

VII. Powers of Vice-Chancellor to award punishment in cases of the disturbances in Examination

Notwithstanding anything to the contrary in these Regulations, the Vice-Chancellor shall have the power to summarily award suitable punishment without reference to the Examination Discipline Committee, to

any candidate or to any student on the rolls of recognized institution or to any person who creates disturbances of any kind during the examination or otherwise misbehaves in or around any examination hall or becomes arrogant or insolent with the invigilation staff or Inspectors or the University Authorities.

VIII. Behavior of the candidate in the Examination Hall and around the examination center

Any candidate who refuses to obey the Head Invigilator or changes his/ her seat with another candidate or creates disturbance of any kind during a particular paper of an examination or otherwise misbehaves in or around the examination hall may be expelled by Head Invigilator and may be disallowed from appearing in the particular paper of the examination. He/ She may however, be allowed to take the remaining paper of the examination if the head Invigilator is satisfied that he/ she would conduct himself/ herself with propriety in the remaining papers.

In addition, if he/ she threaten to commit or commit breach of peace and law he/ she may be prosecuted under relevant law in force and handover to the police, if it is a cognizable offence.

The head Invigilator may in form to the Controller of Examination without delay, every such case in detail and Controller of Examination shall take steps to inform the Vice-Chancellor of these cases for necessary action.

IX. Possession of unauthorized material means unfair means

If a candidate is found having in his/ her possession papers, books or any other material, which might possibly be of assistance to him, shall be deemed to have used unfair means.

X. Unfair means and copying etc

Subject to the generality of the word as defined, unfair means shall also include the following:

- (i) Removing the leaf from his/ her answer book
- (ii) Using abusive or offensive language in his/ her answer book
- (iii) Making an appeal to the examiner in his/ her answer book
- (iv) Making false representation in his/ her application form, or any document produced by him/ her.
- (v) Forging another person's signature on his/ her examination form, or any other document
- (vi) Refusing to obey instruction issued to him/ her by the university in connection with an examination
- (vii) Refusing to obey Head Invigilator or any other staff member or person deputed for the purpose in the examination hall.
- (viii) Disclosing his/her identity or making peculiar marks in his/ her answer books(s) of re-examination whether or not any fictitious roll numbers are used by the university.
- (ix) Giving or receiving assistance or allowing any other candidate to copy his/ her answer book
- (x) Communicating or attempting to communicate with object of influencing them in the award or marks.
- (xi) Creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall.
- (xii) Copying for many paper, book or note or by any other means.

- (xiii) Making previous arrangement to cheat in the examination such as smuggling in or out a question paper or an answer book in whole or leaves thereof, impersonation or misconduct of a serious nature.
- (xiv) Attempting to induce, directly or indirectly any official of the university or any person engaged in connection with an examination to give any kind of undue assistance to him/ her including disclosure of guarded information.
- (xv) Misbehaving or creating any kind of disturbance in or around any examination centre including staging of or inciting for a walk out.
- (xvi) Taking the whole or a part of any answer book or a supplement in to or out of an examination centre.
- (xvii) Substituting the whole or a part of an answer book or a continuation/ supplement sheet of an answer book or continuation/ supplement sheet not duly issued to him/ her for the examination.
- (xviii) Forging, mutilating, altering, erasing or otherwise tampering with any document connected with a examination or making undue use of such document or abetting in the commission of such offences.
- (xix) Abetting or attempting to use these or any other unfair means.

XI. UNFAIR MEANS BY STAFF OF THE UNIVERSITY OR OTHER STAFF OF THE EXAMINATION CENTRE.

If in the opinion of the university or examination Discipline Committee any invigilation staff at the examination center or any other staff appointed by the University is guilty of:

- i) Premature disclosures of questions or question paper knowing that such questions or question paper are/is to be put or set for an examination.
- ii) Substitution of an answer book, or any portion thereof, or
- iii) Awarding with dishonest motive marks more or less than the marks secured by the candidate, if the person doing so is an examiner, or
- iv) Recording in any document with dishonest motive, marks more or less than the marks awarded to a candidate by an examiner concerned, if the person doing so is other than the examiner, or
- v) Supplying answer or answers to a candidate during his/ her examination to question contained in a question paper or a question put or to be put at a Viva-Voce Examination or allowing candidate to copy from the other candidate or from other document or permitting to smuggle answer book outside the Examination hall to help the candidate to replace the answer book or permitting use of any unfair means at the examination centre, or

- vi) Mutilation, alteration interpolation or erasure in any certificate or other document maintained by the University or in any manner using as record, knowing that it is so mutilated, altered, Interpolated or erased, or
- vii) Divulging or procuring information pertaining to the examination papers, answer book regarding conduct of examination, fictitious roll numbers, examination results or any information incident al there to, or
- viii) Falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of any record of university.
- viii) Impeding the progress of examination at an examination center by any means whatsoever.
- ix) Assaulting or threatening to assault in or around the examination hall, to any person incharge of examination centre or any other office incharge of an examination employed in connection with any examination, or
- x) Approaching or influencing any employee of the university to act corruptly or dishonestly on the conduct of an examination or declaration of an examination result, or marking of papers or obtaining secret information relating to an examination, or
- xi) Failure to comply with any instructions is used by the university or any or its officers or commission of any other irregularities or maneuvers to get such appointment by supplying wrong

particulars through his statement of fact, or

- xii) Attempting or abetting the commission of any other aforesaid acts.

The Vice-Chancellor in such cases may (a) cancel the appointment (b) refuse to pay the whole or any part of remuneration or (c) recover the amount spent by other suitable action that may be deemed necessary.

Such person shall also be liable to the proceeded against, under appropriate Efficiency and Discipline Rules.

XII. PUNISHMENT

If the competent authority under these regulation comes to the conclusion that the candidate is guilty of unfair means within the purview of these regulations, the competent authority shall record such opinion and debar the candidate for a period of three years including the year of examination in which the candidate was found guilty of unfair means.

XIII. POSSESSION OF FIREARMS, ASSAULT OR IMPERSONATION

If in the opinion of the competent authority a candidate is guilty of:

- (i) Possessing fir arms or anything capable of being used as a weapon of offence in or around an examination hall,
- (ii) Assaulting or threatening to assault any persons incharge of an examination centre or any other person employed in connection with an examination; or
- (iii) Abetting in or committing misconduct of a serious nature such as impersonation, abetting or threatening an assault any person engaged

in connection with an examination or any other staff member of the university.

The competent authority shall record such decision and debar the candidate for a period, which shall not exceed six years.

XIV. EXPLANATION

In case of impersonation, both the 'Impersonator' and the 'Impersonated' candidates shall be equally responsible and both are liable to the same punishment.

STANDARD SETTING

COGNITIVE DOMAIN

The cognitive competency will be checked by Single Best Questions (SBQs) 70% and Short-answered Questions (SAQs) 30%.

Theory assessment consists 50% of overall assessment of the subject/ module and practical assessment consists 50% of the subject/ module.

THE PSYCHOMOTOR AND AFFECTIVE DOMAIN.

The psychomotor and affective domain shall be checked through Objective Structured Practical/ Clinical Examination (OSPE/ OSCE) and structured Viva-Voce. Theory assessment consists 50% of overall assessment of the subject/module and practical assessment consists 50% of the subject/module.

PASS/ FAIL CRITERIA

- Minimum pass marks in each paper are 50% in theory and practical/ OSPE/ OSCE examination separately.
- Students have to clear both theory and practical/OSPE/OSCE to pass examination over all.
- A student, who fails or misses or is detained from a professional examination both in the Annual and Bi-Annual examination in any subject/paper, shall not be promoted to the next higher class. She/he shall repeat the course of study in the subject/paper in which she/he has failed/detained.
- A student who is eligible to appear in examination but did not take examination for whatsoever reason shall be considered to have failed.

PRE, PER AND POST EXAM ANALYSIS

Pre, Per and Post Exam analysis shall be performed by an assessment committee constituted by the Vice-Chancellor.

1. Pre-Exam Analysis The assessment committee shall ensure:

- a) Various test tools (SBQ,SAQ, OSPE's & OSCE's) are used in exam
- b) Exam contents are aligned to curriculum (learning objectives and instructional methods).
- c) Exam contents are distributed according the table of specification.
- d) Questions are clear, relevant, and appropriately balanced in terms of difficulty and content coverage.
- e) Students are familiar and informed regarding the format and timing of exam.

2. Per-Exam Analysis, the assessment committee shall ensure:

- a) Exam logistics are well-organized
- b) Environment of examination center is conducive
- c) Exam start well in time
- d) Sufficient time is given as per exam content
- e) Support for managing stress and anxiety for the students

3. Post-exam Analysis The assessment committee shall perform the post hoc before the announcement of final results. It shall perform followings:

- a) Score Analysis: Analyze the exam score to identify the overall performance of the students and check the distribution of scores to gauge the difficulty of the exam

- b) Item Analysis: Review the performance of each question to identify items that were easy or too difficult and defective item.
- c) Moderation of the marks: The marks of too difficulty item/Question (item which less than 10% student answered correctly) shall be given to all students and flawed and defective questions shall be removed before the results are announced.
- d) Learning Gaps: Identify common learning gaps and areas where most students struggled and shall convey those to curriculum committee.
- e) Remediation Plan: Develop targeted remediation plan for students who performed poorly. This includes additional resources, tutoring or counseling.
- f) Curriculum Review: convey the report to curriculum committee for curriculum changes where it deems.