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# **SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**

(Established under Section 3 of the UGC Act, 1956)

**Re-accredited by NAAC with 'A++' grade | Awarded Category - I by UGC**

Gram: Lavale, Tal.: Mulshi, Dist.: Pune - 412 115, Maharashtra, India  
Website: [www.siu.edu.in](http://www.siu.edu.in), e-mail: [coe@siu.edu.in](mailto:coe@siu.edu.in), Tel.: 020-28116200, Fax: 020-28116206

Established: 6<sup>th</sup> May 2002

Registered under the Societies Registration Act XXI of 1860  
(Regd. No. MHA-1577-2001-Pune) on 15/11/2001 and the Bombay Public Trusts Act of 1950  
(No. F-18099 Pune) on 30/3/2002.



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Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

### Notification No. 1473

No. SIU/ U-28/ 3481

Dated: 21<sup>st</sup> August, 2024

**Ref:** Notification No. SIEC/28/99 Dated 4th October, 2005

**Subject:** Revised Examination Rule Book of  
Symbiosis International (Deemed University) (Edition 7 - Version 2.0)

**WHEREAS**, the University had notified the Examination Rule Book vide Notification No. SIEC/28/99 dated 4th October, 2005.

**2] AND WHEREAS**, the Board of Management, vide Resolution No. A7: BoM: 07.06.2024, has approved the revised Edition 7 - Version 2.0 of the Examination Rule Book of Symbiosis International (Deemed University).

**3] NOW THEREFORE**, it is hereby informed to all concerned that the revised Examination Rule Book of Symbiosis International (Deemed University) (Edition 7 - Version 2.0, Annexure A) will be effective from the date of its notification and shall supersede the earlier Examination Rule Book.

**Authority:** Resolution No. A7: BoM: 07.06.2024

Dated: 21<sup>st</sup> August, 2024

  
Dr. M. S. Shejul  
Registrar

**Copy for information to:** The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost- FoMHS, Principal Director- Symbiosis, Dean-Academics and Administration, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

**(For internal circulation only)**

**SECTION I – INTRODUCTION**

This rule book supersedes all previous rule books unless and otherwise explicitly mentioned and will be in force till the next revision.

This rule book defines the terms and roles, policies and processes, and the rules related to the conduct of examinations. This applies to all constituents that have been notified by the appropriate authority. It will also be applicable to constituents that will be established henceforth.

A separate booklet is applicable for the Diploma & Degree programmes under Symbiosis School for Online and Digital Learning (SSODL) & Symbiosis Medical College for Women (SMCW).

In this document, we use the word constituent to mean an institute/department of the University.

**I-1 CONSTITUENTS OF THE UNIVERSITY:**

**Faculty of Law**

1. Symbiosis Law School, Pune (SLS, Pune)
2. Symbiosis Law School, NOIDA (SLS, NOIDA)
3. Symbiosis Law School, Hyderabad (SLS, Hyderabad)
4. Symbiosis Law School, Nagpur (SLS, Nagpur)

**Faculty of Management**

1. Symbiosis Institute of Business Management, Pune (SIBM, Pune)
2. Symbiosis Institute of International Business (SIIB)
3. Symbiosis Centre for Management and Human Resource Development (SCMHRD)
4. Symbiosis Institute of Management Studies (SIMS)
5. Symbiosis Institute of Digital and Telecom Management (SIDTM)
6. Symbiosis Centre for Management Studies, Pune (SCMS, Pune)
7. Symbiosis Institute of Operations Management, Nashik (SIOM, Nashik)
8. Symbiosis Institute of Business Management, Bengaluru (SIBM, Bengaluru)
9. Symbiosis School of Banking and Finance (SSBF)
10. Symbiosis Centre for Management Studies, NOIDA (SCMS, NOIDA)
11. Symbiosis Institute of Business Management, Hyderabad (SIBM, Hyderabad)
12. Symbiosis Institute of Business Management, Nagpur (SIBM, Nagpur)
13. Symbiosis Centre for Management Studies, Nagpur (SCMS, Nagpur)
14. Symbiosis Centre for Skill Development, Nagpur (SCSD, Nagpur)
15. Symbiosis Centre for Management Studies, Bengaluru (SCMS, Bengaluru)
16. Symbiosis Centre for Management Studies, Hyderabad (SCMS, Hyderabad)
17. Symbiosis Institute of Business Management, NOIDA (SIBM, NOIDA)

**Faculty of Computer Studies**

1. Symbiosis Institute of Computer Studies and Research (SICSR)
2. Symbiosis Centre for Information Technology (SCIT)

**Faculty of Medical and Health Sciences**

1. Symbiosis Institute of Health Sciences (SIHS)
2. Symbiosis College of Nursing (SCON)
3. Symbiosis School of Biological Sciences (SSBS)
4. Symbiosis School of Sports Sciences (SSSS)
5. Symbiosis School of Culinary Arts and Nutritional Sciences (SSCANS) [Formerly Symbiosis School of Culinary Arts (SSCA)]
6. Symbiosis Medical College for Women (SMCW)

**Faculty of Media and Communication**

1. Symbiosis Institute of Media and Communication, Pune (SIMC, Pune)
2. Symbiosis Centre for Media and Communication (SCMC)
3. Symbiosis School of Visual Arts and Photography (SSVAP)

**Faculty of Humanities and Social Sciences**

1. Symbiosis School of Economics (SSE)
2. Symbiosis School for Liberal Arts (SSLA)
3. Symbiosis School of International Studies (SSIS)
4. Symbiosis Statistical Institute (SSI)

**Faculty of Engineering**

1. Symbiosis Institute of Technology, Pune (SIT, Pune)
2. Symbiosis Institute of Geoinformatics, Pune (SIG)
3. Symbiosis Institute of Technology, Nagpur (SIT, Nagpur)
4. Symbiosis Institute of Technology, Hyderabad (SIT, Hyderabad)

**Faculty of Architecture and Design**

1. Symbiosis Institute of Design, Pune (SID)
2. Symbiosis School of Planning, Architecture and Design, Nagpur (SSPAD)

**I-1.1 DEPARTMENTS OF SKILLS AND CONTINUING EDUCATION:**

1. English Language Teaching Institute of Symbiosis (ELTIS)
2. Symbiosis Centre for Corporate Education (SCCE – Pune, NOIDA, Nagpur, Hyderabad)
3. Symbiosis School for Online and Digital Learning (SSODL)
4. Symbiosis Centre for Health Skills (SCHS)

**I-1.2 DEPARTMENTS OF SYMBIOSIS INTERNATIONAL UNIVERSITY (BRANCH CAMPUS), DUBAI:**

1. Department of Management
2. Department of Computer Studies
3. Department of Media and Communication

## I-2 DEFINITIONS OF TERMS AND ROLES

### I-2.1 Terms

**Programme:** The programmes conducted by the University follows semester/ annual pattern. A programme means a set of pre-defined courses selected from the Course Catalogue and approved by the Academic Council of the University. Successful completion of the courses will lead to the award of a Degree or Diploma e.g. Master of Business Administration.

**Dual Degree programmes:** 'Dual Degree programme' means a programme jointly designed and offered by SIU and a foreign partner HEI in the same disciplines/subject areas, and at the same level. The degrees for such a programme shall be conferred by SIU and the foreign partner separately and simultaneously upon completion of the degree requirements of both the institutions. This shall not in any way be construed as two-degree programmes in separate disciplines/ subject areas/ or levels being pursued simultaneously.

**Joint Degree programmes:** 'Joint Degree programme' means a programme where the curriculum shall be designed jointly by the SIU and the collaborating foreign partner HEI. Upon completion of the programme, the degree shall be awarded by SIU and the collaborating partner HEI jointly with a single degree certificate. This degree certificate shall have both SIU and partner HEI names and logos.

**Pathway programs:** An arrangement is where students complete a major portion of their academic requirements of a lower degree program at SIU, then proceed to the partner university to complete their program requirements and enter into a higher degree. The credits earned will be integrated into SIU's lower-level degree through Credit Transfer towards completion and award of the degree certificate

**Credit Recognition and Transfer:** "Credit Recognition and Transfer" shall mean 'Credit' conferred by a Foreign Higher Educational Institution to be recognised, quantified and included towards the credit requirements for a programme delivered by the University solely or jointly with a Foreign Higher Educational Institution and vice versa.

**Programme Outcome:** Programme outcome represents broad statements that incorporate many areas of inter-related knowledge and skills developed over the duration of the program through a wide range of courses and experiences.

**Course Catalogue:** A set of approved courses that includes the course objectives, syllabi, pedagogy and assessment approaches.

**Course:** A course means an individual subject that would be included from the course catalogue to become a part of the pre-defined courses of a programme e.g. Marketing Management.

**Audit Course:** Audit courses are the courses which are offered as additional/ optional learning opportunities over and above the programme requirements. They shall not exceed 10% of the semester credits in which it is offered and will be reflected as 'Pass' grade courses (only if, completed successfully) and would not contribute to the GPA/ CGPA.

**Course Outcome:** Course outcomes are statements clearly describing the meaningful, observable and measurable knowledge, skills and/ or dispositions that students will learn in the course.

**Term:** A term in semester pattern means one semester and in annual pattern means one year.

**Semester:** A semester consists of a minimum of 90 days of teaching-learning and requires about five months to complete. Any programme of 2 years duration will have 4 semesters, any programme of 3 years duration will have 6 semesters, any programme of 4 years duration will have 8 semesters and the programme of 5 years duration will have 10 semesters.

**Assessment:** The assessment includes continuous, practical (if applicable) and term end assessment. Continuous assessment in general, is formative while the term end assessment is summative in nature.

**Continuous Assessment:** The University has adopted the policy of continuous assessment, which shall be carried out by the respective constituents in accordance with the rules and regulations of the University. Continuous assessment aims at multi-level assessment and may include components like class room/online test, surprise tests, open book tests, research essay, assignments, quizzes, case studies, practical, presentations, viva and others as approved by the Board of Studies of the respective Faculty. All the components of assessment should be spread across the term.

**Term End Assessment:** At the end of every term the University shall conduct 'Term End' examination, under its supervision and jurisdiction.

**Examination:** The examination is the entire process of assessment carried out at the Constituent and University level which includes both continuous and term end assessment.

**Examination Session:** Examination session means the time slot assigned for a particular examination. Generally, there shall be two sessions per day; however additional sessions may be conducted with prior permission, including on a Sunday or a holiday if necessary.

**Examination Season:** Each academic year is divided into two examination seasons. The October' and 'April' season is renamed as 'ODD' and 'EVEN' Semesters respectively. All examinations conducted for ODD Semesters will be considered as held in ODD Season. All examinations held for EVEN Semesters will be considered as held in EVEN Season. All annual pattern exams shall be conducted in EVEN Season.

#### **Term Not Granted / Course Not Granted (TNG/ CNG)**

A minimum of 75% aggregate attendance is mandatory for all students to be eligible to appear for the term end examination. If a student's aggregate attendance is below 75%, then the student will be termed as 'Term Not Granted' (TNG).

For all TNG students, course-wise attendance shall be checked. If a student has less than 75% in any course, then the CNG rule is applied and such courses are termed as 'Course Not Granted (CNG). Students who are awarded TNG-CNG shall appear for the respective courses during the examinations in the upcoming season as backlog(s). The student will have to pay backlog examination fees for the immediate and any/ all subsequent attempts.

**Question Paper Manuscript:** It is the original copy of the question paper signed and submitted by the paper setter.

**Marking Scheme:** Marking scheme refers to the distribution of marks to the questions and sub questions and weightages assigned to the expected points covered in the answers.

**Model Answer:** The answer to a question as expected from a student.

**Backlog Examination:** A student who had failed in continuous, practical (if applicable) and term end assessment of a course shall appear in subsequent examinations as backlog examination. Backlog examination will not be conducted for Audit Course/s.

**Re-evaluation:** It is a mechanism which facilitates the students to get the answer scripts reassessed by a different examiner.

**Grace Marks:** The examinee shall be given the benefit of grace marks to pass a particular course as per the University rules.

**Condonation:** If a candidate fails in only one head of passing, having passed in all other heads of passing his/ her deficiency of marks in such head of passing may be condoned as per the University rules.

**Credit:** A credit is defined as follows:

- a) 1 Credit = 12 hours of face to face contact sessions including continuous assessment as per SIU norms: not exceeding 2 hours\* + 3 hours for continuous assessment linked to experiential learning.
- b) 1 Credit = 30 hours of Laboratory or Studio or practical hours
- c) 1 Credit = 60 hours of Internship/ Project/ Dissertation
- d) For courses which employ combination of practical and theory, the practical hour be converted to contact hours in the ratio of 1:2 meaning 1 face to face contact hour = 2 hours of practical (Lab and/ or Studio hours)

(\* Rarely, if the assessments / credit exceeds 2 hours/ credit, the additional hours be allowed beyond the defined credit hours, with the approval of the Director as a special case)

Each credit is assessed for 50 marks at the PG level and 25 marks at the UG level, unless otherwise explicitly mentioned by the respective statutory councils.

**Relative Grading:** The grading of students will be done based on the relative performance of the students compared to the class. The students will be awarded letter grades.

**Absolute Grading:** Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.

**Grade Point (GP):** Each letter grade is assigned a numeric value which is termed as grade point.

**Grade Point Average (GPA):** The Grade Point Average for the semester will be calculated by taking the weighted average of the course grade points and the total number of credits for the semester.

**Average Grade Point (AvGP):** The Average Grade Point for the semester will be calculated by taking the weighted average of the course grade points. The ideal range of average grade point of each course (continuous, practical (*if applicable*) and term end) should be between 6.85 and 7.1.

**Cumulative Grade Point Average (CGPA):** The Cumulative Grade Point Average for the programme will be calculated by taking the weighted average of the GPA of each semester.

**Term-End Assessment Programme (TAP):** After the term end examination the assessment programme will be conducted in the respective constituent.

**Un-Fair Means:** Un-Fair Means includes any unethical means and malpractices adopted by the student during the examination. (***Please refer to section III-10***)

**Lapses:** Lapses is any act on the part of the examination staff, teachers, paper-setters, examiners, moderators, juries amounting to the negligence, omissions and any other un-fair practices which can affect the smooth conduct and sanctity of examination.

## **SECTION II – EXAMINATION PROCESS**

### **II-1.1.5 Registration for Examination and distribution of hall tickets**

- Examination forms will be released for eligible students who have cleared all their dues, submitted all required documents for eligibility and their photograph in formal attire. Indian students need to register on Academic Bank of Credits and must have ABC/APAAR ID.
- The eligible students should register online for regular as well as backlog examinations (if applicable). **Please see Rule No. III-1 for eligibility, Rule No. III-3.1 for examination fees.**
- The Director shall submit the list of students appearing for regular and backlog examinations to the University at least one week prior to commencement of term end examinations.
- University shall incorporate the photographs of the students in the various documents issued to the students.
- University shall provide access to Constituent to generate and print the Hall Tickets of eligible students. **Appendix-II-1.1.5.** In case original hall ticket is misplaced by any student a duplicate hall ticket shall be issued against payment of fees.
- Students with TNG shall not be issued hall tickets. CNG shall be marked with ‘\*’ in the hall tickets.



## II-3 POST EXAMINATION

### II-3.1.1.3 Post Assessment

#### II-3.2.1 Re-evaluation and Review of Answer Scripts

- University shall announce the date to submit the reevaluation forms.
- University shall generate case numbers for the re-evaluation requests.
- University shall verify answer scripts (check for completeness of assessment of answer script and correctness of total marks). Any error identified at the time of verification shall be accepted and further reported to the lapses committee.
- University shall send answer scripts to another approved examiner for re-evaluation.
- University shall process the re-evaluation result as per the rules **(Please refer to Rule III-8.1)**
- University shall declare the re-evaluation result after the approval of the Vice Chancellor.
- If student is not satisfied with re-evaluation result, he/ she may apply for review of answer script within one week from the date of declaration of re-evaluation result. **(Please refer to Rule III-8.2)**
- **A student who has not applied for re-evaluation is not permitted to apply for review of answer script.**

## SECTION III – GOVERNANCE

- All Term end examinations are conducted under the supervision and jurisdiction of the University.
- All continuous assessments are conducted by the respective Constituents in accordance with the rules and regulations of the University.
- All Certificate & Corporate programmes are conducted and evaluated by the respective Constituents.

### III-1 ELIGIBILITY

**III-1.1 Eligibility for candidate to appear for examination (examinee):** The list of candidates eligible to appear for the examination will be provided by the eligibility department, minimum a week before commencement of regular term end examination.

#### III-1.1A Term Not Granted/ Course Not Granted (TNG/ CNG) Please refer to Section I-2.1

- Constituent shall declare the attendance every month.
- Constituent shall declare a list of students awarded Term Not Granted/ Course Not Granted (TNG/ CNG) who do not fulfil minimum attendance requirement for all part time/ full time degree/ diploma programmes. Constituent should announce the cut-off date for calculation of the attendance of students well in advance and should communicate TNG/ CNG list to the University along with the exam form list of regular semesters.
- Students who are awarded TNG/ CNG or falling under ATKT shall appear for the relevant courses during the examinations in the next season as backlog(s). The student will have to pay backlog examination fees for the immediate as well as any further subsequent attempt.
- Student whose eligibility is not cleared for any non-submission of required (non-academic) documents to the Eligibility Department of SIU, will not be permitted to register for examination from second semester onwards.

#### III-1.1B Allowed To Keep Terms (ATKT)

##### ATKT Rules for 3 Year to 5 Year Programmes

A student will attend classes of all the years with his/ her batch. The following rule will be applicable as per the total number of semesters in a programme:

He/ she cannot appear for Term End Examination of **Semester-5** if he/ she has CGPA less than 4.00 up to **Semester-2**.

He/ she cannot appear for Term End Examination of **Semester-6** if he/ she has CGPA less than 4.00 up to **Semester-3**.

He/ she cannot appear for Term End Examination of **Semester-7** if he/ she has CGPA less than 4.00 up to **Semester-4**.

He/ she cannot appear for Term End Examination of **Semester-8** if he/ she has CGPA less than 4.00 up to **Semester-5**.

He/ she cannot appear for Term End Examination of **Semester-9** if he/ she has CGPA less than 4.00 up to **Semester-6**.

He/ she cannot appear for Term End Examination of **Semester-10** if he/ she has CGPA less than 4.00 up to **Semester-7**.

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student having CGPA less than 4.00 at the end of semester 5, but having a CGPA greater than 4.00 at the end of semester 6 will be eligible to appear for Term End Examinations of Semester - 8 and Semester - 9)

### **ATKT rule for 2 Year Programme**

He/ she cannot appear for Term End Examination of **Semester-3** if he/ she has CGPA less than 4.00 up to **Semester-1**.

He/ she cannot appear for Term End Examination of **Semester-4** if he/ she has CGPA less than 4.00 up to **Semester-2**.

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student having CGPA less than 4.00 at the end of Semester - 1, but having CGPA greater than 4.00 at the end of Semester - 2 will be eligible to appear for Term End Examinations of Semester - 3 and Semester - 4)

The ATKT rules will not be applicable post the minimum duration of the programme is over i.e. the student can appear for any semester backlogs during the extended validity of the programme.

## **III-1.1C Validity of Terms for Programmes**

### **Post Graduate Degree Programmes**

Students admitted to the post graduate degree programmes of the University, are allowed to keep term for a period of one year from the date of admission beyond the normal period of the programme, i.e. a student joining two years programme must complete the programme in three years from the date of admission.

### **Under Graduate Degree Programmes**

Students admitted to the under graduate degree programmes of the University are allowed to keep term for a period of two years from the date of admission beyond the normal period of the programme, i.e. a student joining three years programme must complete the programme in five years from the date of admission.

### **Rules for four-year UG Programmes, as per NEP 2020**

1. The validity of all Four Year UG programmes (FYUGP) will be seven years. An exiting student can re-join the programme within three years, fulfilling all terms and conditions of re-admission.
2. The exiting students will intimate about their exit before registering for the EVEN semester University examinations. The intimation of the exiting students will be given by the Institutes to the exam department.
3. The student who does not have a backlog and fulfils the condition for the award of Certificate/ Diploma/ Degree, can exit only after the EVEN semesters.
4. Additional attempt in the consecutive exam season should be given to the students exiting with the Certificate/Diploma for the award of Certificate/ Diploma. (Original attempts, Summer Exam season and immediate ODD exam season). The exiting students should successfully complete 4 credits Vocational course in summer.
5. Re-entry in the FYUGP will be permitted at the beginning of the academic year as per the Lateral Entry Policy of the University.

### **Diploma, Post Graduate Diploma and Post Graduate Executive programmes**

Students admitted to any of the above programmes are allowed to keep term for a period of two years after the stipulated duration of the programme.

### **Expiry of Validity**

Students who are not able to complete their programme within the stipulated period will have to take fresh admission to the programme as per the prevalent rules and his/ her performance at the examinations and the terms kept earlier will be treated as null and void.

### III-1.3 Eligibility for availing facilities for differently-abled candidates (DA)

The students admitted under the differently-abled category can avail additional facilities on recommendations from the Director–Symbiosis Centre for Health Care (SCHC). Refer recommended guidelines by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). **Appendix-III -1.3.**

### III-1.4 Availing writer and extra time due to medical reasons

Students facing medical issues can avail the facilities of writer and/ or compensatory time based on the recommendations from the Director - SCHC.

- The Chief Conductor is authorized to make the appointment of a writer at an examination for a candidate who is unable to write the answer-scripts on serious medical grounds, blindness or disability. Further, they should ensure that the writer is not from the same subject stream and is having lesser qualification than the student. The constituent must inform the University about such appointments.
- The writer should not be from the same Constituent.
- The Chief Conductor is permitted to collect the writers' fees at the prescribed rates as mentioned in scale of remuneration (**Please refer to Rule No. III-12**) from the candidates concerned and disburse them to writers appointed by them directly. No writer fee shall be collected from blind and disabled candidates. The remuneration in respect of the writer provided to blind and disabled candidate should be paid by the Constituent from examination grants.
- Please refer to **Rule No. III-2.3** for compensatory time to be provided in case of writer.

### III-2 EXAMINATION SCHEDULE AND REGISTRATION

The University shall declare term end examination schedule one month prior to commencement of examination. Maximum fifteen days will be allotted to students without late fees to fill online examination forms for regular and backlog attempts. Additional one week (maximum) will be given to fill forms with late fee. After the last date declared to fill exam forms with late fees, a super late fee of Rs. 500 per day will be applicable subject to an upper limit of Rs. 5000/- (i.e. up to 10 days from the due date of accepting examination form with late fee)

The University shall release hall tickets, seat number wise and centre wise summary at least three days prior to the commencement of term end examinations.

#### III-2.1 Rescheduling examinations for candidates representing Symbiosis International (Deemed University) for Sports at National/ Zonal Level

- University Sports Board shall send the list of final team selected to represent Symbiosis International (Deemed University) at Inter-Varsity level to the concerned Constituent.
- Examination Coordinator of respective Constituent shall send the necessary information about the examination/s to be rescheduled.
- All the term end examinations of the concerned students scheduled during the tournaments shall be re-scheduled by the University.
- University Sports Board shall send the attendance of students during the camp and Inter-Varsity Tournament to the University & respective Directors to confirm the claim made by the students.

#### III-2.2 Backlog Examinations

- For backlog examinations, the latest version of the syllabus will be used for paper setting. Hence for a particular examination season the same paper shall be used for both regular and backlog students. Student undertaking in this regard is obtained during the online exam registration process.
- A separate backlog paper will be set only in case the **title/ credits** changes.
- The student will procure the latest syllabus from the Constituent and prepare for the backlog examination accordingly.
- With prior permission of Head of the Constituent, the student may attend classes to cover new topic with a convenient batch or any other arrangement as provided therein.
- In case of annual pattern, a backlog examination shall be conducted in each of the semester of a year or annually as per rules.

#### III-2.3 Time slot for Term End Examinations:

Term End Marks	Duration of Examination	Compensatory Time *
less than 40	1 hour	20 min.
40 to less than 60	1 hour and 30 minutes	30 min.
60 to less than 80	2 hour and 30 minutes	50 min.
80 and more than 80	3 hours	60 min.

\* in case of writer or physical disability approved by SCHC

### III-3 EXAMINATION FEES

#### III-3.1 Examination Fees: For Postgraduate/ Undergraduate and Diploma Programmes

##### (I) Applicable from the AY 2024-25 onwards i.e. ODD 2024 season

Sr. No.	Particulars	Current Fees	Revised Fees
1	Backlog examination fees of all Degree/ Diploma programmes	Rs. 700/- per course + Rs. 700/- processing fee per semester	Rs. 1,000/- per course + Rs. 1,000/- processing fee per semester
2	Practical fee for Regular and Backlog Examinations	Rs. 1,000/- per course	Rs. 1,500/- per course
3	Re-evaluation Fees	Rs. 700/- per course	Rs. 1,000/- per course
4	Late Fee	Rs.1,000/- per semester	Rs.1,500/- per semester

##### (II) Applicable from the AY 2025-26 onwards i.e. ODD 2025 season

Sr. No.	Particulars	Current Fees	Revised Fees
1	Examination Fee for regular students, to be collected as a part of tuition fees every year	Rs. 6,000/- (Rs. 3,000/- per semester)	Rs. 8,000/- (Rs. 4,000/- per semester)
2	Examination fee for the MDP programme	Rs. 4,000/- for the programme	Rs. 5,000/- for the programme

##### (III)

Particulars	Amount of Fees
Super Late Fees	Late Fees + Rs. 500/- per day
Review of Answer Script	Rs. 3,000/- per course
Convocation Fee (Applicable in the final year of the programme, to be collected as a part of tuition fees)	Rs. 4,000/- for Degree Programmes
	Rs. 2,000/- for Diploma Programmes
	USD 100 (International Students)
<b>Storage &amp; Maintenance Fee</b> Storage & Maintenance fee shall be applicable, If the degree/diploma certificate is not collected before the subsequent Convocation.	Rs. 4,000/- # for Degree Programmes Rs. 2,000/- # for Diploma Programmes USD 100 (International Students) (Inclusive of 18% GST Charges)

# The storage and maintenance fees shall be applicable as per the prevalent convocation.

(Note: TNG/ CNG/ ATKT students to pay backlog exam fees for the immediate as well as further subsequent attempts. **GIP students need not** pay examination fees only for the immediate subsequent attempt.)

**III-3.2 Fees for issue of duplicate documents:**

<b>Particulars</b>	<b>Amount of Fees</b>
Duplicate Degree Certificate	Rs. 4,000 / USD 50 (International student)
Duplicate Diploma Certificate	Rs. 2,000 / USD 25 (International student)
Duplicate Hall Ticket, Grade Sheet, Consolidated Grade Sheet, Statement of Marks/ Consolidated Statement of Marks, Certificate of Passing	Rs. 500/- for Duplicate Hall Ticket Rs. 1,000/- for other duplicate documents

**III-3.3 Other Fees:**

<b>Particulars</b>	<b>Amount of Fees</b>
Issue of Transcripts	(1) Rs. 1,000/- per set + postal charges, as applicable (Indian Students) (2) USD 20 per set in Equivalent Indian Rupees + postal charges, as applicable (International Student)
Academic Document Verification	Rs. 1,500/- (per candidate)
Academic Document Attestation	Rs. 150/- per certificate per copy
Provisional Degree certificate	Rs. 500/- (per candidate)
Postal Charges	Rs. 250/- within India
	Rs. 2,500/- Outside India (International Speed Post)

### III-5 GRADING AND RESULTS:

The results of the concerned examinations shall ordinarily be declared within 30 days from the last date of examination or as prescribed by the University.

#### III-5.1 Choice Based Credit System (CBCS): Cumulative Grade Point Average (CGPA) System for Academic Programmes

- All programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continuous assessment and term end examination prescribed in the approved programme structure.
- Audit courses shall not be considered for computation of GPA/ CGPA. The grade P (Pass) will be printed on the grade sheet only if the student passes the audit course. This course is evaluated 100% on a continuous basis.
- **Relative grading:** The grading of students will be done based on the relative performance of the students compared to the class. Continuous Assessment, Term End Examination and Practical (if any) will be separate heads of passing. Passing in a course means securing 40% of absolute marks in each head. Separate grade points will be calculated for Continuous Assessment, Term End Examinations and practical (if any). The weighted average of these components will be the grade point for the course.
- **Grading on absolute performance:** Assessment based on absolute marks may be applied for the courses Project/ Dissertation/ Thesis/ Internship (Ref. AC Resolution No. A6: AC: 21.08.2020). Absolute grading shall be mandatory for all the courses where the student number is 15 or less in each course.
- **Re-evaluation:** In case of re-evaluation, the scores obtained will be fitted as per the original range of marks of the grades.
- **Backlog Examinations:** In backlog examination the marks secured will be fitted back into the earlier distribution i.e. original range of marks of the grades.
- **Calculation of GPA for Semester and Overall CGPA:** The Grade Point Average for the semester will be calculated by taking the weighted average of the course grade points and the total number of credits for the semester.

The weights will be defined as per the credit points they carry. Similarly, the CGPA for the programme will be calculated by taking the weighted average of the semester grade points where the total credits for the semester will act as the weight. The formula is as below:

$$\text{CGPA} = \frac{\{(GPA \text{ of Sem. I}) (\text{Credit Points of Sem. I}) + (GPA \text{ of Sem. II}) (\text{Credit Points of Sem. II}) + (GPA \text{ of Sem. III}) (\text{Credit Points of Sem. III}) + (GPA \text{ of Sem. IV}) (\text{Credit Points of Sem. IV})\}}{\{\text{Total Credit Points}\}}$$

- CGPA will be calculated up to two decimal points
- **Conversion of CGPA to percentage marks:** Percentage = CGPA / 10 \* 100
- There is no provision to appear in examination to improve marks or grade.
- **Standard of passing:** A student has to pass Continuous Assessments, Term End Examinations and/or Practicals (as applicable) separately i.e. obtain minimum GP of 4.00. GP less than 4.00 will be treated as grade F (fail).



- **Award of Degree:** A student (UG/ PG) will be awarded the degree only if he/ she has a CGPA of minimum 4.00 on the completion of programme and has cleared Integrated Disaster Management Programme and Core Environmental Studies, as applicable. Fitness for Life, is mandatory for award of degree for Under Graduate students.
- For Four-year UG Programme aligned with NEP 2020, the students who have opted to exit the programme after semester II/IV, will be awarded Certificate / Diploma, as applicable, after successful completion of a 4 credit Vocational Course in the summer term.
- The Health and Wellness modules shall be the value-added courses (VAC) offered from the Academic Year 2024-25 as mandatory, non-credit, with pass/ fail grade, to all full-time Undergraduate & Postgraduate students, once in the academic life cycle of the student;

The Health and Wellness modules shall be conducted as:

- Health and Wellness – Module I
- Health and Wellness – Module II

These modules have to be successfully completed by the students for the award of a degree.

The mandatory non-credit courses viz. Fitness for Life, Integrated Disaster Management, and Emotional Well-Being will be replaced by the said Health and Wellness Modules: I and II from A.Y. 2024-25.

- **Award of Diploma:** A student will be awarded the diploma only if he/ she has a CGPA of minimum 4.00 on the completion of programme.
- **Award of Certification Programmes:** The following non-degree academic programmes commenced from the academic year 2018 will be awarded Certificate by SIU. The award of these academic certifications would require successful completion of the number of credits and it will be signed by the authorities as shown in the table below.

#### Certification Programmes (UG/ PG/ Executive)

Certification	Minimum Credits	Signature on the Certificate
Certificate	10	Director
Diploma	30	Vice Chancellor
Advanced Diploma	45	Vice Chancellor

#### III-5.1.1 Calculation of Grade Points corresponding to grades based on relative grading:

Letter Grade	Proportion	Grade Point
O (Outstanding)	Top 3%	10
A+ (Excellent)	12%	9
A (Very Good)	21%	8
B+ (Good)	28%	7
B (Above Average)	21%	6
C (Average)	12%	5
P (Pass)	Bottom 3%	4
F (Fail)		0
AB (Absent)		0

### III-5.1.2 Absolute Grading:

- The absolute grading system is applicable to Projects/ Dissertations/ Thesis/ Internships Courses under all Faculties, as per the requirement of assessment.
- Absolute grading system shall also be applicable for all the courses where the student number is 15 or less.
- Absolute grading system courses (if any) during each semester be informed to the Controller of Examinations during the respective Board of Examination (BoE) Sub-Committee meeting.
- Absolute grading system courses shall be marked with a **symbol (~)** on the grade sheets.

#### Calculation of Grade Points corresponding to grades based on absolute grading:

Percentage	Grade	Grade point
90% and above	O	10
80% to 89.99%	A+	9
70% to 79.99%	A	8
60% to 69.99%	B+	7
50% to 59.99%	B	6
45% to 49.99%	C	5
40% to 44.99%	P	4
Below 40%	F	0

### III-5.1.3 Marking System & Award of Class for Symbiosis College of Nursing (SCON):

As per the requirement of Nursing Council, the following rules shall apply –

- A student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course for appearing in the University examination.
- A student must have 100% attendance in each of the practical areas before the award of degree.
- Minimum pass marks shall be 50% in each of the theory and practical examination separately.
- Time duration for the external examination shall be as per INC Guidelines
- A candidate can take maximum three attempts per course inclusive of first attempt with a condition that he/ she completes the course successfully within the maximum period allowed.
- The maximum period to complete the programme successfully should not exceed 8 years for 4 years programme and 4 years for 2 years programme.
- If a student fails in either theory or practical paper he/ she has to re-appear for both the papers (Theory and practical).
- All practical examinations must be held in the respective clinical areas with one internal and one external examiner.
- Maximum number of students for practical examination should not exceed 20 per day.
- The candidate, in spite of failing in more than two courses he/ she can be promoted to next year except for the final year. To get promoted into the final year the student has to pass in all courses of previous years.
- Minimum pass marks shall be 40% for English only for B.Sc. (Nursing)
- A candidate has to secure minimum of 33% in qualifying subject (English) for passing in P.B. B.Sc. (Nursing).
- Internal and External assessment ratio is 25:75.
- Transcript in the format prescribed by the Nursing Council shall be provided by the Constituent.

### Award of Class as per INC Rules & Regulations:

Percentage Range	Division
50%	Pass in each of the head (Theory & Practical)
50.01 to 59.99%	Second Division
60.00 to 74.99%	First Division
75% and above	Distinction

#### III-5.1.4 CGPA System for B. Sc. (Nursing) programme of Symbiosis College of Nursing (SCON):

- Bachelor of Science (Nursing) degree will be awarded after taking into consideration, the performance of candidates in all 8 semesters taken together. The degree will be awarded only to those who have completed 100% attendance in the clinical field.
- The student has to pass in all mandatory modules placed within courses and the pass marks for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.
- If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.
- The candidate shall appear for exams in each semester.
- The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
- The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.
- The candidate has to pass separately in internal and external examination

#### Award of Class for B. Sc. (Nursing) programme as per INC Rules & Regulations:

Letter Grade	Grade point	Percentage
O (Outstanding)	10	85% & Above
A+ (Excellent)	9	80-84.99%
A (Very Good)	8	75-79.99%
B+ (Good)	7	65-74.99%
B (Above Average)	6	60-64.99%
C (Average)	5	50-59.99%
P (Pass)	-	50% and above
F (Fail)	0	<50%
AB (Absent)	0	0

- For Nursing Courses and all other courses – pass is at C Grade (5 grade point) 50% and above
- For English and electives – Pass is at P grade (4 grade point) 40% and above

#### Standard of Passing for B. Sc. (Nursing) programme of SCON

- First Class with Distinction – CGPA of 7.5 and above
- First Class – CGPA of 6.00 – 7.49
- Second Class – CGPA of 5.00 – 5.99

### III-5.2 Credit Equivalence Policy:

#### Global Immersion Programme (GIP):

GIP is a special feature of SIU wherein student gets an opportunity to study abroad for a semester at the University of their choice. Students go to the partner Universities and study some courses. Courses offered by foreign partner Universities are studied carefully and adapted into SIU curriculum in such a way that a student can choose the courses of his/ her choice which are equivalent to the regular courses at SIU.

To be eligible for GIP the student should have obtained more than 7.00 CGPA/ GPA out of 10 in the previous semester or as an average across all previous semesters, with good conduct. The student should not have any backlog or Terms Not Granted (TNG) in any semester (they must have 75% attendance in each semester).

Constituent shall forward the result of GIP students to Symbiosis Centre for International Education (SCIE). SCIE will convert the grades of a partner university as per the conversion table below and forward it for the approval of the Director - Academics.

#### Dual degree and Joint degree programmes:

- (i) In the case of such programs where 30% or more of the entire program credits are earned at the partner university, the credits of such semesters shall feature as a single cumulative unit of credits as opposed to being indicated course-wise.
- (ii) Upon receiving the grade sheets from students or partner universities, whichever the case may be, and upon necessary verifications, SCIE shall assist the relevant institutes in credit and grade conversion as per SIU guidelines and forward for the approval of Head Academics.

#### Pathway programmes:

- (i) Pathway programmes shall follow the same model as that of the GIP programmes.
- (ii) Upon receiving the grade sheets from students or partner universities, whichever the case may be, and upon necessary verifications, SCIE shall assist the relevant institutes in credit and grade conversion as per SIU guidelines and forward for the approval of Head Academics.

#### The grade conversion table:

US Grade	British Grade	ECTS Grade	SIU Grade	SIU GP
A+	80-100		O	10
A	70-79	A	A+	9
B+	65-69	B	A	8
B	55-64	C	B+	7
C+	50-54	D	B	6
C	40-49	E	C	5
D+			P	4
D				
F	0-39	F, FX		

NTU Grade	SIU Grade	SIU GP
A+		
A	O	10
A-	A+	9
B+	A	8
B	B+	7
B-	B+	7
C+	B	6
C	C	5
D+	P	4

### III-6 RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS:

#### III-6.1 Rules for Grace Marks for Passing in each head of passing:

The examinee shall be given the benefit of grace marks only for passing in each head of passing in Term End or Continuous assessment or Practical examination as follows:

Marks	Grace Marks up to
Up to - 50	2
051 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
and 401 & above	10

- Provided that the benefit of such grace marks is given in different heads of passing in the regular attempt of the examination and it shall not exceed 1% of the aggregate marks.
- Provided further that the benefit of grace marks under this rule shall be applicable only if it helps the candidate to pass the entire examination of semester/ year.
- Provided further that the grace marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol “&” and rule number.

#### III-6.2 Rules for Condonation:

- If a candidate fails in only one head of passing, having passed in all other heads of passing his/ her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total marks of that head of passing in which he/ she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only for the regular attempt of examination.
- Condonation of deficiency of marks will be shown in the Statement of Marks/ Grade Sheet with a symbol “#” and rule number.

**Note: For Rule No. III-6.1 & III-6.2**

- If a deficiency of marks is condoned, the class/ grade in the concerned examination, of the candidate, shall be declared on the actual marks obtained by the candidate.
- The benefit of not more than one rule shall be given for one examination.

### III-7 ISSUANCE OF TRANSCRIPTS AND OTHER CERTIFICATES:

The procedures and fees for obtaining transcripts/ attestation/ verification/ provisional degree certificate and duplicate degree or diploma certificate are available on the SIU website.

Step 1: Alumni visit the website <https://siu.edu.in> and click on the **STUDENTS** tab

Step 2: Click on **Verification/Attestation/Transcript/Duplicate Certificate/Provisional Degree Certificate**



The screenshot shows the SIU website interface. At the top, there is a navigation bar with links: NAAC, Information Systems, Mandatory Disclosures, Careers, Contact Us, AICTE, Health Promoting University, and New Faces New Friends. A search bar is located on the right. Below the navigation bar is the SIU logo and the text 'SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)'. A red button labeled 'SIU CAMPUS IN DUBAI' is centered. Below this is a horizontal menu with links: ABOUT | ACADEMICS | FACULTY | CAMPUSES | ADMISSIONS | INTERNATIONAL | RESEARCH | STUDENTS | EXAM | EVENTS. The 'STUDENTS' link is highlighted. The main content area features a 'STUDENTS' section with a photo of students and a description of the university's programs. To the right, there are links for 'HEALTH FACILITIES', 'LIBRARY', 'SPORTS', 'DEPARTMENT OF STUDENT WELFARE', 'BIODIVERSITY', and 'COMMUNITY OUTREACH'. Below this, there is a 'FORMS AND APPLICATIONS' section with links for 'VERIFICATION / ATTESTATION / TRANSCRIPT / DUPLICATE CERTIFICATE / PROVISIONAL DEGREE CERTIFICATE', 'SOUVENIR CENTRE', and 'EDUCATION LOANS'. At the bottom, a large red banner displays 'NAAC GRADE A++' and a message: 'SIU acknowledges the contribution of all students, teaching and non teaching staff, parents, alumni, corporates, NGOs and all other stakeholders'.

#### III-7.1 Transcripts

- The SIU alumni shall visit the SIU website to obtain a transcript.
- The transcript procedure will be completed within 15 working days from the date of receipt of the application along with the requisite fees.
- Application form to obtain transcript is available on the SIU website for the alumna applying to WES/ LSAC/ IQAS/ CES etc.

#### III-7.2 Attestation of Certificates

Students/ Alumni shall visit the SIU website for attestation of certificate/s issued by SIU. The original certificate/s are required at the time of attestation.

#### III-7.3 Verification of Documents

- Concerned person/ agency/ embassy shall visit the SIU website for availing the verification services.
- The verification procedure will be completed within 7 working days from the date of receipt of the application along with the requisite fees.

#### III-7.4 Provisional Degree Certificate

- Students who have cleared all examinations and obtained a certificate of passing, but the convocation is not held for them are eligible to apply for a provisional degree certificate.
- Concerned student shall visit the SIU website to apply for a provisional degree certificate.
- Provisional degree certificate will be sent to the candidate within 10 working days from the date of receipt of the application along with the requisite fees.

#### III-7.5 Duplicate Degree/ Diploma Certificate

- Concerned student shall visit the SIU website to apply for a duplicate degree/ diploma certificate.
- Duplicate degree or diploma certificate will be sent to the candidate within 15 days from the date of receipt of the application along with the requisite fees.

### III-8 RE-EVALUATION:

After the declaration of results of Term End Examination, students may apply for re-evaluation. If the re-evaluation result is not satisfactory, subsequently he/ she may apply for review of answer script. The grievances regarding assessment can be addressed by conducting a process of review of answer scripts. A student who has not applied for re-evaluation will not be allowed to apply for answer script review.

#### III-8.1 Candidates appearing at the Term End Examinations are eligible to apply for re-evaluation of his/ her answer scripts of the theory courses of the Term End Examinations, subject to the following conditions:

- Candidate whose result is withheld due to non-fulfilment of eligibility criteria due to non-submission of non-academic documents such as Transfer/ Migration/ Gap/ Ragging Certificate etc., can apply for re-assessment of Semester-I fresh examination. The Constituent may communicate the grades to these students but **not the marks**. The ledger details are only for constituent records.
- A candidate may apply for re-evaluation in any number of papers per semester in which he/ she has appeared in the term end written examination. The entire answer script (including MCQs) will be re-evaluated in case of physical answer scripts mode. Re-evaluation is not permitted for online mode of examination in MCQ format.
- The re-evaluation includes reassessment by another subject expert and verification of total marks. In case of any error in total marks, the verified marks, if more, shall be considered.
- The student gets an opportunity to discuss the results of the continuous evaluation with the concerned faculty in respect of answer scripts of theory component Continuous Assessment. The institute is required to maintain a record of such queries related to continuous assessments in a query register. This should be maintained for every semester and every programme with an Action Taken Report.
- In case of Term End Examination, a candidate shall apply online for re-evaluation, by paying the requisite fees within the prescribed date.
- The Director of the Constituent shall forward the list of students who have applied for re-evaluation of theory paper/ s along with the prescribed fee to the University.
- A candidate applying for re-evaluation should note that the result of the re-evaluation of his/ her answer script of the theory paper/ s shall be binding on him/ her and that he/ she shall accept the revised marks/ grades to his/ her theory paper/ s after re-evaluation.
- There will be no change in result if increase in revaluated marks is below 10% of the maximum marks.
- The revaluated marks will be accepted if increase is between 10% and 20% of the maximum marks. If this increase is seen in 50% of cases or more than 50% of cases applied for revaluation in a single course, then the average of original marks and revaluation marks should be taken for the declaration of the revaluation result (the total number of cases for revaluation shall be ten or more than 10 in a single course).
- If the increase in revaluated marks is between 21% and 50% of the maximum marks, then the average of original marks & re-evaluated marks will be considered for declaration of re-evaluation result.
- If revaluated marks increase by more than 50% of the maximum marks then the answer script is sent for 2<sup>nd</sup> re-assessment and the average of original marks, 1<sup>st</sup> re-assessment marks and 2<sup>nd</sup> re-assessment marks will be considered for declaration of re-evaluation result.
- However, in extreme cases, the Vice Chancellor may use his/ her discretion for getting second opinion for re-evaluation. In such case the answer script shall be re-examined by a separate examiner of the choice of the Vice Chancellor.
- Re-evaluation of answer scripts of the theory paper/ s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination.
- If, as a result of re-evaluation, a student attracts the provision of condonation of deficiency, the same shall be applied to him/ her only for regular attempt.

### III-8.2 Procedure for Review of Answer Scripts (Grievance Redressal Mechanism):

- If student is not satisfied with the re-evaluation result, he/ she may submit an application for review of answer script to the Director of the Constituent after paying the requisite fees within one week from the date of declaration of re-evaluation result. If the student does not apply for re-evaluation, then he/ she loses the right for an answer script review.
- The respective Constituent will forward this application to the Controller of Examinations within 2 working days of the receipt of such application.
- The Controller of Examinations shall arrange a meeting of the faculty who has assessed/ re-evaluated the answer script and the concerned student. The answer script is reviewed in the presence of the student. The remarks/ observations of the concerned faculty and the student are noted and signed by both. **(Appendix-III-8.2)**
- The decision of the process is communicated to the Director of the Constituent and the student.
- In case of increase in marks by at least 10% of maximum marks, revised grade sheet is issued and the answer script review fee will be refunded to the student.
- Guidelines for the faculty members appointed for review of answer script:
  - (I) Instructions to be given to Examiner reviewing the Answer script:
    - The answer script is already evaluated and re-evaluated.
    - The process is to explain the student about expected answers for the questions.
    - The marks of the answer script review will be submitted to the Controller of Examinations and will not be disclosed to the student.
    - Change in result is permitted only if the difference in marks is more than 10% of the maximum marks for the component (term end).
    - Cases with variance in marks is more than 10%, the faculty member will need to explain the reasons for increase in marks.
    - Student feedback should be obtained with his/ her signature on the review of answer script form.
  - (II) Instructions/ clarifications to be given to student seeking review of answer script:
    - Student should submit the feedback on the review process and sign the form.
    - Students are not allowed to carry the mobile/ electronic devices with them during the course of review of answer script.
    - Parents are not permitted to attend the process.



### **III-10 PROCEDURE TO DEAL WITH CASES OF UN-FAIR MEANS:**

#### **Procedure to Deal with Cases of Un-fair Means resorted to by Students**

##### **III-10.1 Definitions:**

Unless the context otherwise requires:

a) 'Un-fair Means' means and includes one or more of the following acts or omissions on the part of the students during the examination period.

b) "Un-fair 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 to him/her or to any other person or causing wrongful loss to other people.

c) "Un-fair means material" means and includes any material whatsoever related to the course of the examination, soft copy, printed, typed, handwritten, audio-visual or otherwise on the person or on clothes, or body of the student (examinee) or other material in any manner or in the form of a chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.

d) "Possession of un-fair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/ her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.

e) "Student found in possession" means a student reported in writing as having been found in possession of un-fair means material by Junior Supervisor, Sr. Supervisor, member of the Vigilance Squad or any other person authorized for this purpose. This definition shall apply even if the un-fair means material is not produced as evidence because it is reported as swallowed, destroyed, snatched away, or otherwise taken away or spoiled by the student or any other person acting on his behalf to such an extent that it becomes ill-eligible. A report to that effect shall be submitted by the Jr. Supervisor, Sr. Supervisor, Chief Conductor, or any other authorized person to the Controller of Examinations or Head of the Constituent.

f) "Material related to the subject of examinations" means and includes-

- I. The material produced as evidence, any material in written, etched, carved, printed or in electronic form which is certified as related to the course of the examination by a competent person such as the examiner or external examiner or any expert/teacher with at least two years' experience of teaching or consulting in that course.
- II. If the material is not produced as evidence or has become illegible for any reason including the attempt to destroy the material, the presumption shall be that the material did relate to the course of the examination.
- III. Unfair means also includes plagiarism in case of any continuous/ term end evaluations which are in the form of project reports, assignments, etc exceeding 10 percent.

##### **III-10.2 Powers, Functions and Procedure:**

###### **a) Un-fair means by any student at any examination conducted by the University:**

On receipt of a report regarding use of unfair means by any student at any University examination, the Board of Examinations shall have power at any time to constitute inquiry and to punish such un-fair means or breach of the rules:

- I. by excluding such student from any examination, or any Programme or Convocation of the University for the purpose of conferring degree either permanently or for a specified period.
- II. by the cancellation of the result of the student in the University examination for which the student appeared.

- III. by deprivation of any University scholarship.
- IV. by the cancellation of the award of any University prize or medal to him/ her.
- V. by the imposition of a fine, or
- VI. in any two or more of the aforesaid ways within a period of one year.

**b) Un-Fair means by any student at any Constituent examination:**

Where the Constituent conducts the continuous assessment examinations or 100% assessment of the course on behalf of the University, the Head of the concerned Constituent on receipt of a report regarding the use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the Constituent for the proper conduct of examination, shall have the power at any time to make an inquiry and to punish such a student who indulges in un-fair means or breach of any of the rules

- I. by the exclusion of such a student from any such examination of University programme in any Constituent either permanently or for a specified period.
- II. by the cancellation of the result of the student of the examination for which he / she appeared.
- III. by deprivation of any scholarship.
- IV. by the cancellation of the award or prize or medal to him/her.
- V. by the imposition of a fine or
- VI. by any two or more of the aforesaid ways within a period of one year.

**c) Procedure to be followed by the Chief Conductor/ s of the Examination Centre:**

In the case of unfair means, the Chief Conductor of the Examination Centre shall follow the procedure as under.

- I. The student shall be called upon to surrender to the Chief Conductor the un-fair means material found in his or her possession if any, and his/ her answer script.
- II. Signature of the concerned student shall be obtained on the relevant materials and list thereon. The concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant material and documents. The Chief Conductor or any other person on his behalf is authorized to access the copying material stored in the electronic/digital form to establish the evidence.
- III. Statement of the student in the prescribed format and the statement of the concerned Junior Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make a statement or to subject to procedures of collection of evidence or surrender the material or to give an undertaking; the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures. (**Appendix-III-10.2A**)
- IV. Chief Conductor shall take one or more of the following immediate decisions depending upon the seriousness/ gravity of the case.
  - Obtain a statement from the student 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.
  - Confiscate his/ her answer script, mark it as “suspected un-fair means case” and **issue him/ her fresh answer script duly marked.**
- V. All the relevant material and list mentioned in **Appendix-III-10.2A** Part A, B & C i.e. Statement of the Candidate, Junior Supervisor, Internal/External Senior Supervisor along with his/her report, report of the Course Expert (**Appendix-III-10.2C**), report of the Chief Conductor as the case shall be uploaded on the SIU Examination Portal under Unfair Means tab. The answer scripts to be forwarded to the University on demand, if required by the Unfair Means Committee.
- VI. In case of un-fair means of oral type, the Junior Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report & treat the same as a disciplinary case.

#### **d) Procedure to be followed by Examiner detecting Un-fair Means during Assessment:**

If the examiner at the time of assessment of the answer script suspects that there is prima-facie evidence that the student/ s whose answer script/ s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall prepare a report and submit to the TAP Director along with the evidence. The constituent shall upload the relevant documents of unfair means on the SIU Examination portal.

#### **e) Procedure of inquiry to be followed in case of prima-facie Un-fair Means:**

- I. All cases of un-fair means having prima-facie evidence at the term end examination shall be reported to the University by the Chief Conductor & must be signed by the Junior Supervisor, Sr. Supervisor, and/ or examiners.
- II. Such cases shall be first heard by the committee appointed at the constituent. All necessary documents and reports along with the Internal Unfair Means / Disciplinary Committee report in the specified format (**Appendix-III-10.2D**) shall be uploaded on the portal. The recommendations of the Committee w.r.t. the quantum of punishment, are for the consideration of the Unfair Means Committee of the University, and strictly not to be shared with the concerned student/parents.
- III. In the event cases of un-fair means reported through any other source, the concerned officer at the Examination Section of the University/ Constituent shall scrutinize the case and collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge.
- IV. Then, the officer shall submit the case with his/ her primary report to the concerned competent authority.
- V. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Un-Fair Means Inquiry Committee for further investigation.

#### **f) Results during Inquiry:**

Examination result/ s of the concerned student/ s (**entire season i.e. Regular + Backlog**) involved in such cases shall be held in reserve till the Competent Authority takes the final decision in the matter and the concerned student/s and the Constituent to which he/ she belongs to, shall be informed accordingly.

### **III-10.3 Appointment of Un-Fair Means Committee:**

#### **A) At the Constituent:**

For investigation of unfair means resorted to by the students at the continuous & term end examinations, the Director shall appoint an internal Unfair Means / Disciplinary Committee which shall consist of Dy. Director (Chairperson), one senior teacher nominated by the Director, and faculty in charge of the examinations.

#### **B) At the University:**

For investigation of unfair means resorted to by the students at the term end examinations, the Board of Examination shall appoint a committee which shall consist of one Director (Chairperson), one Dy. Director, Head - Student Welfare, External member nominated by Vice Chancellor and Controller of Examinations.

#### **Procedure to be followed: -**

#### **A) At the Constituent:**

- I. The Director / Head of the constituent or the officer authorized, as the case may be, shall inform the concerned student in writing of the act of unfair means alleged to have been committed by him/ her.
- II. The student shall appear before the committee on a day, time, and place fixed for the meeting with a written reply/ explanation to the notice served on him/ her.
- III. Only the student himself/ herself shall present his/ her case before the committee.

- IV. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/ s against the student should be shown to him/ her by the committee. The evidence if any should be recorded in his/ her presence.
- V. Student be given an opportunity to present his/ her case before the committee. The committee shall consider the reply/ explanation given by the student before making a recommendation for award of punishment from the given categories in the case.
- VI. The internal Unfair Means / Disciplinary Committee at the constituent level shall maintain the record of the hearings conducted in a secured & confidential manner.
- VII. If the said student fails to appear before the committee on the day, time, and place fixed for the meeting, the committee shall take the decision in his/ her case in absentia on the basis of the available evidence/ documents, which shall be binding on the student concerned. The student may be given one more opportunity to appear before the committee in his/ her defence **only under exceptional circumstances.**
- VIII. The committee shall submit its report (**Appendix-III-10.2D**) on the unfair means portal to the Controller of Examinations for each unfair means case reported. The recommendations of the Committee w.r.t. the quantum of punishment, are for the consideration of the Unfair Means Committee of the University, and strictly not to be shared with the concerned student/parents till approved by the University.
- IX. Dy. Director / faculty in-charge of the examination, shall verify the uploaded scanned PDFs of all the required documents including report of the internal Unfair Means / Disciplinary Committee on the unfair means portal for review and decision by the Unfair Means Committee of the University.

#### **B) At the University:**

- I. The Controller of Examinations (CoE) or Officer appointed by the CoE shall review the disciplinary/unfair means cases uploaded by the constituents on the Unfair Means portal.
- II. Remarks to be mentioned in each case. This shall be submitted for review and decision by the Unfair Means Committee.
- III. The CoE shall convene a meeting of the Unfair Means Committee. In severe offence cases and repeated cases the student would be called in-person or online to present his/ her case before the Committee. In case the student remains absent, the Committee will take the decision in absentia.
- IV. The members shall recommend the quantum of punishment after reviewing evidence, other submitted documents and hearing conducted.
- V. It shall ensure that a reasonable opportunity has been given to the concerned student in his/ her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the categories of punishment laid down in this behalf.
- VI. The details of the recommended quantum of punishments shall be submitted to the Board of Examinations/ Vice Chancellor for finalization.
- VII. The decision of the Board of Examination of the University shall be informed to the respective Director of the constituent for further necessary action.

#### **III-10.4 Punishment:**

- a) On a finding of any breach of ethical standards, a commission of a crime, or adoption of unfair means by any student, such incident shall first be reported to and investigated by the Director of the respective Constituent.
- b) Un-fair means committee constituted at SIU may call upon any students, staff, faculty members, or any other person for its scrutiny and shall pass such orders as it deems fit, including but not limited to granting the student a benefit of the doubt, issuing a warning, exonerating him/ her from the charges, or shall impose any one or more of the punishments as specified under 'Broad categories & quantum of punishment' on the student found guilty.
- c) Students using unfair means at the Practical / Dissertation/ Project Report / Jury examination shall be dealt with the same punishment as provided for the theory examination.
- d) Student concerned shall be informed of the punishment imposed on him/ her in writing by the competent authority at the constituent i.e. Dy. Director / Faculty in-charge of examinations or the

authorized officer with a copy to the parents. A warning letter should also be issued to the concerned students. The termination letter will be issued to the students who are awarded the punishment of termination of studentship.

- e) The scan copies of the correspondence informing the decision of the University's Unfair Means Committee, along with the warning/termination letter duly acknowledged by the student / parents shall be uploaded by the constituent on the unfair means portal of the University in the form of an action taken report.

#### III-10.4.1 Cases of Indiscipline during term end examinations:

- a) Possession of material not related to the course.
- b) Material lying near the bench.
- c) Written on palm not pertaining to the course.
- d) Arguing with the Junior Supervisor/ Senior Supervisor or any other staff.
- e) Possession of electronic device/ communication device/ storage device (in 'off' mode within fifteen minutes from the start of the examination).
- f) Student misconducts during the term end examinations.
- g) Revealing identity in any form in the answers or in any other part of the answer book by the student at the University Examination.
- h) Plagiarism percentage of assignments/reports/submissions exceeding 10 percent.
- i) Any other act of unfair means where the institute has reason to believe that the evidence may be tampered/lost during the course of time.
- j) Not covered above and directed by the un-fair means committee to be treated as a disciplinary case.

**For all the above circumstances the Head of the Constituent should convene a disciplinary committee meeting at the institute and propose a recommended disciplinary action which may include any or both the following punishments:**

1. The performance of the concerned course should be nullified.
2. Further the Director may have the discretion to inform the incidence to recruiter or while issuing the recommendation letter to the student for higher studies.

#### III-10.4.2 Recommended Categories and Quantum of Punishment for Un-Fair Means Resorted to by Students at the University Examinations:

***The cases mentioned below shall be forwarded to the University with appropriate and adequate evidence after due scrutiny and hearing at the constituent level. These cases will be presented to the Unfair Means Committee constituted by the University for further verification and decision. The decision of the Unfair Means Committee shall be binding on the student.***

Sr. No.	Nature of Un-Fair Means
1	(*) Possession of copying material of the concerned course/ Actual copying from the copying material (Print/ Electronic/ body parts/ clothes etc).
2	(**) Possession of another student's answer script with or without actual evidence of copying therefrom or any other form of mutual copying.
3	(**) More than one student involved in the act of unfair means (mutual copying).

4	(**) Smuggling in/ out of blank or written Answer Script–main or supplement / question paper as copying material.
5	Forging signature of the Junior Supervisor on the answer script - main or supplement.
6	Insertion of currency notes in answer script or attempting to bribe any of the person/ s connected with the conduct of examination.
7	Using obscene language/ violence/ threat at the examination centre by a student at a University Examination to Junior Supervisor/ Chief Conductor/ Examiners/ other students.
8	Impersonation at the University Examination.
9	A student resorting to Un-Fair Means at multiple times within same examination season.
10	A student against whom a disciplinary action was taken previously for any Un-Fair Means is involved again in any of the above.
11	<b>Use of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct.</b>

**Recommended Quantum of Punishment as per the category mentioned above:**

- I. (\*) Annulment of the performance of the student/s at the University examination for the Concerned Course as well as additional two courses.
- II. (\*\*) Annulment of the performance of the student/s at the University examination in full. (All courses appeared for term end examination under that seat number).
- III. Annulment of the performance of the student/s at the University examination in full. Additionally, exclusion of the student/s from the University examination in subsequent examination season.
- IV. Annulment of the season of the student/s at the current University examination in full. Additionally, exclusion of the student/s from the University examination for 2 subsequent examination seasons.
- V. Enhanced punishment shall be imposed on such student/s which may extend to double the punishment otherwise provided for such unfair means.
- VI. **In case of offense in a third instance, the studentship shall be terminated.**

**Note:** The above is the indicative list of punishments, however the **quantum of punishment** can vary depending upon the judgement and finding of the unfair means committee.

**III-10.5 Grievance redressal:**

Grievances of students related to the quantum of punishment given by the Un-Fair means committee will be forwarded to the Grievance Redressal Committee by the Controller of Examinations.

### III-11 AWARD OF CHANCELLOR'S GOLD MEDALS AND OTHER ACADEMIC AWARDS GIVEN DURING THE CONVOCATION:

Gold Medals and other awards are awarded every year in the Convocation to the eligible students completing the Full Time Post Graduate and Under Graduate Degree Programmes of SIU as per terms and conditions of each award.

III-11.1 Every year Four (4) **Chancellor's Gold Medals** are awarded as under:

- Best Outgoing Student in **Post Graduate** Programme
- Best Outgoing Student in **Under Graduate** Programme
- Best Outgoing **International Student in Post Graduate** Programme
- Best Outgoing **International Student in Under Graduate** Programme

#### Other Awards:

- Nani A. Palkhivala Memorial Trust Gold Medal to the topper in LL.M. Programme, SLS, Pune.
- Late Jayatee Deshmukh Award for the Best Out Going Girl Student from SIU.
- Late Chetan Dattaji Gaikwad Gold Medal to the topper in B.Tech. (Civil Engineering) Programme, SIT, Pune.
- Late Shri Dajikaka Gadgil Gold Medal to the topper in MBA (IB) programme, SIIB, Pune.
- Late Satpal P. Malhotra Gold Medal of Excellence in Business Management by Weikfield Foundation.
- Lt. Gen. (Dr.) M. A. Tutakne (Retd.) Gold Medal for the 'Best Outgoing Under Graduate Student' completed the programme of a duration of four years or more.
- Late Shri Prabhakar Trimbak Sonwaney Gold Medal for a Girl Topper in the Master of Business Administration programme with a specialisation in Operations Management or Supply Chain Management.
- Late Akanksha Kavindra Nath Tiwari Gold Medal to the Girl Student Securing Highest Marks in Bachelor of Technology (E&TC Engineering) Programme in Symbiosis Institute of Technology, Pune.
- Certificate of Merit is awarded to the candidate with Best Academic Performance in each of the Post Graduate & Under Graduate Degree programmes.

#### III-11.1A Eligibility:

The Chancellor's Gold Medalists and other Awardees are selected by the selection committee. The criteria for eligibility are as follows:

- All full-time degree programme students of SIU are eligible.
- For International Students Category, only Foreign Nationals are eligible.
- Student should have passed all Term End Examinations, Continuous Assessment and/or Practical Examinations (as applicable), in the first attempt without grace marks, within the prescribed period of the programme.
- Student should not have received punishment for breach of code of conduct.
- Student should have scored minimum 7.00 CGPA out of 10. (This is not applicable for International Students)

The Head of the Constituent will forward the eligible students' applications (one nomination per programme) every year in the month of January after due verification and scrutiny at their end (**Appendix-III-11.1A**). The applications of the students with extraordinary achievements (softcopy) should be forwarded to the University before specified date of submission. Applications received late shall not be considered. NIL report to be submitted by the Head of the Constituent if there is no candidate with extraordinary achievements.

Symbiosis Centre for International Education (SCIE) shall collect the applications of international students and after due scrutiny will send the report to the Vice Chancellor with the selected candidates' name (one in each category to whom the gold medal will be awarded) for further processes.



## **SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**

(Established under Section 3 of the UGC Act, 1956)  
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

### **INSTRUCTIONS TO CANDIDATES WHILE ENTERING THE EXAMINATION HALL: -**

- 1) Candidates are required to be present at the respective block of examination fifteen minutes before the commencement of examination.
- 2) Candidates are not allowed to enter the Examination Hall after commencement of the examination unless explicitly permitted by the Chief Conductor but not beyond 15 minutes.
- 3) Candidates are not allowed to leave the Examination Hall for the first 30 minutes, after commencement of examination.
- 4) Candidates are forbidden from taking any material into the Examination Hall that can be used for malpractice at the time of examination.
- 5) Candidates are not allowed to carry any electronic devices such as smart phones, smart watches, audio/video players, etc. in the Examination Hall.
- 6) Use of Scientific calculator, electronic dictionaries and similar devices are not allowed unless and until it is explicitly permitted in the concerned question paper.
- 7) The candidates must ensure that nothing is written on any part of the body, clothes and any belongings carried in the Examination Hall.
- 8) It is the responsibility of the candidates to note the examination time table and any changes thereafter, as displayed on the notice boards at the centre of examination.
- 9) Candidates should bring Identity Card as well as Examination Hall Ticket at the time of examination.
- 10) Request for any special concessions such as a change in date or time fixed for the University Examinations shall not be granted for any reasons.
- 11) Candidates should bring their own pen, pencil, scale and water bottle.
- 12) Candidates should write answers in BLUE/BLACK ink only. Use of Pencil and other colours are permitted only in case of diagrams, graphs etc. Answer Scripts written with pencil or ink of other colours will not be evaluated.
- 13) Candidates are not allowed to carry answer script/s or supplement/s written in or blank while leaving the Examination Hall.
- 14) Candidates are not allowed to communicate in any manner with any other candidates in the examination hall while the examination is in progress.
- 15) Candidates should not write anything on the question paper.
- 16) Candidates are required to follow the instruction/s given by the Senior/Junior Supervisor.
- 17) Candidates should not behave in rude OR disobedient manner with any staff during the examination.





डॉ. जी. एस. चौहान  
संयुक्त सचिव

Dr. G. S. Chauhan  
Joint Secretary

F.No.6-2/2013(SCT)

The Registrar,  
All Universities



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

मानव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development Govt. of India)

35, फिरोज़शाह रोड नई दिल्ली-110001  
35, Ferozeshah Zafar Marg, New Delhi-110001

Phone : 011-23604695

e-mail : chauhan.ugc@nic.in chauhanugc@gmail.com

February, 2019

21 FEB 2019

Sub:- Guidelines for conducting written examination for Persons with Benchmark Disabilities.

Sir/Madam,

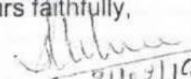
The undersigned is directed to invite your kind attention to this office letter of even number dated 14.01.2019 on the subject mentioned above and to inform that O.M. No.34-02/2015-DD.III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi prescribing the guidelines for conducting written examination for persons with disabilities is amended as under :-

Para XII on page 3 of the above guidelines may be substituted with the following:-

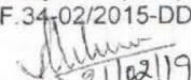
"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/ reader/ lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5".

This letter may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours faithfully,

  
(Dr.G.S.Chauhan)  
Joint Secretary

Copy to : Shri K.V.S.Rao, Director, Government of India, Ministry of Social Justice & Empowerment Department of Empowerment of Persons With Disabilities (Divyangjan) Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, New Delhi -110003 With reference to your letter No.F.34-02/2015-DD-III(Pt) dated 8<sup>th</sup> February, 2019 for information.

  
(Dr.G.S.Chauhan)  
Joint Secretary

**F. No. 34-02/2015-DD-III**  
**Government of India**  
**Ministry of Social Justice & Empowerment**  
**Department of Empowerment of of Persons with Disabilities (Divyangjan)**

\*\*\*

Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003  
Dated: the 29<sup>th</sup> August, 2018

**Office Memorandum**

**Subject:** Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016 ) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word “extra time or additional time” that is being currently used should be changed to “compensatory time” and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.



XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon`ble Minister (Social Justice & Empowerment).

Yours faithfully,

  
(D.K. Panda)

Under Secretary to the Government of India  
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

**Copy for information to:** CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

**APPENDIX- I****Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name &amp; Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

**APPENDIX- II****Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**

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**PART - A (STATEMENT OF THE CANDIDATE)**

To,  
 The Controller of Examinations, SIU

.....  
 .....  
 .....

I am submitting herewith my statement regarding unfair means/malpractice in which I am involved. I have read the rules and punishments awarded in this regard. I am aware that the decision of the Authorities is final and binding on me.

Candidate to tick either of the options given below (✓ only one option. In case of correction, kindly sign for authentication)	
I am guilty of being involved in unfair means and shall abide by the decision of the UFM Committee, as per SIU policy.	
I am not guilty and I wish to present my case before the UFM Committee, in person.	

Signature of the Candidate: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Place: \_\_\_\_\_

**PART - B (TO BE FILLED BY THE INVIGILATOR/ JUNIOR SUPERVISOR)**

**Note: A report in detail, explaining the circumstances, evidences, and the observations must be attached separately.**

Sir / Madam,

I .....the undersigned Junior Supervisor appointed on the above-mentioned block at the examination held at ..... Constituent/ Department hereby making a report against candidate Name: ..... Seat No ..... , as follows:

Sr. No.	Particulars	Kindly tick one or more (as applicable)
01	Possession of copying material	
02	Actual copying	
03	Any other	

**(Signature of Jr. Supervisor)**

Name: \_\_\_\_\_ Time: .....AM / PM | Date: ...../...../.....

**PART - C (TO BE FILLED BY THE INTERNAL SENIOR SUPERVISOR)**

**Note: Details of Seized Material signed by the student to be attached.**

Name of the Candidate: _____ PRN: _____ Seat No.: _____
Sem.: _____ Batch: _____ Season: EVEN/ODD _____ Programme: _____ Course: _____
Exam date: ____/____/____ Exam Time: _____ to: _____ Time of incidence: _____

I. **Internal Sr. Supervisor remarks:** \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

II. **External Sr. Supervisor remarks:** \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

III. **Chief Conductor remarks:** \_\_\_\_\_

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_





## SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

To,

The Inspector / Sub-Inspector  
Police Station \_\_\_\_\_

**Sub.: Complaint against the student for the alleged use of Un-Fair Means at the \_\_\_\_\_ examination held in the \_\_\_\_\_**

Sir,

On behalf of the Symbiosis International (Deemed University), Lavale - 412115. The \_\_\_\_\_ examination held in the April/October of 20\_\_\_\_\_ is conducted in the premises of the \_\_\_\_\_ Constituent/ University. I have been authorized by the Symbiosis International (Deemed University), Lavale - 412115 vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Director by \_\_\_\_\_ to take action under the provision of Maharashtra Act XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Un-Fair Means at the \_\_\_\_\_ examination.

1. **Name of the Student** : \_\_\_\_\_
2. **Examination Seat No.** : \_\_\_\_\_
3. **Name of the Constituent through which he/ she appeared for the examination** : \_\_\_\_\_
4. **Name of the Course** : \_\_\_\_\_  
**Date & Time** : \_\_\_\_\_
5. **Name of the Jr. Supervisor** : \_\_\_\_\_
6. **Name of the Sr. Supervisor** : \_\_\_\_\_  
**Who detected the case.**
7. **Material found with the Candidate** : \_\_\_\_\_
8. **Other Information if any in connection with the case** : \_\_\_\_\_

According to section '7' of the Maharashtra Act XXXI of 1982 – An Act to provide for preventing malpractices at University/ Board and other specified examinations. Shri. / Kum. \_\_\_\_\_ has committed the offence at the \_\_\_\_\_ examination and therefore, I lodge a complaint against him/her with the Police Station ( \_\_\_\_\_ )

Name of the Police Station

Yours faithfully,

**Chief Conductor,**

Name of the Centre: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**  
(Established under Section 3 of the UGC Act, 1956)  
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC

**Report of the course expert**

Date: / /

To,  
The Controller of Examinations,  
SIU

I am submitting herewith my report, in the case of unfair means committed by \_\_\_\_\_,  
Seat No. \_\_\_\_\_ for the Course \_\_\_\_\_.

I have checked the evidence; the answer script provided to me and would like to state as under:

- The contents found on the copy material are related to the course : Yes:  No:
- The relevant question number/s : \_\_\_\_\_
- The candidate has copied it in his/her answer script : Yes:  No:

• Observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that the above details are correct.

Thanks & Regards,

(Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email ID: \_\_\_\_\_

Mobile No.: \_\_\_\_\_



(On the letter head of the respective constituent)

**Disciplinary / Internal Unfair Means Committee Report**

Day & Date of the meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

**A. STUDENT DETAILS:**

Name of the Candidate: _____ PRN: _____	
Programme: _____ Unfair Means resorted course: _____	
Seat No.: _____	Sem.: _____ Batch: _____ Season: EVEN/ODD _____
Date of Exam: ___/___/_____ Time of Exam: _____ to: _____ Time of Incidence _____	

**B. NATURE OF COMPLAINT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. OBSERVATIONS OF THE COMMITTEE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. RECOMMENDATION OF THE COMMITTEE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the member

Signature

1)		
2)		
3)		
4)		

- Note:
- A written notice to be sent to the student to attend the meeting.
  - The attendance to be recorded.
  - Inform the rules pertaining to unfair means and associated punishments.
  - Statement of the student be taken at the end of the meeting.



## SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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 Founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

### APPLICATION FOR NOMINATION FOR THE AWARD OF THE GOLD MEDAL

- Note:**
- 1) Student having CGPA more than 7.00 (as applicable) are eligible to apply for this award.
  - 2) Mention Achievements during the period of the programme (in Symbiosis).
  - 3) Achievements mentioned not related to the current programme are not considered

#### PART I : TO BE FILLED BY THE STUDENT

- 1) Name of the Student: \_\_\_\_\_
- 2) Name of the Constituent, Programme & PRN: \_\_\_\_\_
- 3) Batch, current Semester: \_\_\_\_\_
- 4) Exam season & CGPA of last result declared with date of result: \_\_\_\_\_

#### **A) ACADEMIC ACHIEVEMENTS:** (Select from the categories given, attach supporting documents)

1. Participation in Entrepreneurship Activities
2. Participation in case Study Competition outside Symbiosis
3. Participation in Research / Projects
4. Participation in Quiz
5. Participation in Tech Fest.
6. Participation in Student Exchange Programme

#### **B) CO-CURRICULAR ACTIVITIES:** (Select from the categories given, attach supporting documents)

1. Participation in Social Activities / Fest
2. Participation in Cultural Activities / Fest
3. Participation in Conferences / Seminars
4. Participation in Creative Activities
5. Participation in Blood Donation Camp
6. Participation in Service Learning Programme
7. Swachh Bharat Abhiyan
8. Elocution competition

#### **C) SPORTS REPRESENTATION AT INTERNATIONAL AND NATIONAL MEET**

1. Participation in Inter Institute Sports
2. Participation in Sports Fest

#### **D) ANY OTHER ACHIEVEMENTS (IF ANY):**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Date: / /



**PART II : TO BE FILLED BY THE CONSTITUENT SCRUTINY COMMITTEE**

- 1) Name of the Student: \_\_\_\_\_
- 2) Name of the Constituent: \_\_\_\_\_
- 3) Programme, Batch & PRN: \_\_\_\_\_
- 4) Exam season & CGPA of last result declared with date of result: \_\_\_\_\_

**REMARKS:**

Tick (✓) appropriate box

- (1) To be kept at the constituent for record. :
- (2) To be forwarded to the University for consideration for Gold Medal due to extraordinary achievements at the constituent level as well as outside the constituent at the National / International level during the tenure of current programme. :

Sign: ..... Sign: ..... Sign: .....

Name: ..... Name: ..... Name:.....

FACULTY INCHARGE DY. DIRECTOR DIRECTOR

.....

**PART III : TO BE FILLED BY THE UNIVERSITY**

**REMARKS:**

Tick (✓) appropriate box

- (1) Forward to Faculty wise Selection Committee :

Name: ..... Sign: .....

CONTROLLER OF EXAMINATIONS