



Manual for
NOV 2011
Domestic
Examinations

SMU

Sikkim Manipal University
Directorate of Distance Education

EXAMINATION REGULATIONS

	<u>CONTENTS</u>	<u>PAGE</u>
1.	Part – I General	2
2.	Part – II Continuous Evaluation, Project Evaluation and Practical Tests	2-17
3.	Part – III Semester End University Examination Admit Cards Question Papers Instructions to Candidates Online Examination Details: Exam Overview Exam Schedule Exam Centre/City Details Demo Practice File Instruction to Candidates Marking System Passing Marks Seating Arrangements: Offline & Online Indiscipline & Malpractice Cases: Offline & Online Question Paper Representations: Offline & Online	17-30
4.	Part – IV Results Marks Cards	31 31
5.	Tables Table 1 – Components of Project Examinations Table 2 – Project Marks Distribution Table 3 – Project Passing Requirements Table 4 – Practical Papers	32 33 34 35 36
6.	Forms Form 1 - Marks statement – Project <i>Viva Voce</i> Form 2 - Marks Statement- Practicals Form 3 - Result Verification	37 38 39

NOTE: The Nov 2011-Domestic term end theory examinations will be held in OFFLINE/ONLINE mode. The details of programs & locations of ONLINE examinations along with a demo file of ONLINE examinations for students practice will be made available shortly in the website.

Part I – General

These regulations are framed for various examinations to be conducted by the Directorate of Distance Education, Sikkim Manipal University. These regulations cover all aspects of evaluation of the students and include continuous evaluation (Internal Assessment), Practicals, Project/Internship evaluation and the Semester end University Examinations.

The University is fully empowered to amend the rules and regulations and also issue fresh notification from time to time. All differences and disputes arising in the interpretation and implementation of the regulations will be referred to the Director of Distance Education, SMU and his decision will be final and binding.

Part II – Continuous Evaluation, Practicals and Project Evaluation

A. IA MARKS

The abbreviation "IA" stands for 'Internal Assessment' used in a broad sense. This also includes marks for the Practical Examinations and the Final Semester Projects & Viva voce unless otherwise specified.

The students have to complete their IA requirements as per the norms prescribed for the purpose at the respective Learning Centres on or before the due date/s.

All the records related to IA including IA report must be maintained at the Learning Centre at least for a period of 1 year after the declaration of the results and the same must be made available to the University or its representative as and when demanded.

The Learning Centre shall send the IA and other details of only those students registered with them. Approved student list is available at LC login in our website www.smude.edu.in.

A.1 SUBMISSION OF IA MARKS

ONLINE IA TOOL LINK for Nov 2011 will be made available in the University Website www.smude.edu.in

The IA TOOL user manual will be made available in LC LOGIN under Notices & Announcements ->Examinations.

Steps to download IA Tool

- Go to www.smude.edu.in
- On the home page click on ALERTS & ANNOUNCEMENTS, option to download IA tool is available.
- Click on the link- IA submission tool November 2011.
- Follow the instructions & wait for the tool to install in your system
- Once the Tool installs it will ask your User ID & Password which will be sent to Official University email id individual LC through.

NOTE:

If you have already installed the IA TOOL during earlier sessions, No need to install again. Just click on the existing IA TOOL icon on your system. Next it will ask for updation of IA Tool, click on UPDATE or after successful login click on 'download from server' button to download July 2011 IA data.

The IA marks need to be submitted by ONLINE mode in this tool only.

A.2 IA REPORT

After submitting the IA Marks online, the learning centres should print the IA Report. This report must be signed, stamped and kept in the learning centre for a period of 1 year. The IA report must not be edited or altered in any manner including the headers and/or footers. The IA report should be free of any corrections or overwriting.

A.3 IMPORTANT POINTS FOR SUBMISSION OF IA MARKS

- Marks submitted by the due date in the IA ONLINE TOOL only will be accepted as final and dispatches or amendments after the **due date will not be accepted**. Also, the University will not take cognizance of the amendments or alterations sent later for whatsoever reason.
- IA marks submitted in hard copy will not be considered for result declaration.
- When a candidate fails only in the IA component of a subject, it is mandatory to fill the re-sitting application for the IA component of that subject for the next attempt.
- IA mentioned as 'AB' are of those students who have not taken part in the evaluation.
- The IA Marks mentioned as '0' are of those students who have scored ZERO marks in the IA component.
- If IA marks are not submitted by LC before due date, IA marks will be declared as ZERO & results will be released.

A.4 TRANSFERRED STUDENTS

Whenever a student takes transfer to a new learning centre, the new centre must:

- Collect the IA Marks and related documents of all the earlier semesters of the transferred student.
- Send the IA marks of the earlier semesters whenever such a student resits for the examination.

The above is not applicable to students taking transfer of the examination centre. For all such students, the IA marks must be sent by the Learning Centre under which the student is registered.

A.5 RE ASSESSMENT/MODERATION OF IA MARKS

- The Learning Centre is responsible for internal evaluation that is part of continuous evaluation. The continuous evaluation of the students, which is termed as IA must be completed with due diligence at the Learning Centre.
- In all the following cases, the IA marks will be considered as disproportionate or arbitrary:
 - i. Same or equal IA Marks to all students for a given paper
 - ii. IA Marks which are equal to the maximum marks
 - iii. IA marks more than the maximum marks
 - iv. Wide variation between IA marks and University Examination (UE) marks in a particular paper. The variation between the IA Marks and the UE Marks should not be more than 30%.
- The University reserves the right to reassess or moderate the IA marks in all the above cases. The moderated or re-assessed marks only will be printed in the result sheet and the Marks Card.
- Further, the University may ask the LC to submit all IA related documents for an independent assessment by a panel of experts. No prior intimation will be given to the LC in this regard.
- All the expenses incurred for the reassessment of IA Marks by the University will have to be borne by the concerned Learning Centre.

A.6 DECLARATION OF IA MARKS

The Learning Centre can declare the IA Marks to the students except the Practical and Final Semester Project Marks. These marks will be declared by the University as UE marks for that paper. The status of submission of IA marks can be verified by the student on the website. The status of submission will be shown as submitted or not submitted.

B. PROJECT EVALUATION

This section is applicable to the Projects/ internships/ on job training that are to be evaluated as part of University Examination. These are all final semester projects/ Internships/ on job training. In addition to this, there are Projects which are part of continuous assessment at the Learning Centre level.

Final Semester Project/internships/On job training Examinations will be conducted by the Learning Centers with University approved External and Internal Examiners strictly as per the guidelines.

B.1 COMPONENTS

Each of these papers can have up to 5 components of evaluation. The details of components for each project paper are given in Table 1. The distribution of marks between the various components and also between the internal and external examiners is given in Table 2.

B.2 EXAMINERS

The Learning Centres are required to identify the External and Internal Examiners possessing the required qualification and send their details for University approval. Details of examiners are required to be sent in an Excel sheet by email to smu.controllerde@smudde.edu.in to the office of student evaluation in the following format.

LC CODE:				LC NAME:		
Course	Date of Exam	Number of Students	Internal Examiner	Qualification with specialization and Experience	External Examiner	Qualification with specialization and Experience

B.2.1: The eligibility criteria of the examiners for various courses are given below

- BScIT: BE/B Tech in Computer Science, IT, MCA, MSc Comp. Science with a minimum of 3 years' experience in IT field.
- MScIT: ME/ MTech/ MCA/MSc Computer Science with a minimum of 3 years' experience in IT field.
- MCA: ME/MTech/MCA with a minimum of 3 year experience in IT field.
- MBA: MBA/CA (For MBA Finance) with a minimum of 3 years' experience as a faculty in a reputed Management Institution.
- MScBI: Post graduate degree in Biotech/Bioinformatics or MSc in Life Sciences having computer knowledge with a minimum of 2 years' experience as a faculty in a reputed Institution.
- BAJM, BScSFM, BCA, BPT, BScBT, BScFD, BScHCM, BScAFD, BScHT, BScMIT, BScMLT, BScHIA, BScMM, MAJM, MBABPO, MBAHCS, MBAIT, and MScTT: The Examiner must possess a post-graduate degree in the relevant discipline with a minimum of 2 years experience as a faculty in a reputed Institution.

B.2.2: The University reserves the right to seek a change or appoint a new Examiner.

B.2.3: The identity of Examiners should not be disclosed to the students.

B.2.4: The LC needs to send the "Title of the project "against each student in an Excel sheet to smu.controllerde@smudde.edu.in in the following format along with the list of examiners file.

LC CODE:			LC NAME:	
Registration Number	Date of Exam	Course	Semester	Title of Project

B.3 CONDUCT OF PROJECT EXAMINATIONS

The Final Semester Project /internship/on job training examination is a University Examination held at the Learning Centres as per the rules and guidelines issued in this regard by the University.

B.3.1: The student is required to submit the soft and hard copies of the report in duplicate to the Learning Centre 4 days before the project evaluation.

B.3.2: An attendance register must be maintained at the Learning Centre, which should include the following:

- Registration Number and Name of the Student
- Course, Semester and the Paper Code
- Date and Time of the Examination
- Signature of the student taken on the day of the examination.

B.3.3: The register shall be signed every day by the external and internal examiners.

B.3.4: During the examination, the students must demonstrate their project work at the Learning Centre to the External and Internal Examiners.

B.3.5: If any student misbehaves or indulges in any malpractice during the examination, the examiners are authorized to disqualify such a student. A report should be submitted in all such cases separately.

B.3.6: Both External and Internal Examiners should sign the hard copy of the Project Report after evaluation.

B.3.7: The Hard and soft Copies of the project report must be retained by the Learning Centre for a period of 1 year from the date of successful completion of the course by a student and should be produced as and when demanded by the University.

B.3.8: Apart from the above, one soft copy of project labeled with student registration number & title of the project should be sent to the office of student evaluation without fail.

B.3.9: **One set of External and Internal Examiners should not examine more than 20 students per day.**

B.4 REMUNERATION

The remuneration payable to external examiners will be reimbursed to the centre after the receipt of the project marks, original cash voucher signed by the receiver, soft copy of reports and any other required details.

B.5 ACTION BY THE EXAMINERS

B.5.1: The External and Internal Examiners shall conduct the examinations as per the norms given in Table 1 and Table 2. These tables also contain the maximum marks for each component.

B.5.2: Each examiner must enter the marks of students in Form 1 against their Registration numbers along with a carbon copy.

B.5.3: External and Internal Examiner must seal the original and carbon copy of Form 1 in separate envelopes and hand over the same to the LC. They must write the Centre Code, Course, Semester, Date of Examination, Total Number of students allotted, Number of students Present, Number of students Absent and whether original or carbon copy on the top of the envelope.

B.6 ACTION BY THE LC

B.6.1: The Learning Centres must provide the relevant/necessary facilities for the proper conduct of the examinations.

B.6.2: There should not be any kind of disturbance and/or interference in the conduct of examinations.

B.6.3: Project examination must be conducted strictly as per the schedule.

B.6.4: Centres must provide the following to each Examiner:

- Table 1 and Table 2
- Form 1
- Required stationery
- Guidelines for the conduct of Project Examinations

B.6.5 LC should submit the Form 1 in original signed by both the External and Internal examiners. The Learning Centre must retain the carbon copy which can be used to provide marks in IA Soft.

B.7 TERM END EXAMINATION FOR PROJECT PAPERS (OLD COURSES)

This section is applicable to the following courses that have started before the February 2007 session:

Course	BScIT	MScIT	MCA
Semester	6	6	6
Paper	BT0028	MT2901/MT2902	MC0032

The above projects have two components.

- i) The term-end Comprehensive Examination which is of MCQ type will be conducted by the University along with the regular examinations. The date and time will be as announced in the Examination time-table. The syllabi for these subjects are available in the website www.smude.edu.in.
- ii) University project examination conducted at the learning centre with University-approved examiners.

The marks distribution between the project & term-end examination and the passing requirements are given in Table 3.

B.8 INTERNAL PROJECT EXAMINATIONS

In addition to the final semester projects, there are some projects termed as internal projects. Learning Centres will evaluate these Projects under their own arrangements as part of continuous assessment and submit marks in IASOFT as part of IA. The internal projects are given below.

Paper	Semester	IA marks	Paper	Semester	IA marks
BA0082	2	100	CA0012	2	200
BH0021	5	200	HN0021	2	200
BI0012	2	100	MT0010	2	100
BT0020	4	100	MT0021	4	200
BU0023	4	100	MT0025	5	200

C. PRACTICAL EXAMINATIONS

C.1 PRACTICAL EXAMINATIONS

The compulsory practical subjects run for 14 Sessions of 3 hours each spread over a period of 7-8 days.

The list of practical subjects and their marks distribution are given in Table 4. Please refer to the respective course guides/lab manual/Practical manual for further details. Methodology for conducting practical classes and the tests is given below.

C.1.1 PRACTICAL TRAINING/TESTS

i) DHCM, ADHCM & BScHCM

The practical training will be carried out during the course of the semester as guided exercises. After completion of the guided exercises, a test would be conducted in the form of unguided exercises.

- The first 12 Sessions will be run for doing day-to-day Exercises known as Guided Exercises during which the LC Faculty will guide the students in their Practical work and also assess them as per details given in the LC Faculty Manual. The assessment of Guided Exercises will be done by the LC Faculty (IA marks).
- The last two sessions will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 5-6 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (UE marks).

ii) DIT and BSc IT (launched in Spring 09 Session)

The practical training will be carried out at the LC during the course of semester for 6.5 days as guided exercises. After completion of the guided exercises, a test would be conducted in the form of unguided exercises on the 7th day.

- During the first 6.5 days, day-to-day Exercises known as Guided Exercises would be conducted during which the LC faculty will guide the students in their Practical work and also assess them (Continuous assessment). The assessment of Guided Exercises will be done by the LC faculty only.
- The last day will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 3 hours and this is the University Practical Examination. For conducting the University Practical Examinations, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (Refer to the subject lab manual).
- Each student will be given problem(s) to be completed within 3 hours. This includes viva voce also. The LC is required to make all the required arrangements to conduct the University Practical Examinations.

iii) BScBT (launched in February 07 Session)

LCs without the required infrastructure would be attached to the nearby nodal centres. The practical training will be carried out at the designated nodal centre/LC during the course of semester for 6 days (However, LCs with infrastructure can conduct the practicals throughout the semester) as guided exercises. After completion of the guided exercises, a test would be conducted in the form of unguided exercises on the 7th day.

- During the first 6 days, day-to-day Exercises known as Guided Exercises would be conducted during which the nodal centre/LC faculty will guide the students in their Practical work and also assess them (Continuous assessment). The assessment of Guided Exercises will be done by the LC/ nodal centre faculty.
- The last day will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 4 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (Refer to LC Faculty Manual).
- Each student will be given suitable experiment to be completed within 4 hours. This includes viva voce also. The LC/nodal centres are required to make all the required arrangements including the samples and other material required to conduct the practicals.

iv) BScAFD (launched in Fall 09 Session)

The practical training will be carried out during the course of the semester as guided exercises continuously or scheduled as per the convenience of the Learning Centre. After completion of the guided exercises, a test would be conducted in the form of unguided exercises.

- The first 14 Sessions for 7 days will be run for doing day-to-day Exercises known as Guided Exercises during which the LC Faculty will guide the students in their Practical work and also assess them as per details given in the LC Faculty Manual. The assessment of Guided Exercises will be done by the LC Faculty (IA marks).
- On 8th day the last session will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 3 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (UE marks).

v) BAJM (launched in Fall 09 Session)

The practical training will be carried out during the course of the semester as guided exercises continuously or scheduled as per the convenience of the Learning Centre. After completion of the guided exercises, a test would be conducted in the form of unguided exercises.

- The first 12 Sessions for 6 days will be run for doing day-to-day Exercises known as Guided Exercises during which the LC Faculty will guide the students in their Practical work and also assess them as per details given in the LC Faculty Manual. The assessment of Guided Exercises will be done by the LC Faculty (IA marks).

- The last two sessions will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 6 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (UE marks).

vi) DSFE, ADSFE, BScSFM (launched in Spring 09 Session)

The practical training will be carried out at the NIFE, Pallikkara, Ernakulam /LC during the course of semester for 6 days. After completion of the guided exercises, a test would be conducted in the form of unguided exercises on the 7th day.

- During the first 6 days, day-to-day Exercises known as Guided Exercises would be conducted during which the nodal centre/LC faculty will guide the students in their Practical work and also assess them (Continuous assessment). The assessment of Guided Exercises will be done by the LC/ nodal centre faculty.
- The last day will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 4 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (Refer to LC Faculty Manual).

vii) BScMA (launched in Fall 10 Session)

The practical training will be carried out during the course of the semester as guided exercises continuously or scheduled as per the convenience of the Learning Centre. After completion of the guided exercises, a test would be conducted in the form of unguided exercises.

- The first 14 Sessions for 7 days (each session 3 hours) will be run for doing day-to-day Exercises known as Guided Exercises during which the LC Faculty will guide the students in their Practical work and also assess them as per details given in the LC Faculty Manual. The assessment of Guided Exercises will be done by the LC Faculty (IA marks).
- On 8th day the last session will be devoted to the conduct of one or more Unguided Exercise (UGE) for a time span of 3 hours and this is the equivalent of University Practical Examination. Where one or more problem(s) will be assigned to you. The exercise prescribed as unguided could be based on the concepts underlying guided exercises, but need not be exactly the same. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (UE marks).

viii) BScNT (launched in Fall 10 Session)

The practical training will be carried out during the course of the semester as guided exercises continuously or scheduled as per the convenience of the Learning Centre. After completion of the guided exercises, a test would be conducted in the form of unguided exercises.

- The first 14 Sessions for 7 days (each session 3 hours) will be run for doing day-to-day Exercises known as Guided Exercises during which the LC Faculty will guide the students in their Practical work and also assess them as per details given in the LC Faculty Manual. The assessment of Guided Exercises will be done by the LC Faculty (IA marks).
- On 8th day the last session will be devoted to the conduct of one or more Unguided Exercise (UGE) for a time span of 3 hours and this is the equivalent of University Practical Examination. Where one or more problem(s) will be assigned to you. The exercise prescribed as unguided could be based on the concepts underlying guided exercises, but need not be exactly the same. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (UE marks).

ix) MScBT (launched in Fall 10 Session)

LCs without the required infrastructure would be attached to the nearby nodal centres. The practical training will be carried out at the designated nodal centre/LC during the course of semester for 9 days (However, LCs with infrastructure can conduct the practicals throughout the semester) as guided exercises. After completion of the guided exercises, a test would be conducted in the form of unguided exercises on the 10th day.

- During the first 9 days, day-to-day Exercises known as Guided Exercises would be conducted during which the nodal centre/LC faculty will guide the students in their Practical work and also assess them (Continuous assessment). The assessment of Guided Exercises will be done by the LC/ nodal centre faculty.
- The last day will be devoted to the conduct of one or more Unguided Exercise(s) for a time span of 4 hours and this is the equivalent of University Practical Examination. For conducting the Unguided Exercise, an External Examiner will be appointed by the University. The assessment of the Unguided Exercise(s) will be done by the External Examiner (Refer to LC Faculty Manual).
- Each student will be given suitable experiment to be completed within 4 hours. This includes viva voce also. The LC/nodal centres are required to make all the required arrangements including the samples and other material required to conduct the practicals.

x) AHS COURSES (launched in Feb 2007 session)

This section is applicable to only those students who are admitted to BScMIT, BScMLT, BScHIA and their diploma programs from February 07 sessions. Wherever applicable, short descriptive theory examinations will be conducted along with practical examinations. Methodology for conducting practical classes and the tests is given below.

➤ DESCRIPTIVE THEORY EXAMS

The descriptive theory examinations will consist of short note type questions each carrying 5 marks. The number of questions to be answered by the student for various subjects varies according to credit. The duration for answering each descriptive question (short note) is 15 minutes. The number of descriptive questions is directly proportional to the credits of the subject. Eg: 2 credit subjects will have 2 questions, 3 credit subjects will have 3 questions.

➤ LABORATORY EXPERIMENTS

Each student will be given 3 experiments to be completed within 3 hours. This includes viva voce also. The Learning Centre is required to make all the required arrangements including the samples and other material required to conduct the practicals.

➤ PRACTICAL MARKS

- **Subjects having descriptive & Practical components:** The total maximum marks for different subjects.

Credit	Total Marks
2	30
3	45
4	60
5	75

- **Subjects having only Practical component:** For each credit 40 marks.
- The distributions of marks for various experiments are given below:
 - 1 long experiment - 40%
 - 2 short experiments - 40%
 - Viva Voice - 20%
 - Log Book - 5 Marks

During evaluation, due weightage should be given to the correctness of procedure, use of correct material and steps, etc.

- The student should be informed about the marks weightage of each experiment prior to the commencement of examination.
- A report on the evaluation should be submitted to the university along with marks in prescribed format.

C.1.2 PRACTICAL MARKS LIST

The mark list should be prepared as per Form 2 by the External Examiner and countersigned by the internal examiner, Centre Head or co-ordinator and sent to office of STUDENT EVALUATION before last date. The Practical mark list should be prepared in duplicate. Original Form 2 must be sent to the Office of the STUDENT EVALUATION. The carbon copy must be retained at the LC and can be used to provide Practical Marks in IA Soft (In case of BScBT marks to be submitted by LC/Nodal Centres in excel sheet).

C.1.3 ADMINISTRATIVE ISSUES

The LC's will generate list of External Examiners from among the Institutions near to LC (within a radius of 15 kilometers) affiliated to a local University and send them in an Excel sheet by email to smu.controllerde@smudde.edu.in to the office of STUDENT EVALUATION in the following format.

LC CODE:	LC NAME:			
Practical Code	Date of Exam	Number of Students	External Examiner	Qualification with specialization and Experience

- For a batch up to 20 students, one External Examiner will be appointed by the STUDENT EVALUATION using the list identified as above.
- The External Examiner will be paid a consolidated honorarium that includes remuneration towards setting the Question Paper, conducting the Unguided Exercise(s), assessing the answer sheets and traveling expenses.
- A Consolidated honorarium will be paid to external examiners for evaluation of descriptive answers (AHS courses only)
- The honorarium payable to the external examiners must be borne by the Learning Centers/Nodal centres, which will be reimbursed to them after the receipt of mark list of practical examinations (Form 2) & the original cash voucher signed by the receiver.
- The Learning Centre/Nodal centre or its Faculty will not be paid any remuneration.

C.1.4 EXTERNAL EXAMINERS

- Minimum Qualification and Experience to be an External Examiner for the
 - i) BScBT course is MSc in Biotechnology/ Microbiology/ Biochemistry/ Life Science with a minimum of 2 years teaching experience.
 - ii) BScIT course is BE/B Tech in Computer Science, IT, MCA, MScCS with a minimum of 3 years of experience in teaching.
 - iii) BAJM ,BScSFM and BScAFD a Graduate degree in the relevant discipline with a minimum of 3 years experience as a faculty in a reputed Institution
 - iv) BScMIT course is MD Radiology, MSc Radiographer with a minimum of 2 years teaching experience.
 - v) BScMLT course is MD Pathology / MD Biochemistry/ MSc Medical Biochemistry or MScMLT with a minimum of 2 years teaching experience.
 - vi) B.Sc.HIA course is Medical Record Officer with MSc.HHIA/ MD Hospital Administration/ M.Sc Hospital & Health Information Administration/MTDM/ /M.Sc. Hospital Administration with a minimum of 2 years of experience.
 - vii) MScBT course is MSc in Biotechnology/ Microbiology/ Biochemistry/ Life Science with a minimum of 2 years teaching experience.
 - viii) BScMA course is BE/B Tech in Computer Science, IT, MCA, MSc Comp. Science with a minimum of 3 years of experience in teaching. (Knowledge of Multimedia & Animation) with hands on experience of minimum 2 years.
 - ix) BScNT course is BE/B Tech in Computer Science, IT, MCA, MSc Comp. Science with a minimum of 3 years of experience in teaching. (Knowledge of Hardware & Networking) / CCNA, MS Certified Hardware & Networking Professional with hands on experience of minimum 2 years in the Networking field.

C.2 MSc CRRA PRESENTATION TOPICS EVALUATION

The Presentation/Internship Evaluation will be conducted by the Learning Centers with University-approved External and Internal Examiners strictly as per the University guidelines. This section is applicable to MR0016, MR0021, MR0024 and MR0029.

C.2.1 COMPONENTS & DISTRIBUTION OF MARKS

The details of components and distribution of marks among the various components are given below.

Paper Code	Total Marks	Report(PE1)		Presentation(PE2)		Viva Voce(PE3)	
		INT	EXT	INT	EXT	INT	EXT
MR0029	200	20	40	20	60	20	40

MR0016	100	10	20	10	30	10	20
MR0024	100	10	20	10	30	10	20

Paper Code	Total Marks	Protocol writing/CRF(PE1)		IND/NDA/Sch Y application(PE2)	
		INT	EXT	INT	EXT
MR0021	100	15	35	15	35

C.2.2 EXAMINERS

- The Learning Centres are required generate a list of External Examiners from among the Institutions near to LC (within a radius of 15 kilometers) affiliated to a local University and Internal Examiners possessing the required qualification and send their details for University approval. Details of examiners are required to be sent in an Excel sheet by email to smu.controllerde@smudde.edu.in to the office of the STUDENT EVALUATION in the following format.

LC CODE:					LC NAME:	
Paper Code	Date of Exam	Number of Students	Internal Examiner	Qualification ,Specialization and Experience	External Examiner	Qualification ,Specialization and Experience

- The Examiner must possess a post-graduate degree in healthcare science with a minimum of 2 years experience as a faculty in a reputed Institution.
- The University reserves the right to seek a change or appoint a new Examiner.
- The identity of Examiners should not be disclosed to the students.

C.2.3 CONDUCT OF EXAMINATION

C.2.3.1 The Final Semester Internship Examination is a University Examination. The Learning Centres must conduct this examination as per the rules and guidelines issued in this regard by the University.

- The student is required to submit the soft and hard copies of the Internship Report in duplicate to the Learning Centre 2 weeks before the examination. An attendance register must be maintained at the Learning Centre, which should include the following:
 - Registration Number
 - Name of the Student
 - Course, Semester and the Paper Code
 - Date and Time of the Examination
 - Signature of the student taken on the day of the examination.
- The register shall be signed every day by the external and internal examiners.
- During the examination, the students must make a power-point presentation on their internship at the Learning Centre to the External and Internal Examiners.
- If any student misbehaves or indulges in any malpractice during the examination, the examiners are authorized to disqualify such a student. A report should be submitted in all such cases separately.
- Both External and Internal Examiners should sign the hard copy of the Internship Report after evaluation.

- The Hard and soft Copies of the Internship report must be retained by the Learning Centre for a period of 1 year from the date of successful completion of the course by a student and should be produced as and when demanded by the University.
- Apart from the above, one soft copy of project labeled with student registration number & Title of project should be sent to the office of STUDENT EVALUATION without fail.
- One set of External and Internal Examiners should not examine more than 20 students per day.

C.2.3.2 For other presentation topics, the Students have to prepare a report of about 10-15 pages and have to make a 20-minute power point presentation at the learning centre which will be evaluated by University approved Internal & External Examiners. All the above rules of internship report are applicable.

C.2.4 REMUNERATION

- The honorarium payable to the external examiners must be borne by the Learning Centers, which will be reimbursed to them after the receipt of marks, original cash vouchers signed by the receiver (Form 1) & other required details.
- The Learning Centre or its Faculty will not be paid any remuneration, since conduct of these examinations is the responsibility of the LC

C.2.5 ACTION BY THE EXAMINERS

- The External and Internal Examiners shall conduct the Evaluation as per the norms.
- Each examiner must enter the marks of students in Form 1 against their Registration numbers along with a carbon copy.
- External and Internal Examiner must seal the original and carbon copy of Form 1 in separate envelopes and hand over to the LC. They must write the Centre Code, Course, Semester, Date of Examination, Total Number of students allotted, Number of students Present, Number of students Absent and whether original or carbon copy on the top of the envelope.

C.2.6 ACTION BY THE LC

- The Learning Centres must provide the relevant/necessary facilities for the proper conduct of the examinations.
- There should not be any kind of disturbance and/or interference in the conduct of evaluation & must be conducted strictly as per the schedule.
- LC must provide the following to each Examiner:
 - Form 1 & Required stationery
 - Guidelines for the conduct of Examinations
- LC should submit the Form 1 in original signed by both the External and Internal examiners. The Learning Centre must retain the carbon copy which can be used to provide Marks in IA Soft.

C.2.7 MARKS LIST

The mark list should be prepared as per Form 1 by the External Examiner and countersigned by the internal examiner, Centre Head or co-ordinator and sent to the office of STUDENT EVALUATION before last date. The mark list should be prepared in duplicate. Original Form 1 must be sent to the Office of the STUDENT EVALUATION. The carbon copy must be retained at the LC and can be used to provide Practical Marks in IA Tool.

Part III - Semester End University Examination

Examinations can be held in OFFLINE or ONLINE mode. The office of STUDENT EVALUATION will nominate the examination centres in selected schools/colleges in various cities. Normally, the head of the institution would be the chief superintendent of the centre. He/She will nominate invigilating staff, support staff and arrange to provide for other facilities. An examination control room will be set up which will be the nerve centre for all the activities for the conduct of the examinations.

D. E- ADMIT CARDS

For the purpose of appearing the examinations, electronically generated admit cards for all the eligible students will be made available at LC/Student login. The Learning Centres are not allowed to issue any letter to the student as replacement to the Admit card. The E admit card can be printed (A4 Size) by logging on to www.smude.edu.in. **No physical printed admit cards** from University will be sent to LCs.

D.1 VALIDITY OF ADMIT CARDS

D.1.1: The Admit Card is valid only when produced along with the Photo Identity Card issued by the University. **No student will be allowed to appear for the examinations without the Admit Card and the Photo Identity Card.**

D.1.2: The Admit Card is valid only for the days of the examinations for which it is issued. Students will not be allowed to appear in the subjects that are not listed in the Admit Card. No cognizance will be taken of a student appearing in a subject without it being listed in the Admit Card or without the written permission of the Additional Registrar-Student Evaluation. Such subjects will not be considered for results declaration.

D.1.3: All the subjects for which the student has registered for appearing in the examinations will be listed in the admit card. **The list will also include the subjects in which the student had applied re-sitting for IA component only. Students need not write the university examination for that paper.**

D.1.4: Students or the LCs must contact only the helpdesk or the Additional Registrar's office (Admission) in case of any discrepancy in the list of subjects (including electives) shown in the admit card. No communication in this regard will be entertained by the office of STUDENT EVALUATION.

D.2 NO PHOTO OR SIGNATURE

In exceptional cases only photograph or signature is not available in E- Admit Cards. Such candidates / students with mismatch of photo/sign should immediately contact the University helpdesk (smuhelpdesk@smudde.edu.in) and lodge a complaint within 3 days from the date of upload of E-Admit cards in the website. No such requests for the session will be entertained after that. For examination purpose the students are required to paste a recent and identical passport size photograph and/or sign as applicable in the space provided and get the photograph attested by the Chief Superintendent or the University Representative on the day of examinations.

D.4 CLASH OF PAPERS

To facilitate lateral entry or re-sitting students, the subjects of ODD and EVEN semesters are scheduled in such a way that they do not clash. In the event of clash of re-sitting papers, the student can appear for **only one paper** on a given day and time. If any student appears for two or more papers, all those papers will be declared **as NULL & VOID**

E.1 QUESTION PAPER

The question papers (except BF0013, AHS New Regulations and Environment & Ecology courses) for the semester-end University Examinations will consist of Multiple Choice Questions (MCQs) divided into 3 sections, Part A (1 mark questions), Part B (2 mark questions) and Part C (4 mark questions).

E.1.1 DISTRIBUTION OF MCQS

The distribution of MCQs in 2 credits, 3 credits, 4 credits and 5 credit papers are given below:

- For question papers of BScAIT course:

CREDITS	PART A	PART B	PART C
2	30	15	10
4	60	30	20

- For question papers of all the remaining courses:

CREDITS	PART A	PART B	PART C
2	20	11	7
3	40	20	15
4	40	20	15

- The question paper for BF0013 of the BScFD course for the semester-end University Examination will consist of essay-type questions divided into 2 sections, Part A (20 mark questions) and Part B (10 mark questions).
- For Subjects of AHS New Regulation courses (only for students admitted from February 2007) without Practicals:

CREDITS	PART A	PART B	PART C
2	40	20	NA
3	60	30	NA
4	80	40	NA
5	80	60	NA

- For Subjects of AHS New Regulation courses (only for students admitted from February 2007) with Practicals:

CREDITS	PART A	PART B	DESCRIPTIVE
2	20	10	2
3	30	15	3
4	40	20	4
5	50	25	5

- Ecology and Environment Courses: Question papers of these courses will be of descriptive type

Section	PART A	PART B	PART C
Marks	3	6	15
Number of questions	8	8	3
Students need to answer	5	5	2

E.2 MISCELLANEOUS

The OFFLINE examinations will be held for 12 days & the ONLINE examinations will be held over 12-24 days and the time period over which the exams would be held may vary from offline dates.

F.1 INSTRUCTIONS TO CANDIDATES

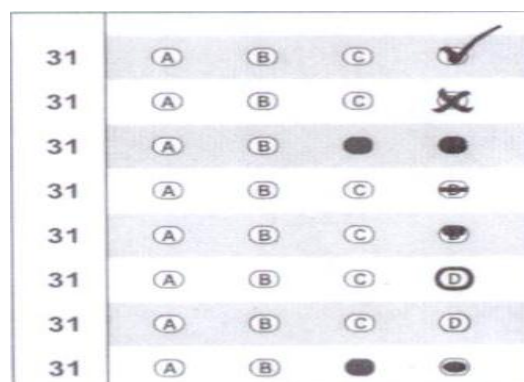
- F.1.1 Candidates are allowed to appear in only those papers which have been shown in the Admit Card. **In the event of clash of papers, the student can appear for only one paper of his/her choice in a session on a given day. If a student appears or tries to appear for both papers, it will be treated as a case of MALPRACTICE and both papers will be declared as NULL & VOID without any further correspondence.**
- F.1.2 A candidate will not be admitted into the examination hall after 10 minutes of the commencement of examinations.
- F.1.3 Candidates should not bring Mobile phones. **Possession of Mobile phone even in SWITCHED OFF mode will be treated as MALPRACTICE leading to confiscation of the same** and would invite the strictest punishment. There will be no arrangement made in the examination centre for the safe-keeping of the mobile phones & University will NOT be responsible for any loss/theft/damage etc of such confiscated mobiles.
- F.1.4 Candidates are not allowed to carry calculators, statistical tables, scientific table, laptop computer or any object or device or gadget that would be of unfair assistance, except as given in Para F.1.5 below.
- F.1.5 Candidates can bring NON PROGRAMMABLE SCIENTIFIC CALCULATOR only for those papers indicated in the admit card. The papers for which Statistical Tables, Annuity Tables etc. are allowed are indicated in the Time-table.
- F.1.6 In case of offline examinations candidates shall use only BLACK or BLUE ball-point pen for all entries on the OMR, including the answers. They are required to write and/or shade all the following information in the Answer Sheet:

- ❖ Name in capital letters
- ❖ Paper Code as given in the Admit Card. They should also ensure that this code is printed on the Question Paper Booklet given to him.
- ❖ LC Code – The candidate should enter and shade the 5 digit LC code as it appears in the admit Card.
- ❖ QP Booklet Number – The candidate should enter and shade the 7 digit number as it appears on the front side of the question paper.
- ❖ Registration Number (write and shade both) all the 9 digits as in the Admit Card. For Example, 017364892 should be written and shaded as shown below.
- ❖ The candidate should sign with date in the space provided.

REGISTRATION NUMBER

0	1	7	3	6	4	8	9	2
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0

- F.1.7 In Offline examinations the candidate should ensure that the answer sheet is printed properly. Candidate should not fold, bend, cut, tear or otherwise deface/mutilate the answer sheet in any manner. **Use of whitening fluid in the answer sheet is NOT ALLOWED & such OMR sheets will not be evaluated.**
- F.1.8 In Offline examinations the question paper booklet will be given immediately at the beginning of the test. The student should ensure that all the pages of the question paper booklet are printed properly. Each question paper booklet has a specific seven digit question paper booklet number printed on the front page.
- F.1.9 In Offline examinations the candidate SHOULD NOT exchange the question paper booklet with other candidates for whatever reason during the examination.
- F.1.10 In Offline examinations the answer sheet will not be evaluated if the registration number and/or the paper code are written or shaded wrongly.
- F.1.11 In Offline examinations the candidate can use the space provided in QP booklet for rough work purpose and answers should not be written anywhere in QP. The candidate should not mark or tick the answers anywhere in the QP booklet.
- F.1.12 In all Multiple Choice Questions (MCQs), each question will have only one correct or most appropriate answer. In offline examinations the answer must be indicated by completely blackening or darkening the appropriate circle. Improper blackening or darkening more than one circle will be treated as the wrong answer. In online examinations students need to select the appropriate radio button.
- F.1.13 For instance, in offline examinations if the candidate has selected 'D' as the correct answer to a given question, he/she should only darken circle D in the OMR answer sheet only(**Answers marked elsewhere will not be considered for evaluation**). The following are some of the wrong examples of providing the answers:



- F.1.14 A candidate cannot leave the exam hall until 60 minutes after the commencement of the examinations. Once he/she leaves the room for any reason (**even if only to answer a call of nature**), he/she is not permitted to return to the exam hall.
- F.1.15 In offline examinations the candidate must personally hand over the answer sheet and the Question Paper Booklet to the invigilator at the end of the test.
- F.1.16 During Online examinations, If any error /warning message is shown on the screen, candidates should inform the Invigilators immediately and they should not click any OK or cancel button.

F.1.17 Use of unfair means, copying, talking with, exchanging answer sheet/question paper booklet or any other material and communicating in any manner with any individual other than the invigilator or university representative, disobedience of instructions, cheating, arguing / Misbehavior with invigilators etc, will be treated as MALPRACTICE.

F.1.18 Students who have already passed a paper in earlier attempts will not be allowed to Re-appear for the same paper.

F.1.A Online Examination:

F.1.A.1 Login:

- Student has to enter user id (provided in Admit card e.g. *User Name*: 571011069MB0040 & *Password* (given on the day of exam).
- An instruction screen will be seen
- Read all instructions carefully, you are not being timed for reading instructions. Click the "next" button only when you are ready to start the test.

F.1.A.2 Examination:

- Candidates will see a navigation panel on the left hand side once they start the examination. This panel can be used to move between questions freely or may click the "next question" and "previous question" button to navigate between questions.
- Questions can be marked for review to revisit later by selecting the "mark for review" button. Always write questions marked for review on the supplied rough sheet. This is because, in the unlikely event of exam shutdown, the system will be unable to recover questions marked for review. They all become unmarked once the exam starts again.
- To answer a question, select the radio button (round circular button) next to the option. To change and select another answer, simply click on another radio button.
- Exam time remaining will be shown at the top right corner of the screen.
- To un-answer an answered question, you may click on the Deselect answer button.
- After answering all the questions, press the submit button to complete the exam or alternatively once the time of examinations elapses system will auto submit your answers.

G.1 MARKING SYSTEM

The MCQs carry one mark/two marks/four marks for a question, depending upon the complexity of the question.

- In all University Examination papers, full marks will be awarded for the correct answer.
- No marks will be awarded if a question is unanswered.

There is no negative marking for wrong answers.

H. PASSING MARKS

H.1. OLD REGULATIONS

- H.1.1 The old regulations are applicable to students who have enrolled from August 1999 to February 2002.
- H.1.2 In other words, MAHE and SMU Students whose registration numbers start with 00, 08, 13, 18, 99 and 5102 are governed by the Old Regulations.
- H.1.3 Under the Old Regulations, the students are considered as passed in a paper (except for the Final Semester Project Examination) if they score 40% aggregate in the semester-end University Examination (UE) and the Internal Assessment (IA).
- H.1.4 Students have to appear in the semester-end University Examination (UE) component if they fail to score 40% or above in a paper. Re-appearance in the Internal Assessment (IA) component is optional.
- H.1.5 **There is no provision for improvement by reappearance in the semester-end University Examinations or in the Internal Assessment once a student is declared to have passed in a paper.**

H.2 NEW REGULATIONS

- H.2.1 The new regulations are applicable to students who have enrolled from August 2002 onwards.
- H.2.2 Under the New Regulations, the students are considered as passed in a paper (except for the Final Semester Project Examination) if they score
- 35% marks in the Internal Assessment (IA).
 - 35% marks in the semester-end University Examination (UE), and,
 - 40% aggregate of the semester-end University Examination (UE) and the Internal Assessment (IA).
- H.2.3 If a student fails in any one component (failure to get 35% marks either in IA or UE), then he/she will be required to re-appear for that component only (IA or UE as the case may be).
- H.2.4 If a student scores 35% marks independently in both IA and UE components and fails get 40% in the aggregate, then he/she will be considered as failed in that paper. Such a student can re-appear either for both or in any one of the components (IA or UE) of his choice.
- H.2.5 **There is no provision for improvement by reappearance in the term-end University Examinations or in the Internal Assessment once a student is declared to have passed in a paper.**

H.3 FINAL SEMESTER PROJECTS

- H.3.1 This section is applicable to students who have enrolled both under the old and new regulations.
- H.3.2 They are considered to have passed in the Project Examination if they score:
- 35% marks in the Project Examination (PE) conducted by the Learning Centre
 - 35% marks in the semester-end comprehensive University Examination (UE), if any, and,
 - 40% aggregate of the Project Examination (PE) and the semester-end University Examination (UE).

H.3.3: If a student fails in any one component (failure to get 35% marks either in PE or UE), then he/she will be required to re-appear for that component only (PE or UE).

H.3.4 If a student scores 35% marks independently in PE & UE components and fails get 40% in the aggregate, then he/she will be considered as failed in that paper. Such a student can re-appear either for both or in any one of the components (PE or UE) of his choice.

H.3.5 There is no provision for improvement by reappearance in the term-end University or Project Examination once a student is declared to have passed in a paper.

H.4 AHS NEW REGULATIONS

H.4.1 The AHS new regulations are applicable ONLY to those students who have enrolled from February 2007 (Spring session) onwards.

H.4.2 Under the New Regulations, the students are considered as passed in a subject if they score 50% marks in each of the following components:

- Internal Assessment (IA) of theory component
- Semester-end University Examination (UE) of theory component (MCQs + Descriptive or Short Notes wherever applicable)
- Internal Assessment (IA) of practical component (wherever applicable).
- Semester-end University Examination (UE) of practical component (wherever applicable)

H.4.3 If a student fails in any one component (failure to get 50% marks either in IA or UE), then he/she will be required to re-appear for that component only (IA or UE).

H.4.4 There is no provision for improvement by reappearance in the term-end University Examinations or Internal Assessment once a student is declared passed in a paper.

H.5 ECOLOGY AND ENVIRONMENT COURSE REGULATIONS

H.5.1 OLD REGULATIONS

- This section is applicable to students who have enrolled under the old regulations.
- Under the Old Regulations, the students are considered as passed in a paper (except for the Final Semester Project Examination) if they score 40% in University Examination (UE) and 45% in aggregate.
- If the student passes University examination (UE) and Internal Assessment IA is not submitted the result will be declared as IA Absent and result for that paper as 'Failed'.
- There is no provision for improvement of Internal Assessment.
- Student has to score 50% marks in the project to pass.
- Student will be declared as passed with
 - i. II Class - If aggregate is 45% to 59.99%.
 - ii. I Class -If aggregate is 60% to 74.99%.
 - iii. Distinction- If aggregate is 75% and above.

H.5.2 NEW REGULATIONS

- The new regulations are applicable to students who have enrolled from August 2007 onwards.
- Under the New Regulations, the students are considered as passed in a paper (except for the Final Semester Project Examination) if they score
 - a. 35% marks in the Internal Assessment (IA).

- b. 35% marks in the semester-end University Examination (UE), and,
 - c. 40% aggregate of the semester-end University Examination (UE) and the Internal Assessment (IA).
- If a student fails in any one component (failure to get 35% marks either in IA or UE), then he/she will be required to re-appear for that component only (IA or UE).
 - If a student scores 35% marks independently in both IA & UE components & fails get 40% in the aggregate, then he/she will be considered as failed in that paper. Such a student can re-appear either for both or in any one of the components (IA or UE) of his choice.
 - There is no provision for improvement by reappearance in the term-end University Examinations or in the Internal Assessment once a student is declared to have passed in a paper.
 - Student has to score 40% marks in the project to pass
 - For the students admitted in August every year, the examinations will be held in July next year. However, the students can avail of the opportunity to appear for re-sitting papers in the January examinations and students admitted in February will write examinations in January next year and they can appear for re-sitting papers in July examinations.

I.1 SEATING ARRANGEMENTS

OFFLINE I.1.a:

I.1.a.1 The students will be seated in a block of 20 to be supervised by one invigilator. Day-wise seating plans will be sent to the Examination Centres & the seating will be strictly as per the day-wise seating plan provided by the University. Normally, one block of 20 students would be seated in one room. However, in a bigger hall, up to two blocks could be seated.

I.1.a.2 For each subject, the block number and seat number will be indicated in the admit card. The list of block numbers and the corresponding room number will be displayed prominently in the examination centre premises. It is the responsibility of the student to identify his/her room number (based on the block & seat number printed on the admit card) and occupy the seat earmarked for him in that room. Non-adherence to the seating plan will be treated as **MALPRACTICE**.

I.1.a.3 In each block, seats shall be labeled from 1 to 20. Each block will be assigned with a room number & filled block wise room allotment sheet of that day will be displayed on the notice board.

ONLINE I.1.b:

I.1.b.1 The students will be allotted a seat in a Lab to be supervised by one/two invigilators.

I.1.b.2 For each subject, the block number will be indicated in the admit card. The list of block numbers and the corresponding lab number will be displayed prominently in the examination centre premises. It is the responsibility of the student to identify his/her room/Lab number (based on the block number printed on the admit card) and occupy the seat allotted to him/her by Centre Officials.

J.1 INDISCIPLINE AND MALPRACTICE CASES

J.1.1 INDISCIPLINE

J.1.1.1 The following act/s committed by the candidates during the University examinations shall be construed as indiscipline:

- a) Any attempt to prevent/disturb/boycott the University examinations.
- b) Carrying or any attempt to carry lethal weapons into the examination hall or its premises.
- c) Acts of intimidation or insult or assault of fellow examinees and/or of any officers responsible for the conduct of University Examinations.
- d) Any misbehavior on the part of candidate/s during the actual conduct of the examination.
- e) Any attempt to tamper with or steal question papers or answer sheets.
- f) Acts of cheating like substituting the answer sheets.
- g) Any attempt to impersonate. In such cases of impersonation, both the candidate who impersonates and the candidate who is impersonated shall be guilty of indiscipline.
- h) In case of online examinations, not logging into the system/not starting examination.

J.1.1.2 Candidates who indulge in any of the above acts of indiscipline shall, after due enquiry, be debarred from taking any University Examination for an appropriate period not exceeding three years.

J.1.1.3 The enquiry under this part is independent of any criminal proceedings.

J.1.2 MALPRACTICE

J.1.2.1 The following act/s committed by the candidates during the conduct of the university examinations shall be construed as malpractice:

- a) Carrying into the examination hall or possessing any books, notes, slips of papers or any written material pertaining to the subject of the examination, any other gadget/device/object like electronic watches with memory, logarithmic/mathematical/ statistical/ scientific tables, calculators, laptop computers, personal stereo systems, walkie-talkie sets, paging devices & mobiles etc. of unfair assistance.
- b) Receiving assistance from other examinees or giving assistance to them in the examination hall on any matter pertaining to the subject of the examination.
- c) Copying from any papers, books or notes.

- d) Allowing any other candidate to copy from his/her answer sheets or attempting to copy from the answer sheets of other candidates.
- e) Having any written matter on the person (like palm, hand, legs, clothes etc.) relevant to the examination.
- f) Passing the question papers or answer sheets to other candidates with anything scribbled or written on it.
- g) Tearing off or spoiling the answer sheet supplied by the University.
- h) Destroying or attempting to destroy any evidence of malpractice , examination centre infrastructure like Computers etc.
- i) Appearing or attempting to appear for two papers which are clashing (i.e) Same day and same time. This includes timing/duration overlap.

J.1.2.2 Candidates who indulge in any of the types of malpractice may be, after due enquiry, be debarred for not more than three years from taking University examinations.

J.1.3 ENQUIRY/DISCIPLINARY COMMITTEE

J.1.3.1 The University shall appoint a malpractice and lapses enquiry/disciplinary Committee. The Committee will consist of 2- 3 members. One of the members of the Committee will be appointed as the Chairman. During the enquiry by this Committee, at least three members of the Committee shall be present.

J.1.3.2 The Committee shall enquire into all cases of indiscipline, misbehaviour and malpractices in accordance with the procedure laid down hereunder.

J.1.3.3 The Chairman of the Committee will direct the office of STUDENT EVALUATION to issue a notice to the candidates through their Learning Centre with a request to serve it on the concerned candidates. Such notices shall briefly mention the charge/charges against the candidates.

J.1.3.4 On receiving such notices, the candidate need to send his/her written explanation to the Chairman of Committee, forwarding it through the Center Head/Coordinator of the learning centre.

J.1.3.5 The Committee according to the merits of the case may award punishment. In any case, the punishments shall not exceed the limits prescribed i.e. debarred from all university examinations for 3 years. In extreme cases, the punishment can exceed this normal limit and may also lead to rustication.

J.1.3.6 The Disciplinary Committee shall then make its recommendations and shall place the report before the Director for approval, DDE at the earliest opportunity and the decision of the Director will be final in this regard.

PART I - MALPRACTICE CASE REPORT FORMAT- OFFLINE EXAMINATION

(KINDLY STRIKE OUT WHICHEVER IS NOT APPLICABLE)

EC CODE: _____

DATE: _____

I am sending herewith a case of Malpractice committed by Mr./Ms. _____
(name) son/daughter of _____, bearing Reg. No _____
during _____ (Paper Code) examination. The confiscated material (_____),
Answer Sheet /QP / Admit Card & Student statement are enclosed along with this report. The candidate
was/had

- 1) Copying from others {Reg No. _____} 2) Caught with Chit/Book/Mobile/answer key
- 3) Intimidating / threatening exam officials 4) Exchanging Answer sheet/Question Paper/Chit/Answer Key
- 5) Talking and discussing with other candidates 6) Impersonating 7) Not adhering to seating plan
- 8) Involved in Misbehavior / Disobedience of instructions/ Vandalism
- 9) Caught with answers written on Admit card/ hand/ leg/QP/eraser/clothes/calculator/Mobile etc
- 10) Involved in destruction of Answer Sheet/QP / or failed to handover Answer Sheet/QP
- 11) Attempting to prevent/disturb/boycott the examinations. 12) Any other specific comments: _____

PLACE

CHIEF SUPERINTENDENT SIGNATURE WITH COLLEGE SEAL

PART II - REPORT OF THE ROOM INVIGILATOR

While I was supervising on _____ (date) at about _____ (time) I detected this case of
malpractice/indiscipline. The candidate's Register Number is _____ and was appearing
for _____ (paper Code).

INVIGILATOR SIGNATURE

PART III - STATEMENT OF THE CANDIDATE (OBTAINED BY THE CHIEF SUPERINTENDENT)

(i) If needed the candidate shall be asked in the presence of a responsible witness, to give his statement.
The statement shall be in the candidate's own handwriting and shall be signed by the candidate and
attested by the witness and the Chief Superintendent. (ii) If the candidate refuses to give his statement,
the fact shall be noted duly witnessed by University Representatives and mention the same below.

UR SIGNATURE

AUR SIGNATURE

UNIVERSITY USE ONLY

DISCIPLINARY COMMITTEE RECOMMENDATION:

- i) Declare _____ paper/(s) as NULL & VOID
- ii) Debar for _____ year/(s)
- iii) Clear

MEMBER 1

MEMBER 2

CHAIRMAN

PART I - MALPRACTICE CASE REPORT FORMAT-ONLINE EXAMINATION

(KINDLY STRIKE OUT WHICHEVER IS NOT APPLICABLE)

EC CODE: _____

DATE: _____

I am sending herewith a case of Malpractice committed by Mr./Ms. _____
(name) son/daughter of _____, bearing Reg. No _____
during _____ (Paper Code) examination. The confiscated materials (_____ -
_____), Admit Card & Student statement are enclosed along with this report. The candidate was/had

- 1) Copying from others {Reg No. _____} 2) Caught with Chit/Book/Mobile/answer key
- 3) Intimidating / threatening exam officials 4) Exchanging Chit/Answer Key
- 5) Talking and discussing with other candidates 6) Impersonating
- 7) Involved in Misbehavior / Disobedience of instructions/ Vandalism
- 8) Caught with answers written on Admit card/ hand/ leg/eraser/clothes/calculator/Mobile etc
- 9) Attempting to prevent/disturb/boycott the examinations. 10) Any other specific comments: _____

PLACE

CHIEF SUPERINTENDENT SIGNATURE WITH COLLEGE SEAL

PART II - REPORT OF THE ROOM INVIGILATOR/PROCTORS

While I was supervising on _____ (date) at about _____ (time) I detected this case of malpractice/indiscipline. The candidate's Register Number is _____ and was appearing for _____ (paper Code).

INVIGILATOR SIGNATURE

PART III - STATEMENT OF THE CANDIDATE (OBTAINED BY THE CHIEF SUPERINTENDENT)

(i) If needed the candidate shall be asked in the presence of a responsible witness, to give his statement. The statement shall be in the candidate's own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent. (ii) If the candidate refuses to give his statement, the fact shall be noted duly witnessed by University Representatives and mention the same below.

UR SIGNATURE

AUR SIGNATURE

UNIVERSITY USE ONLY

DISCIPLINARY COMMITTEE RECOMMENDATION:

- i) Declare _____ paper/(s) as NULL & VOID
- ii) Debar for _____ year/(s)
- iii) Clear

MEMBER 1

MEMBER 2

CHAIRMAN

K.1 QUESTION PAPER REPRESENTATIONS

If students have any issues related to the Question Paper, they can bring the same to the notice of the University within the time period specified in the succeeding paragraphs.

K.1.1 ISSUES WITH QUESTION PAPER

- Any representation pertaining to a question paper can be submitted on completion of that Examination by writing down the issue on the QP representation report form.
- The student should submit the representation to the Chief Superintendent for onward transmission to the University. This is applicable only if the representation is made on the day of the examination.
- The representations received from the Learning Centre or by any other means or the representations received after the due date or not following the required procedure will not be considered under any circumstances.

K.2 REDRESSAL

A committee of experts will be constituted to look into the representations on issues with the question papers. The decision of the committee in this regard will be final and binding. No further representation will be entertained in this regard.

QP REPRESENTATION REPORT-OFFLINE

EC CODE:

DATE:

SL	Registration Number	Paper Code	QP Booklet Number	Question Number	Issue	Student Sign.
1						
2						
3						
<u>Other Information if any:</u>						
NOTE: Incomplete representations without Paper Code, QP booklet number & Question number will not be considered.						

QP REPRESENTATION REPORT-ONLINE

EC CODE:

DATE:

SL	Registration Number	Paper Code	Lab & Server. Number	Question Number	Issue	Student Sign.
1						
2						
3						
<u>Other Information if any:</u>						
NOTE: Incomplete representations without Paper Code, Lab/Server number & Question number will not be considered.						

PART – IV RESULTS

Normally, the results of the University Examinations will be declared within 5 weeks of the last examination week. The results will be announced in the website www.smude.edu.in.

L.1 RESULT SHEET/S

- The result sheet will show the actual marks secured by the student in each paper along with the final grade for that semester in that particular examination. For re-sitting students current and highest marks of previous attempts will be shown.
- The soft copy of result sheet/s will be made available at the Learning Centre login.

L.2 VERIFICATION OF RESULTS

- Students can apply for verification of their results within 10 days of the date of declaration of the results.
- For result verification, students are required to submit the Form 3 & a Demand Draft of Rs. 250/paper. The demand draft should be drawn in the name of Sikkim Manipal University- DE payable at Manipal or Udupi.

L.3 MARKS CARDS

Marks cards for all students for every semester of a given examination will be issued & these will be sent directly to the Learning Centre within 30 days of the announcement of results. The marks card will show the actual marks awarded to the student in each paper along with the final grade for that semester in that particular examination.

Students are advised to note that those who have completed successfully all semesters of the program will receive Consolidated Mark Card (CMC) at the end of the program as per University regulations

L.4 VARIATION IN MARKS

When a student re-sits for a failed paper and secures marks which are less than the marks secured in the previous attempt, then the higher of the marks will be awarded to the student.

L.5 ISSUE OF MARKS CARDS

- The students are required to collect the Marks Cards from the Learning Centre. The centre should not withhold the Marks Card for any reason.
- All the Marks Cards will be sent along with a statement containing the Registration Number, Student Name, Course, Semester, and Marks Card Serial Number. The Learning Centre is required to obtain the signature of the student against their names for the marks card issued.
- At the end of 3 months, the Learning Centre is required to send the above statement signed by the students. They are also required to return those marks cards which are not issued. The students are then required to collect their marks cards directly from the University.

TABLES

TABLE 1: Components of Project Examination

Each Project paper has up to 5 components of evaluation. The components are termed as PE1, PE2, PE3, PE4 and PE5. This table provides details of all such components for all the project papers.

TABLE 2: Project Marks Distribution

This table shows the distribution of Project Marks between the Internal and External Examiner for all project papers. In the table, INT represents Internal Examiner, EXT represents External Examiner and PE MAX denotes the maximum project examination marks. The table also provides the distribution of marks between the internal and external examiners for each component (PE 1 to PE 5) of the project examination.

TABLE 3: Project Passing Requirements

Some Project papers have 2 components of passing, Project Examination (involves project presentation and Viva) and Comprehensive Written Examination. To pass in a paper, the student is required to pass in each component with the required percentage of marks. There is also an aggregate percentage of passing. This table will provide the passing requirement for all the project papers.

TABLE 4: Practical Papers

This table shows the practical subjects and the distribution of marks. UE marks are based on unguided exercises and IA marks are based on guided exercises.

TABLE 1 - COMPONENTS OF PROJECT EXAMINATION					
PAPER	PE 1	PE 2	PE 3	PE 4	PE 5
BC0031	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
BD0026	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
BF0027 (Final Collection)	Planning	Purchase	Pattern Making and Stitching	Record	Viva
BF0027 (Internship)	Preliminary Section	Body of the Report	Reference Section	Viva	N A
BI0023	Synopsis	Implementation	Presentation	Viva	N A
BI0042	Synopsis	Continuous Assessment	Project Report	Presentation	Viva
BJ0027	Synopsis	Methodology	Analysis +Findings	Project Report	Viva
BL0023	Aim and Materials required	Procedure	Result and Conclusion	Project Report	Viva
BO0033	Synopsis	Methodology	Analysis +Findings	Project Report	Viva
BP0031	Aims & Objectives	Design & Methods	Participants	Instruments used & Results	Conclusion
BT0028	Synopsis	Implementation	Presentation	Viva	N A
BT0061/BT0095	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
BU0035	Synopsis	Visualization, Concept and Design	Documentation of Project	Viva	N A
***	Synopsis	Methodology	Analysis / Findings	Project Report	Viva
BH0055/BL0055/BD0057	Refer to LC Faculty Practical Manual				
HT0034	Internal Assessment	Log Book	Training Report	Viva	N A
HM0027	Internal Assessment(P AF)	OJT Report	Presentation	Viva	N A
PR0012/BR0033	Demonstration	Presentation	Project Report	Viva	NA
MA0026	Synopsis	Methodology	Analysis / Findings	Project Report	Viva
MB0021	Synopsis	Implementation	Analysis & Findings	Project Report	Viva
MC0032	Synopsis	Implementation	Presentation	Viva	N A
ME0023	Synopsis	Project Work Accomplishment	Project Report	Presentation	Viva
MH0025/MH0055	Synopsis	Methodology	Analysis + Findings	Project Report	Viva
MI0023	Synopsis	Implementation	Presentation	Viva	N A
MJ0015	Introduction	Objectives of Study	Review of Literature	Methodology, Module Development	Results, Discussions, References
MO0024	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
MT0053	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
MT2901/ MT2902	Synopsis	Implementation	Presentation	Viva	N A
BC0060/MC0089	Synopsis	Participation in Project Work and Accomplishment	Project Report	Presentation	Viva
***: MU0005/MF0005/MK0005/MI0028/MA0031/ML0005/ MH0044/OM0005/ PM0005/QM0005/ IB00005/MA0040/ MF0014/MI0037/ MK0014/ ML0014/MU0014/OM0014/PM0014/QM0014					

TABLE 2 - PROJECT MARKS DISTRIBUTION

PAPER	MAXIMUM MARKS			PE 1		PE 2		PE 3		PE 4		PE 5	
	INT	EXT	PE MAX	INT	EXT	INT	EXT	INT	EXT	INT	EXT	INT	EXT
BC0031	130	70	200	30	N A	30	N A	40	40	20	20	10	10
BD0026	100	100	200	20	20	25	25	15	15	15	15	25	25
BF0027 - Topic 1	30	70	100	5	5	10	50	5	5	10	10	N A	N A
BF0027 - Topic 2	30	70	100	5	20	5	15	10	15	5	15	5	5
BI0023	100	100	200	30	30	40	40	20	20	10	10	N A	N A
BI0042	60	140	200	30	NA	30	NA	NA	70	NA	40	NA	30
BJ0027	100	100	200	5	5	10	10	25	25	20	20	40	40
BL0023	100	100	200	20	20	25	25	15	15	15	15	25	25
BO0033	130	70	200	30	N A	30	N A	20	20	25	25	25	25
BP0031 – (Topic 1, 2, 3 & 4) Each	N A	N A	100	10		40		10		20		20	
BT0028	50	50	100	5	5	20	20	15	15	10	10	N A	N A
BT0061	60	140	200	30	NA	30	NA	NA	80	NA	40	NA	20
BT0095	120	280	400	60	NA	60	NA	NA	160	NA	80	NA	40
BU0035	N A	N A	100	10		30		30		30		N A	
***	100	100	200	5	5	10	10	25	25	25	25	35	35
BH0055	180	270	450	90	NA	20	45	25	130	20	30	25	65
BL0055	100	150	250	50	NA	15	30	15	60	10	20	10	40
BD0057	80	120	200	40	NA	10	50	10	25	10	15	10	30
HT0034	60	140	200	60	N A	N A	40	N A	40	N A	60	N A	N A
HM0027	420	180	600	420	NA	NA	70	NA	40	NA	70	NA	NA
PR0012/BR0033	100	300	400	25	100	25	60	50	80	NA	60	NA	NA
MA0026	100	100	200	5	5	10	10	25	25	25	25	35	35
MB0021	200	200	400	10	10	20	20	50	50	50	50	70	70
MC0032	100	100	200	30	30	40	40	20	20	10	10	N A	N A
ME0023	130	70	200	30	N A	30	N A	40	40	20	20	10	10
MH0025/MH0055	100	100	200	5	5	10	10	25	25	25	25	35	35
MI0023	50	50	100	5	5	20	20	15	15	10	10	N A	N A
MJ0015	100	100	200	15	15	10	10	10	10	40	40	25	25
MO0024	130	70	200	30	N A	30	N A	40	40	20	20	10	10
MT0053	60	140	200	30	N A	30	N A	N A	80	N A	40	N A	20
MT2901/MT2902	50	50	100	5	5	20	20	15	15	10	10	N A	N A
BC0060/MC0089	120	280	400	60	N A	60	NA	NA	160	NA	40	NA	80

***: MU0005/MF0005/MK0005/MI0028/MA0031/ML0005/ MH0044/OM0005/ PM0005/QM0005/ IB00005/ MA0040/ MF0014/ MI0037/ MK0014 / ML0014/MU0014/OM0014/PM0014/QM0014 *indicates IA marks for revised BScMIT, BScMLT& BSChIA courses

TABLE 3 - PROJECT PASSING REQUIREMENTS

PAPER	PROJECT EXAM		COMPREHENSIVE EXAM		TOTAL MARKS A + B	PASS MARKS X + Y > 40 %
	MAXIMUM MARKS - A	PASSING MARKS - X	MAXIMUM MARKS - B	PASSING MARKS - Y		
BC0031	200	80	N A	N A	200	80
BD0026	200	80	NA	NA	200	80
BF0027	200	80	N A	N A	200	80
BI0023	200	80	N A	N A	200	80
BJ0027	200	80	N A	N A	200	80
BL0023	200	80	N A	N A	200	80
BO0033	200	80	NA	NA	200	80
BP0031	400	160	N A	N A	400	160
BT0028	100	35	100	35	200	80
BT0061	200	80	NA	NA	200	80
BT0095	400	160	NA	NA	400	160
BU0035	100	40	N A	N A	100	40
***	200	80	N A	N A	200	80
BH0055	360	180	90*	45	450	225
BL0055	200	100	50*	25	250	125
BD0057	160	80	40*	20	200	100
HT0034	200	80	N A	N A	200	80
PR0012/BR0033	400	160	NA	NA	400	160
MA0026	200	80	N A	N A	200	80
MB0021	400	160	N A	N A	400	160
MC0032	200	70	200	70	400	160
ME0023	200	80	N A	N A	200	80
MH0025	200	80	N A	N A	200	80
MI0023	100	40	N A	N A	100	40
MJ0015	200	80	N A	N A	200	80
MO0024	200	80	N A	N A	200	80
MT0053	200	80	N A	N A	200	80
MT2901/ MT2902	100	35	100	35	200	80
BC0060/MC0089	400	160	N A	N A	400	160

***: MU0005/MF0005/MK0005/MI0028/MA0031/ML0005/ MH0044/OM0005/ PM0005/QM0005/ IB00005/ MA0040/ MF0014/ MI0037/ MK0014 / ML0014/MU0014/OM0014/PM0014/QM0014

TABLE 4 - PRACTICAL PAPERS

COURSE	SEM	CREDIT	MAX. UE MARKS	MAX. IA MARKS	TOTAL MARKS	PASS MARKS
BJ0032	1	2	30	70	100	40
BJ0035	2	2	30	70	100	40
BJ0037	2	2	30	70	100	40
BJ0042	3	2	30	70	100	40
BJ0044	3	2	30	70	100	40
BJ0046	3	2	30	70	100	40
BJ0049	4	2	30	70	100	40
BJ0051	4	2	30	70	100	40
BJ0053	4	2	30	70	100	40
BJ0055	4	2	30	70	100	40
BO0043	2	4	80	120	200	80
BO0052	4	4	80	120	200	80
BO0060	6	4	80	120	200	80
BT0067	1	2	30	70	100	40
BT0073	2	2	30	70	100	40
BT0084	4	2	30	70	100	40
BT0085	4	2	30	70	100	40
BT0091	5	2	30	70	100	40
BNT105	1	4	60	140	200	80
BNT204	2	4	60	140	200	80
BNT205	2	4	60	140	200	80
BX0005	1	4	60	140	200	80
CB0004	1	2	30	70	100	40
CB0009	2	2	30	70	100	40
CB0010	2	2	30	70	100	40
CB0011	2	2	30	70	100	40
CB0013	2	2	30	70	100	40
CB0015	3	2	30	70	100	40
CB0016	3	4	60	140	200	80
CB0017	3	2	30	70	100	40
CB0021	4	2	30	70	100	40
CB2701	5	2	30	70	100	40
CB2702	2	4	60	140	200	80
CB2704	5	2	30	70	100	40
CB0030	6	2	30	70	100	40
HM0006	1	2	30	70	100	40
HM0008	1	2	30	70	100	40
HM0010	2	2	30	70	100	40
HM0012	2	2	30	70	100	40
HM0016	3	2	30	70	100	40
HM0018	3	2	30	70	100	40
HM0024	4	2	30	70	100	40
HM0026	4	2	30	70	100	40
HM0031	5	2	30	70	100	40
MBT205	2	6	90	210	300	120
SF0009	2	4	60	140	200	80
SF0010	2	4	60	140	200	80
SF0014	3	2	30	70	100	40
SF0020	4	2	30	70	100	40
SF0022	4	4	60	140	200	80
SF0030	6	4	60	140	200	80
SF0040	2	2	30	70	100	40
SF0041	2	2	30	70	100	40
SF0045	3	4	60	140	200	80
SF0049	4	4	60	140	200	80
SF0054	5	2	30	70	100	40
SF0059	6	2	30	70	100	40

IMPORTANT DATES

Project Presentation & Viva	10.10.11 to 25.10.11
Practical Examinations	10.10.11 to 25.10.11
Submission of Form 1	31.10.11
Submission of Form 2	31.10.11
Submission of IA Marks	05.11.11
University Examinations-Offline	10.11.11 to 21.11.11
University Examinations-Online	10.11.11 to 29.11.11
Declaration of results	Offline: 27.12.11 Online: 27.12.11
Submission of Form 3	Within 10 days of result declaration
Result sheets and Marks cards	Within 30 days of result declaration



For all enquiries , please be in touch with the HELPDESK at 91 820 4297101,4297111 or smuhelpdesk@smudde.edu.in For specific examination related queries ,you can also be in touch with :

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