



# Examination Regulations

**(Examination & Evaluation Policy)**

(with amendments)

*Academic Year 2025-26*

**Silver Oak University**  
**Ahmedabad**



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## 1. REGULATIONS PART – I: RULES & REGULATIONS FOR EXAMINATIONS, RESULTS AND AWARDS IN GENERAL

### R1 Applicability, Short Title and Scope

1. These regulations to be called as Silver Oak University Examination Regulations-2020 and applicable to all the programmes/courses offered by constituted Institutes of Silver Oak University and the students enrolled therein from the Academic Year 2020-21.
2. Revisions and Amendments in the Policy will be declared along with effective academic year and will be applicable to all the enrolled students of from there onwards.
3. In case of any difficulty and/or doubt in interpretation of any rule, the interpretation by the Provost shall be final and binding to all stakeholders.

### R2 Definitions

1. **Admission:** The Process adopted by competent authority for the entry of students into the institute/ program/ courses will be as per state government/ University/ various statutory bodies Admission Criteria.
2. **Enrollment:** The process through which an admitted student into a programme is registered in the records of University by allotting a unique Enrollment Identification Number for their tenure of programme. Enrollment validity will be double the duration of the programme. If any student has not completed his/her course within double the duration of total programme tenure, then Enrollment of such student will be cancelled.
3. **Semester:** Semester consists of 15-18 weeks of academic work with a minimum of 90 teaching days.
4. **Academic Year:** Consists of two consecutive (one odd + one even) semesters.
5. **Course:** It, also referred to as ‘Subject’, is a component of the programme. The course should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/field work/ outreach activities / project work / vocational Training / viva / seminars / assignments / presentations / self-study/Rural camps/Study Tours etc. or a combination of some of these.
6. **Programme:** Board of Studies will recommend a New Programme to Academic Council after verification of all necessary requirements along with degree awarding norms. It is the sum of all the courses as described above.
7. **Theory:** The major part of course works delivered through class room & tutorial learning or any other mode of teaching learning.
8. **Practical:** It is a part of Course delivered through laboratory/ drawing/workshop sessions or field work conducted for successful completion of academic requirements of the programme.
9. **Project:** The performance of a student at application level wherein they apply the competencies attained to compile / analyse data or synthesize a model or prototype pertaining to some emerging concepts to fulfil Industry 4.0 requirements in their own field or in an area of their own expertise.

10. **Seminar/Problem Based Learning:** The performance of a student wherein they present their work in a report form, a compilation of information / analysis /case study/Mini Project of an existing concept in a new perspective or an emerging trend.
11. **Internship/Industrial Training:** It is an opportunity for all the Enrolled students of University to gain practical/field exposure in any industry to become employable. It will be as per Programme/Course curriculum along with the Teaching and Evaluation scheme.
12. **Term Work:** It is a part of Course work designed to complete theory / practical inputs reflected through course assignments / Laboratory Manual / Journal Writing / Job Work / Drawing Book etc.
13. **Examination:** Evaluation of Theory/Practical/Tutorial/Project component through Continuous Internal Evaluation (CIE) during each semester and End Semester Examination (ESE) at the end of each semester as per the Teaching & Evaluation Scheme of a course.
14. **Continuous Internal Evaluation (CIE):** It is an Evaluation method adopted for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of various assessments conducted continuously during the semester like Continuous Evaluation-1 (CE-1), Continuous Evaluation-2 (CE-2), Mid Semester Evaluation (MSE), practical exam and viva and regularity in participation of learning events throughout the semester.
15. **Mid Semester Examination/Mid Semester Evaluation (MSE):** It is a written mode examination of a course as a part of Continuous internal evaluation (CIE) for the Theory component only. This can also be referred as Sessional Examination.
16. **End Semester Examination/End Semester Evaluation (ESE):** It is an evaluation carried out at the end of the semester for the Theory/ Practical component of the course. End Semester Examination also referred as End Semester Evaluation.
17. **Exemption:** Opportunity to a student entering in any programme of the University with additional qualifications than the basic eligibility criteria to skip the obligation of keeping term and passing the course. The students who will clear the course equivalent syllabus from MOOCs (Massive Open Online Courses) will be considered after the syllabus mapping with MOOCs along with Passing Criteria as per the UGC guideline.
18. **Result Withheld:** The status of result wherein the result of the student is withheld on account of a pending decision in an enquiry against any possible objectionable deed on part of the student in any examination or during semester any pending task assigned for successful completion of Course.
19. **Degree Awarding Semester:** The performance of those Semesters which are considered for calculating CGPA of Final Degree/ diploma Certificate are considered as Degree Awarding Semesters.

20. **Convocation:** A Ceremony held at University when students receive their degrees etc. on successful completion of a programme. If degree conferment ceremony is arranged by college, then it shall be called as graduation ceremony.
21. **Oral/Viva/Jury:** It is a mode of assessment/evaluation wherein the Evaluator evaluates the student's learning outcomes through verbal interaction from course related quaternaries.
22. **Online Examination:** It is a mode of examination conduction through online mode for the evaluation of learning outcomes of the students. All the eligible candidates will be allowed to appear the same along with computer/Laptop/Mobile Phones along with Unique ID and Password provided by the University.

### **R3 Head of Examinations**

#### **1. Controller of Examinations**

- a. The Controller of Examinations shall be the Chief of Examination (hereinafter called "CoE"). CoE is an officer appointed by the University to lead, observe and control day to day affairs of the examination department.
- b. The CoE shall function as per the directions/instructions by the Provost, and in accordance with the provisions of these regulations, in matters related to all examinations conducted by the University.
- c. During the time of examination, a conduction team can be appointed headed by conduction officer who will manage all task of conduction and report to Controller of Examination.

#### **2. Power and Duties of COE**

- a. Issue of notifications for all examinations conducted by the University, calling for, receiving and processing the applications of various examinations conducted by the University, and issue hall-tickets to eligible candidates, identify the centres/locations for holding various examinations, in accordance with the rules framed by the University in this regard, and to allot candidates to identified centres/locations,
- b. Regulating and monitoring the examinations conducted by the University,
- c. Take all such measures as may be found necessary for smooth and fair conduct of examinations, evaluation and announcement of results.
- d. Signing the Transcript, Attempt Certificates, Migration Certificates, hall tickets, provisional results, marks statement issued to students.
- e. Controller can sign and declare result in the form of Notification.
- f. CoE can authenticate any record for verification purpose.
- g. CoE will have to plan and decide seating arrangement and allocate seat number to every candidate and issue hall ticket thereafter.
- h. Issue order for assessment/examiner, paper setting, re-evaluation of

courses according to the provision laid down in this policy.

- i. Exercise such other powers required for conducting the University examinations, and perform all the duties in accordance with the provisions of these regulations and as directed by the Provost from time to time.
- j. He shall be fully liable to the University for all Examinations Duties and smooth conduct of every stage of examinations and till the declaration of results of all examinations, reassessment of results and completion of the examinations in all aspects. For this purpose, he may allocate one or more task to officers/employees working under him.
- k. He shall have access to all information and area of examination and material.

#### **R4 Administration, Committees and Board of Examination**

The Provost will be the final authority in the matter of routine administration and for day to day administration. The Provost has power to take any decisions related to examination However, considering this policy, matters of examination shall be regulated though Board and Committees as specified below.

##### **1. Board of Examination (BoE)**

- a. The Board of Examination shall be headed by Provost as chairperson and Controller of Examination shall be member secretary. The formation of board will be as mentioned below:
  - i Provost to be the Chairperson of the Board.
  - ii Nominee of Provost (in absence of Provost)
  - iii Registrar
  - iv At least one members from the position of Dean or Head of Institute from each faculty
  - v Controller of examination, Member Secretary
  - vi If required, Provost can invite HoD/Senior Professor/ Department level coordinator or any external expert or any person considering the purpose of the meeting.
- b. The Board of Examinations (BoE) shall deal with all the matters in relation to examinations. However, depending upon the need and nature of work, it can get work done through different types of committee like Core Committee, Examination Reform and Development Committee, Result Review committee, UFM committee, Examiner appointment committee etc.
- c. The board shall meet at least once in each term.
- d. The board will be primarily responsible for all the matters related to examination like appointment of paper setter, appointment of examiners for assessment, deciding policy matters, to review examination system and implementation of reform, adoption of

advance methods of examination or any matter which is related to examination.

## **2. Examination Administration (Core Team)**

- a. The core team members shall be responsible for decision making related to routine administrative work of examination. It shall be constituted as below:
  - i Provost.
  - ii Registrar
  - iii Controller of examination
  - iv If required, Provost can include any person considering the matter.
- b. The core team shall also be called as examination core committee.
- c. The day-to-day administrative work shall be observed and executed by core team members.
- d. It shall have the power to review results and matters of high confidentiality related to examinations and take appropriate decision for such matters.
- e. The core team can meet as and when required depending up on the matter and requirement of the situation and shall act as per the regulation/policy of the university.
- f. If decision(s) taken by this team is/are of not routine administrative task, then such shall be placed before academic council for its approval/information.

## **3. Examination Reform & Development Committee (ERDC)**

- a. The Examination Reform Committee (ERDC) shall be responsible for guiding/policy making/ decision making related to administrative work of examination. It shall be constituted as below:
  - i Provost to be the Chairperson of the committee.
  - ii Nominee of Provost (in absence of Provost)
  - iii Registrar
  - iv At least two members from the position of Dean or Head of Institute
  - v Controller of examination, Member Secretary
  - vi If required, Provost can invite any person considering the purpose of the meeting.
- b. The committee shall give opinion regarding development of the examination procedure and provide suggestions for smooth and fair conduction of examination as and when required to the Provost, Academic Council or the Board of Examination. It shall be responsible for adopting measures for advancement of the Examination methods of the university.
- c. The opinion/suggestion/decision of this committee shall be put in academic council for approval.

#### 4. UFM committee

- a. The Unfair Means committee shall be responsible for taking necessary actions/decision in the matters of misconduct by the examiner/examinee.
  - i. Provost to be the Chairperson of the committee.
  - ii. Nominee of Provost – In absence of Provost, will be the chairperson of the committee.
  - iii. Registrar
  - iv. Dean/Head of Institute (preferably from the faculty/institute of the student)
  - v. Controller of examination or Officer from Examination Department to act as Member secretary in absence of CoE
  - vi. If required, Chair Person can invite any person considering the purpose of the meeting.
- b. The committee shall review all the evidences, clarification given by candidates and take appropriate decision in the cases of UFM registered during examination, assessment or any act which can be considered to be unfair mean by the University.

#### R5 Teaching and Evaluation Scheme in General

1. The Teaching and Evaluation Scheme of any Diploma/Under Graduate/Post Graduate Programme shall be as per the curriculum of given courses and as per the revisions and modifications made by the University, from time to time.
2. The programmes/courses regulated by any council/body/board/state or central government body will be govern by rules and regulations specified by such council/body/board/state or central government body. Hence, for any Provisions of this policy which contradicts with rules specified by such regulatory authority, then in such case rules of governing body/council shall be considered as final and shall be followed accordingly.
3. Double evaluation shall be followed for the students who are failing by 10% of passing marks, if any gracing policy is not followed.
4. *Double evaluation* shall be followed for the students who are scoring more than 90% of the total Marks of end semester theory component of that course.
  - If there is variation of 10% or more marks, then 3<sup>rd</sup> assessment shall be done and best marks of 2<sup>nd</sup> and 3<sup>rd</sup> assessment shall be awarded to the student.
  - If there is variation of less than 10% of marks after 2<sup>nd</sup> evaluation, then best marks out of 1<sup>st</sup> and 2<sup>nd</sup> shall be considered and awarded to the student.

#### 1. Course and Heads of Passing

A Course may have any one or both of the following heads of passing, as may be prescribed in the teaching and evaluation scheme of the curriculum:

1. Theory
2. Practical

Theory and Practical heads may further be separated as End Semester Examination (ESE) and Continuous Internal Evaluation (CIE). Each head may have separate marks and it may be further divided in to component depending upon the nature of the course.

However, for course, failure in any one of the head or component shall be treated as failure in that respective course.

The maximum marks and minimum passing marks for each passing head of a course shall be given in the Teaching and Evaluation Scheme of a course. A general structure for understanding is given below.

Depending upon the requirement and necessary, it can be modified/alterd for courses of any programme.

| course Name   | Teaching Scheme      |                       |                        |                      | Evaluation Scheme              |          |                     |          | Total Marks |
|---------------|----------------------|-----------------------|------------------------|----------------------|--------------------------------|----------|---------------------|----------|-------------|
|               | Lecture/ Week<br>(L) | Tutorial/ Week<br>(T) | Practical/ Week<br>(P) | Total Credits<br>(C) | Continuous Internal Evaluation |          | External Evaluation |          |             |
|               |                      |                       |                        |                      | CIE (TH)                       | CIE (PR) | ESE (TH)            | ESE (PR) |             |
| Set 1 (TH+PR) | 3                    | 0                     | 2                      | 4                    | 40                             | 20       | 60                  | 30       | 150         |
| Set 2 (TH)    | 4                    | 0                     | 0                      | 4                    | 40                             | 00       | 60                  | 00       | 100         |
| Set 3 (PR)    | 0                    | 1                     | 4                      | 3                    | 0                              | 40       | 0                   | 60       | 100         |

**Lecture/Week (L):** It is a part of the academic curriculum and the time table will have the same number of slots for the particular course. It will be a conventional mode to teaching learning process which will be executed in the classroom with per class intake.

**Tutorial/Week (T):** An academic curriculum for Tutorial will be executed in the tutorial room. Such sessions will be conducted for teaching learning processes in a batch wise way to impart better understanding of concepts for better learning outcomes.

**Practical/Week (P):** For enhancement of practical skills into the students Two hours of practical sessions will be conducted into a particular laboratory to make them industry ready. All experimental setups will help into better learning outcomes.

## 2. Total Credits

Total Credits (C)= No. of Lecture Hours per Week + No. of Tutorial Hours per Week+ No. of Practical Hours per Week/2

## 3. Evaluation Scheme for all programmes

(as per 1<sup>st</sup> amendment)

### 1. Marks distribution for Theory course:

| Course Type | Continuous Internal Evaluation |             |            | End Semester Evaluation |  | Total Marks |
|-------------|--------------------------------|-------------|------------|-------------------------|--|-------------|
|             | CIE (TH) = 40 marks            |             |            | ESE (TH) = 60 marks     |  |             |
| Theory      | MSE                            | Assignments | Regularity | Written Exam            |  | 100         |
|             | 25                             | 10          | 05         | 60                      |  |             |

2. Marks distribution for Practical course:

| Course Type | Continuous Internal Evaluation |      |               | End Semester Evaluation    |  | Total Marks |
|-------------|--------------------------------|------|---------------|----------------------------|--|-------------|
|             | CIE (PR)=40 marks              |      |               | ESE (PR) = 60 marks        |  |             |
| Practical   | PR-1                           | PR-2 | LW submission | Practical Exam & Viva Voce |  | 100         |
|             | 10                             | 10   | 20            | 60                         |  |             |

3. Marks distribution for course having Theory & Practical heads:

| Course Type        | Continuous Internal Evaluation |             |            |                     |      |               | End Semester Evaluation |                            | Total Marks |
|--------------------|--------------------------------|-------------|------------|---------------------|------|---------------|-------------------------|----------------------------|-------------|
|                    | CIE (TH) = 40 marks            |             |            | CIE (PR) = 20 marks |      |               | ESE (TH)                | ESE (PR)                   |             |
| Theory + Practical | MSE                            | Assignments | Regularity | PR-1                | PR-2 | LW submission | Written Exam            | Practical Exam & Viva Voce | 150         |
|                    | 25                             | 10          | 05         | 05                  | 05   | 10            | 60                      | 30                         |             |

a. **Continuous Internal Evaluation of theory (CIE-TH):**

It is an Evaluation method for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of Mid Semester Evaluation (MSE), Assignments and regularity in participation of learning events throughout the semester. However, for any kind of calculation related to attainment of CO/PO, the sub-component of Assignment and Regularity shall not be considered.

o **Mid Semester Examination/Evaluation (MSE):**

- This written examination will be conducted in the 13<sup>th</sup> or 14<sup>th</sup> Week from the commencement of the semester comprising 70 % syllabus of the course and shall be of 50 marks or as specified in evaluation scheme. If otherwise specified, the exam shall be of 90 minutes (1.5 hrs.) duration and obtained marks to be converted to the pro rata of marks prescribed in evaluation scheme for MSE component of CIE-TH. For example, marks to be converted to the ratio of 25 marks if the exam is taken of 50 marks for the course having 25 marks component in evaluation scheme.
- The Question paper of MSE shall be designed as per the format prescribed by the University. All the eligible candidates will be allowed to appear in the Mid Semester Exam.
- This is a sub component of CIE and for the same examination shall be conducted by Institute and it will be the responsibility of the institute to conduct the MSE either through institute level exam cell or central exam team dedicated for conduction of Mid examination.
- There are no individual passing criteria for this sub part of the Continuous Internal Evaluation (CIE) and it will have the weightage of 25 marks (out of 40 marks) for CIE-TH. However, it may differ depending up on the structure of the course.

- **Assignments:** Course Teacher shall allocate assignments to students and marks according to evaluation scheme shall be awarded. It may be based on tutorials / seminars / field visits / quizzes / assignments / etc. conducted weekly/fortnightly. There is no individual passing criterion of this sub-component.
- **Regularity (Reg.):** On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester. There is no individual pass criterion of this sub component. Marks will be assigned to the students based on criteria given in below table:

| Attendance in Percentage (%)                          | Obtained Marks |
|---|----------------|
| Overall Course Attendance Between 90.01 % to 100.00 % | 05 Marks       |
| Overall Course Attendance Between 85.01 % to 90.00 %  | 04 Marks       |
| Overall Course Attendance Between 80.01 % to 85.00 %  | 03 Marks       |
| Overall Course Attendance Between 70.01 % to 80.00 %  | 02 Marks       |
| Overall Course Attendance Between 60.00 % to 70.00 %  | 01 Mark        |
| Overall Course Attendance Below 60.00 %               | 00 Mark        |

- **Passing Marks for CIE-TH**
  - Minimum passing marks for CIE-TH is 40% of maximum marks for UG and 50% of maximum marks for PG programmes. The result of CIE-TH shall be declared at the end of the 15th week of Semester as per academic calendar. If a candidate fails to score the minimum passing marks, a remedial internal improvement exam would be conducted in the same semester. If not feasible to conduct such exam due to any reason, than Internal components can also be improved by completing extra work assigned by HOD & concerned faculty before term end.
  - Internal Examination of repeater students shall be of 40 marks and he / she will have to score 40% marks for UG & 50% marks for PG courses to pass the CIE component.
  - The student will be entitled for maximum up to passing marks in the CIE-TH component if he/she passes the CIE-TH in remedial exam and appearing for the end semester exam as a regular student.
  - If the student, is not able to clear CIE-TH in the same semester, then he/she will have to improve his/her performance by appearing in the exam in subsequent semesters until he / she pass the CIE-TH component.
  - A ceiling of minimum passing marks will not be applicable to repeater students with the reason that he/she will be issued more than one grade sheets and his/her multiple attempts are being counted to clear the semester.

b. **End Semester Examination/Evaluation of theory (ESE-TH):**

- End Semester Exam shall commence after end of term and as per academic calendar for the 60 marks or as specified in evaluation

scheme. If otherwise specified, each exam shall be of 120 Minutes (2:00hrs.) duration with a minimum pass marks criterion of 40% for courses of UG programme and 50% for courses of PG Programme. For Example, considering 60 marks of ESE component, minimum 24 marks out of 60 for UG courses and 30 out of 60 marks for PG courses are required to pass the ESE component.

- If a student fails to get minimum passing marks i.e. 40% in UG and 50% in PG of ESE, then student shall appear in the subsequent semesters for repeater exam (remedial ESE) till it is passed. Once the student appears in the Remedial Exam, he/she will be considered as a repeater student. Actual marks shall be awarded to repeater student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester

c. **Continuous Internal Evaluation of Practical (CIE-PR):** It is a combination of two periodical reviews of practical work through formative assessment and regularity in laboratory work as mentioned below:

- **Marks distribution for CIE-PR for the type of course having practical heads along with theory heads.**

Below allocation of marks is given based on 20 marks of CIE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of CIE-PR.

- i. Periodic Review-1: 5 marks
- ii. Periodic Review-2: 5 Marks
- iii. Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 10 Marks

Periodic Review exams must be conducted during the semester as per departmental academic calendar of the laboratory sessions. The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

- **Marks distribution for CIE-PR for the type of courses having only practical heads.**

Below allocation of marks is given based on 40 marks of CIE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of CIE-PR.

- i. Periodic Review-1: 10 marks

- ii. Periodic Review-2: 10 Marks
- iii. Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 20 Marks

Periodic Review exams conducted during the semester as per departmental academic calendar of the laboratory sessions. The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

- d. **End Semester Examination/Evaluation of Practical (ESE-PR):** The exam schedule of ESE(PR) shall be conducted as per the University Academic Calendar.

- **Marks distribution for ESE-PR for the type of course having practical heads along with theory heads.**

Below allocation of marks is given based on 30 marks of ESE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- i. Practical Examination/Final project Review - 15 marks
- ii. Viva Voce - 10 marks
- iii. Certified Lab Work/Journal record/Project or Internship Report - 5 marks

- **Marks distribution for ESE-PR for the type of courses having only practical heads:**

Below allocation of marks is given based on 60 marks of ESE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- i. Practical Examination / Final project Review - 30 marks
- ii. Viva Voce - 20 marks
- iii. Certified Lab Work/Journal record / Project or Internship Report - 10 marks

The students who fail to obtain Passing marks will have to appear in a repeater students' exam of ESE (PR) component in the subsequent semesters until he/she pass it. Once the student appears in the Remedial Exam will be considered as a Repeater Student and actual marks will be awarded to such student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester. For semester which are part of first half of the programme duration, for them internal faculty can take examination of ESE-PR and

for remaining i.e. second half of the programme, it is desirable that assessment of ESE-PR exam is done by external faculty

Note: The minimum/maximum marks given above are for general understand and shall be considered only as an example. This may vary depending upon the nature of course and weightage given to each component in the teaching and evaluation scheme of that course.

#### **4. Intermediate Theory Examination:**

University may conduct additional theory examination before the Mid semester examination and after completion of 8 week of teaching only for the student of 1st semester/year with the objective to familiarise new students with University Examination environment and to bring in the flow of teaching and learning process of the University. It shall be arranged, if and only if feasible and convenient, without affecting the academic schedule of the semester/year. This will be an additional arrangement which will provide a learning experience to the student and will be like practice session of mid semester examination. The performance of this exam will not be counted anywhere in teaching and learning process or attainment of CO/PO. It will have no weightage in the evaluation schemes of any course of any programme. This exam can be arranged either by institute or by University's central exam cell. Being additional arrangement and not being part of regular academic calendar/schedule, the information about schedule and arrangement of such exam shall be informed to the student by Institute.

#### **5. Programme level and Passing Standard**

- a) Diploma/Undergraduate Programmes/Certificate programmes –  
For all courses of such programmes, 40% passing standard for each head/component and for overall programme shall be followed.
- b) Postgraduate Programmes –  
For all courses of such programmes, 50% passing standard for each head/component and for overall programme shall be followed.
- c) For any type of programme which can be categorized as integrated programme will have to follow below guidelines.
  - a. If otherwise specified, first three years of such programme shall be considered as UG part and remaining part as PG part.
  - b. For UG part - 40% passing standard for each head/component and for overall programme shall be followed.
  - c. For PG part - 50% passing standard for each head/component and for overall programme shall be followed.
  - d. Marks distribution and Evaluation scheme:  
If, uniform teaching and evaluation schemes is not followed for UG/PG programmes by University, then in such case below rules shall be followed.

- For UG level part of Integrated programmes, marks distribution and evaluation scheme to be followed as specified for courses of UG programme.
- For PG level part of Integrated programmes, marks distribution and evaluation scheme to be followed as specified for courses of PG programme.

Else, uniform teaching and evaluation scheme decided by the University shall be followed.

Above point a), b) and c) will not be applicable for the programmers regulated by any council/body/board/state or central government body and special norms have been specified for this purpose by such regularity body.

Above point a), b) and c) will not be applicable for the programmers for which Academic Council has approved special norms related to passing criteria.

## **6. Post Graduate Diploma programme & Certificate programme**

- a) Any Diploma programme offered for which minimum educational qualification required is graduation and such programme is not leading to or equivalent to master degree, then for such programmes passing standard will be 40% or as decided by any regulatory body like State Govt./ Central Govt./ UGC/AICTE/PCI etc. For courses of such programmes, marks distribution and evaluation scheme to be followed as specified for courses of UG programmes.
- b) Any Diploma programme offered for which minimum educational qualification required is graduation and is considered equivalent to master degree, then for such programmes passing standard will be 50% or as decided by any regulatory body like State Govt./ Central Govt./ UGC/AICTE/PCI etc. For courses of such programmes, marks distribution and evaluation scheme to be followed as specified for courses of PG programmes.
- c) Any certification programme offered by University will follow norms specified for Under Graduate/Diploma programme including passing standard and evaluations schemes for each courses.

## **7. Ph.D. Programme**

Provisions related to examinations and review of Ph.D. Programme are as below. Above provisions/rules are liable to change as per the changes in the Ph.D. Regulations of the University

### **a) Passing Standard**

- Passing standard for each course of Ph.D. Programme will be 55%.
- Student will have to secure 55% marks in each component of the course to be declared as Pass in order to be eligible to continue in the program and submit the thesis.

**b) Course Work**

- The course work should be completed within a span of two years from the date of generation of enrollment number
- Candidates who have already completed the course work in M.Phil. will be exempted by the university from Ph.D. Course work of Research Methodology.
- Such exemption will be granted on the basis of documentary evidence stating to have successfully cleared/passed Research Methodology course during M.Phil. degree.

**c) Research Review**

- Each candidate, after completion of the prescribed course work, shall be required to take a Research Review. The Review will be an oral examination. The candidate will have to give a presentation about his/her research plan before members of Doctoral Progress Committee (DPC). Passing of the Research Review is subject to approval of the research plan by DPC.
- Unsuccessful candidates shall be allowed a second opportunity to clear the First Review. If a candidate is unsuccessful again, his Ph.D. registration may be cancelled.
- Scholar will have to clear Research Reviews within the maximum duration as per university norms and such duration shall be counted from first DPC of the scholar. However, in a few cases and on the reasonable grounds, may give an extension of six months on recommendation of Doctoral Research Committee (DRC)

**d) Duration to complete the Programme**

- Full-time research scholars are required to complete their Ph.D. within a minimum of 3 years (6- DPC Review) and a maximum of 6 years. For part-time research scholars, the minimum duration is 4 years (8-DPC Review), with a maximum time limit of 8 years to complete their research program.

**e) Open Seminar**

- After the successful completion of prescribed number of DPC Review, candidate has to appear for open-seminar in front of the panel nominated by the Honourable provost.

**f) Final Viva-Voce**

- After the successful completion of open-seminar the candidate is allowed to submit synopsis and thesis subsequently followed by final viva voce

**8. Detention Policy**

Student shall be promoted to higher semester for any Programmes subject to all previous terms are granted. Students shall be promoted to higher semester irrespective of previous backlogs.

## Teaching and Evaluation Scheme (As per NEP Guidelines)

(Ref. Amendment III)

In line with the Standard Operating Procedure for Implementation of National Education Policy-2020 for the State of Gujarat issued by Education Department of Govt. of Gujarat, changes in the existing examination policy of SOU are incorporated.

These changes in the Teaching and Evaluation scheme will be applicable from the academic year 2024-2025 for the students enrolled from Academic Year 2024-2025 and onwards. The evaluation scheme has been modified and kept 50% Weightage for Internal Assessment & 50% Weightage for End Semester Exams.

The maximum marks and minimum passing marks for each passing head of a course shall be given in the Teaching and Evaluation Scheme of a course. An exemplary general structure for understanding is given below. Depending upon the requirement and necessary, it can be modified/alterd for courses of any programme. The bifurcation of Marks weightage to be derived is explained as follows for all the courses.

| Course Type    | Teaching Scheme   |                    |                     |                   | Evaluation Scheme              |          |                     |          | Total Marks |
|----------------|-------------------|--------------------|---------------------|-------------------|--------------------------------|----------|---------------------|----------|-------------|
|                | Lecture/ Week (L) | Tutorial/ Week (T) | Practical/ Week (P) | Total Credits (C) | Continuous Internal Evaluation |          | External Evaluation |          |             |
|                |                   |                    |                     |                   | CIE (TH)                       | CIE (PR) | ESE (TH)            | ESE (PR) |             |
| Set 1 (TH)     | 4                 | 0                  | 0                   | 4                 | 50                             | 00       | 50                  | 00       | 100         |
| Set 2 (PR)     | 0                 | 1                  | 4                   | 3                 | 0                              | 50       | 0                   | 50       | 100         |
| Set 3 (TH+PR)  | 3                 | 0                  | 2                   | 4                 | 50                             | 25       | 50                  | 25       | 150         |
| Set -4 (TH+PR) | 2                 | 0                  | 4                   | 4                 | 25                             | 50       | 25                  | 50       | 150         |

### 1. Evaluation Category:

The evaluation will have two broader categories as mentioned below

#### a) Continuous and Comprehensive Evaluation (CCE)- Formative

CCE can also be called as Continuous Internal Evaluation. It is an Evaluation method for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of Mid Semester Evaluation (MSE), Assignments, Intermediate assessment and regularity in participation of learning events throughout the semester. However, for any kind of calculation related to attainment of CO/PO, the sub-component of Assignment and Regularity shall not be considered.

#### b) Semester End Evaluation (SEE)- Summative

SEE can also be called as End Semester Evaluation/End Semester Examination. It is the end semester evaluation to be conducted after term end either in theory or practical mode.

### 2. Passing Standard & Conversion

The passing standard of 40% of UG/Diploma/Certificate level course shall be followed and 50% for PG/PG diploma equivalent to PG shall be followed. For more clarity, norms specified in SOU exam policy shall be followed.

At any point of time while deriving passing marks, any decimal value shall be rounded to nearest and higher integer. For example, 12.5 to be considered as 13, 37.5 to be considered as 38.

### 3. Evaluation Scheme for all programmes

For the purpose of explanation in detail, above type of courses are again bifurcated with different components.

#### Set 1 - Only Theory type course:

| Course Type       | Continuous Internal Evaluation |                         |                      |            | End Semester Evaluation | Total Marks |
|-------------------|--------------------------------|-------------------------|----------------------|------------|-------------------------|-------------|
|                   | CIE (TH) = 50 marks            |                         |                      |            | ESE (TH) = 50 marks     |             |
| Theory Set 1 (TH) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | Written Exam            | 100         |
|                   | 25                             | 10                      | 10                   | 05         |                         |             |

#### Set – 2 - Only Practical type course:

| Course Type          | Continuous Internal Evaluation |      |                | End Semester Evaluation    | Total Marks |
|----------------------|--------------------------------|------|----------------|----------------------------|-------------|
|                      | CIE (PR)=50 marks              |      |                | ESE (PR) = 50 marks        |             |
| Practical Set 2 (PR) | PR-1                           | PR-2 | LW submissions | Practical Exam & Viva Voce | 100         |
|                      | 20                             | 20   | 10             |                            |             |

#### Set – 3 - Theory + Practical (Theory 100 + Practical 50 Marks) type course:

| Course Type   | Continuous Internal Evaluation |                         |                      |            |                     |      | End Semester Evaluation |                     | Total Marks                |     |
|---------------|--------------------------------|-------------------------|----------------------|------------|---------------------|------|-------------------------|---------------------|----------------------------|-----|
|               | CIE (TH) = 50 marks            |                         |                      |            | CIE (PR) = 25 marks |      | ESE (TH) = 50 marks     | ESE (PR) = 25 marks |                            |     |
| Set 3 (TH+PR) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | PR-1                | PR-2 | LW submissions          | Written Exam        | Practical Exam & Viva Voce | 150 |
|               | 25                             | 10                      | 10                   | 05         | 06                  | 06   | 13                      |                     |                            |     |

#### Set –4- Theory + Practical (Theory 50 marks + Practical 100 marks) type Course:

| Course Type   | Continuous Internal Evaluation |                         |                      |            |                     |      |      | End Semester Evaluation |                     | Total Marks                |     |
|---------------|--------------------------------|-------------------------|----------------------|------------|---------------------|------|------|-------------------------|---------------------|----------------------------|-----|
|               | CIE (TH) = 25 marks            |                         |                      |            | CIE (PR) = 50 marks |      |      | ESE (TH) = 25 marks     | ESE (PR) = 50 marks |                            |     |
| Set 3 (TH+PR) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | PR-1                | PR-2 | PR-3 | LW submissions          | Written Exam        | Practical Exam & Viva Voce | 150 |
|               | 10                             | 05                      | 05                   | 05         | 10                  | 15   | 15   | 10                      |                     |                            |     |

#### a) Continuous Internal Evaluation - Theory (CIE-TH)

Continuous evaluation of theory head to be done as per below components.

- **MSE - Mid Semester Examination/Evaluation (MSE)**

50 Marks test shall be conducted. The test may be of 90 Minutes Duration. This may be conducted as per academic Calendar of the University. Marks shall be deduced to 25 or 10 or as per weightage of the MSE component of the course. It is essential to pass MSE component individually by the student. Student not able to

score passing marks in MSE i.e. 40% of MSE component for UG and 50% of MSE component for PG will be considered as unsuccessful in CIE and will have to appear for remedial mid semester exam. Marks scored in MSE shall be scale down to 25 or as per weightage of the MSE component. Student appearing for remedial exam of MSE component will be awarded only passing marks in MSE component.

○ **Intermediate Assessment**

It can be of 30 Marks Test having 10 Marks of Objective Type questions (to assess the competency level) and 20 Marks of descriptive type questions. However, University may change this pattern as and when required. This may be conducted after eight week or forty to forty-five days of commencement of semester during regular Class room teaching or by using ICT Tools at the institute level having duration of 1 Hour or it can also be conducted by central exam team. Marks may be deduced out of 10 or depending up on the weightage of the component. If required, University may arrange 15 marks test if the weightage of the Intermediate assessment is 05 marks and it can be deduced to the ratio of weightage of the component.

○ **Formative Assessment**

It can be in the form of Assignments/Class Tests / Quiz / Presentations / tutorials / seminar/ work place based assessment/ on job training etc. and 4 such assessment of 10 marks each to be conducted in case of weightage of Formative Assessment is of 10 marks OR 2 such assessment of 5 marks each in case of weightage of Formative Assessment is of 5 marks. Average may be taken out to derive marks out of 10 or 5 as per the weightage of the component. This can be conducted weekly/fortnightly but may be completed before the end semester examinations.

○ **Regularity**

On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester evaluation shall be done. Marks to be awarded out of 5 with reference to attendance percentage as per SOU policy.

○ **Passing Marks for CIE-TH**

To pass CIE-TH, a student shall score minimum 40% in UG and 50% in PG programmes for every course. Except MSE, it is not necessary to pass in individual sub components like Intermediate Assessment/Formative assessment/Regularity but it is compulsory to pass CIE-TH as a whole. However, it is essential to pass in MSE component individually.

Repeater students shall be awarded passing marks in MSE component. For Intermediate Assessment/Formative assessment/Regularity component, actual marks earned by the student shall be awarded.

If the student, is not able to clear CIE-TH in the same semester, then he/she will have to improve his/her performance by appearing in the exam in subsequent semesters until he / she pass the CIE-TH component. A ceiling of minimum passing marks will be applicable to repeater students for MSE component.

**b) End Semester Examination/Evaluation-Theory (ESE-TH)**

Test of 50 Marks to be conducted for duration of 2 Hours. Marks to be deducted out 50 or 25 as per the weightage of ESE component. This is end semester (external) component and must be plan and conducted through CoE.

If a student fails to get minimum passing marks i.e. 40% in UG and 50% in PG of ESE, then student shall appear in the subsequent semesters for repeater exam (remedial ESE) till it is passed. Once the student appears in the Remedial Exam, he/she will be considered as a repeater student. Actual marks shall be awarded to repeater student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester

**c) Continuous Internal Evaluation-Practical (CIE-PR)**

Periodic Review(s) exams must be conducted on a continuous basis during the semester as per departmental academic calendar of the laboratory sessions. Regularity in Lab Work & final Submission of Laboratory Work/Journal/ work place based assessment/ on job training / Project-Internship Report/viva shall also be considered for marks of LW submission. In case of viva voce, focus may be given to competency based assessment. For example, if a practical exam of 10 marks is being conducted, then faculty can ask 5 questions of 2 marks each. Such question shall intent to test the competency level of the student. However, the weightage of marks of PR-1, PR-2, PR-3 and Lab work submission is mentioned below considering nature and weightage of the course.

**Marks distribution for PR-1,PR-2,PR-3 & Lab Work Submission**

| Mark Distribution for CIE -PR  |      |      |      |                |                      |
|--------------------------------|------|------|------|----------------|----------------------|
| Course Type                    | PR-1 | PR-2 | PR-3 | LW submissions | Total Marks (CIE-PR) |
| Set - 1 (TH-100 & PR-0 Marks)  | NA   | NA   | NA   | NA             | NA                   |
| Set - 2 (TH-0 & PR- 100 Marks) | 20   | 20   | NA   | 10             | 50                   |
| Set - 3 (TH-100 & PR-50 Marks) | 6    | 6    | NA   | 13             | 25                   |
| Set - 4 (TH-50 & PR-100 Marks) | 10   | 15   | 15   | 10             | 50                   |

The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

**d) End Semester Examination/Evaluation-Practical (ESE-PR)**

ESE-PR assessment may consist of final submission of Laboratory Work/Journal/ work place based assessment/ Presentations/ on job training / Project-Internship Report/viva etc.

For ESE-PR of 50 marks, test considering 25 Marks for Practical/ Experiment, 15 Marks for Viva Voce & 10 Marks for Journal/ Submission shall be conducted.

For ESE-PR of 25 marks, test considering 15 Marks for Practical/ Experiment, 5 Marks for Viva Voce & 5 Marks for Journal/ Submission shall be conducted.

In case of viva voce or practical, focus may be given to competency based assessment. For example, if a practical exam of 10 marks is being conducted, then faculty can ask 5 questions of 2 marks each. Such question shall intent to test the competency level of the student.

Above is for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

The students who fail to obtain Passing marks will have to appear in a repeater students' exam of ESE (PR) component in the subsequent semesters until he/she pass it. Once the student appears in the Remedial Exam will be considered as a Repeater Student and actual marks will be awarded to such student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester. For semester which are part of first half of the programme duration, for them internal faculty can take examination of ESE-PR and for remaining i.e. second half of the programme, it is desirable that assessment of ESE-PR exam is done by external faculty.

Note:

1. The minimum/maximum marks given above are for general understand and shall be considered only as an example. This may vary depending upon the nature of course and weightage given to each component in the teaching and evaluation scheme of that course. University may also conduct examination of any number of marks and can deduced it to the weightage given in the evaluation scheme of such course.
2. In case of any clarification which is not provided for any topic/matter above, then in such case, norms of "Teaching and Evaluation scheme in General" mentioned in Silver Oak University's examination policy or guidelines issued by Government regulatory body shall be referred. However, in case ambiguity in any matter, the decision of the Provost shall be considered final.

## **R6 Eligibility to Appear for Examination and Term Grant**

### **1. Eligibility criteria to fill the exam form**

No candidate will be admitted to any semester/year end examination unless he/she fulfilled terms for that semester/year of the constituent institute of Silver Oak University and unless he/she has filled in examination form along with prescribed examination fees and unless it is certified by the Head of Institute that he/she has fulfilled following conditions.

- a) Student has achieved minimum attendance criteria decided by the University.
- b) He/she has satisfactorily completed all the minimum academic requirements of all the Courses in the semester.
- c) He/she should not have Fees due to the current Semester.
- d) He/she has shown satisfactory progress in his/her studies and evinced good conduct. He/she has not been debarred for any period from appearing for any examinations held at Silver Oak University by Silver Oak University under Unfair Means Cases.
- e) It is the responsibility of the Head of Institute to verify and duly certify the compliance of a), b), c) above for each student.
- f) Candidates failing to comply with conditions a, b & c above shall not be granted term by the Head of Institute and he/she shall repeat the semester in the subsequent Academic Term.

## **2. Condoning Deficiency in Attendance**

- a) In case the attendance of a candidate falls short by not more than 10% due to his/her own illness (duly certified by a registered medical practitioner) and or due to any participation at National / International Level in any technical/co-curricular event then the head of the institute may condone such shortage at his/her discretion and permit the candidate to appear for examination, if he/she is otherwise eligible.

## **3. Filling of Examination Forms**

- a) It shall be the responsibility of the candidate to fill up the online/offline examination form as per schedule declared by University, along with prescribed examination fees/ late fees/ penalty declared by University.
- b) Online/offline Examination Form Filling facility will normally be made available to all eligible candidates.
- c) An eligible candidate has to apply separately for each semester/year's examination i.e. he has to fill separate forms for each semester examination for which he/she wishes to appear.
- d) Approval of examination form by respective institute is mandatory and respective institute after verifying the eligibility to fill the form shall approve.
- e) Hall tickets will be generated only for those candidates who have filled examination forms.
- f) The examination fees, late fees and penalty will be prescribed by the University from time to time and inform to student.

## **4. Action against ineligible Candidates**

- a) The candidate who does not fulfil the eligibility criteria to appear for examination shall be treated as ineligible candidate and shall not be allowed for end semester/year examination.

## 5. Admission to Examination Hall

- a) Mandatory Documents for a Candidate during Examination
  - i. Each candidate appearing for the examination must possess a proper Hall Ticket issued by University.
  - ii. A valid Identity Card issued by his/her institute for easy verification of his/her identity.
- b) If a candidate is unable to produce on demand for the mandatory documents mentioned above, he/she shall not be allowed to appear for the examination.

## 6. Term Grant for Those Who Failed to Fill the Exam Form

- a) Those students who have fulfilled all the academic criteria of the term but could not fill the examination form can be granted his term.
- b) Such term can be granted if student is willing to appear as remedial student in the end semester examination of the semester for which he did not fill the exam form.

## 7. Rules for Promotion in Higher Semester

- a) All the students are promoted to next semester with any number of backlogs in all previous semesters if no due pending against them.

## R7 Exemptions

### 1. Exemption for MOOCs/NPTEL course

- University may provide liberty to candidates to claim exemption in a particular course having passed it or its equivalent course through MOOC approved by University like Swayam/NPTEL.
- Rules for MOOC / NPTEL courses as an alternate Programme Electives with Transfer of Credits shall be prepared and shall be informed to students well in advance.
- All course of the semester cannot be allowed under this facility to the student. University shall restrict maximum number of course that can be opted for credit transfer by the student.
- For ease of administration, a coordinator can be appointed by university.
- The NPTEL courses decided by the respective Board of Studies (BoS) shall be of advanced or recent topics.
- NPTEL Certifications of any course will be considered equivalent to any course of University provided it is approved by competent authority for awarding exemption.
- University may frame/update/modify rules/norms for NPTEL courses and credit transfer and shall inform to students.
- The conversion from percentage marks given by NPTEL to the corresponding grades shall be as follows

**Grading of NPTEL Courses will be based on the below Table:**

| Sr. No. | Range of Percentage Marks obtained in NPTEL Exam | Grade Points | Equivalent Grade  |
|---------|--|--------------|-------------------|
| 1       | $\geq 80\%$                                      | 10           | O (Outstanding)   |
| 2       | 70 – 79.99                                       | 9            | A+ (Excellent)    |
| 3       | 60 – 69.99                                       | 8            | A (Very Good)     |
| 4       | 55 – 59.99                                       | 7            | B+ (Good)         |
| 5       | 50 – 54.99                                       | 6            | B (Above Average) |
| 6       | 45 – 49.99                                       | 5            | C (Average)       |
| 7       | 40 – 44.99                                       | 4            | P (Pass)          |
| 8       | $< 40$   | 0            | F (Fail)          |

- For detailed guidelines and clarification refer to Annexure - VII

## 2. Automatic Exemptions

A candidate, whose overall result is “Fail / Backlog”, shall earn automatic exemption at the subsequent examination, for the passing heads which are passed in the earlier examinations.

### a) Claiming Exemptions

- A candidate claiming exemption/s in the Courses on the basis of his past performance at any examination accepted by University as valid examination, then in such case student can claim exemption. The student can be awarded pass class for such claimed course.

### b) Carry forward of Passed Courses:

- A candidate declared as Fail/Backlog in an examination of the University, but has obtained passing marks in one or more heads or component of passing (i.e. Theory, Practical, Viva and Term Work etc.) will automatically be exempted from reappearing in those passed head(s)/components of any Course. University shall carry forward such marks at the next examination at which he/she appears.

## 3. Exemption Related to Change of Programmes/Course

- If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common Course/s in the new course on the basis of having passed such Course/s in examination of the previous course conducted by the University, he/she shall be eligible for such exemption. However, the candidate so exempted shall not be entitled to award of class if the candidate has enrolled at SOU through any other UGC approved University.

## 4. Opportunity to Complete the Term in Old Curriculum

- University shall provide opportunity to all the student who have pending backlogs of courses of old curriculum.

## R8 Assessment of Theory/Practical/Project/any other Head

### 1. Assessment

- The Continuous Internal Evaluation (CIE) and End Semester Examination (ESE) under theory and practical heads shall be carried out strictly in line with the teaching and examination scheme.

- b. The University shall keep the record of the Continuous Internal Evaluation marks and make it available, when required at next examination.
- c. The Term Work/Practical/Project Work of a candidate abstaining from an examination, shall be preserved by the candidate himself and presented for examination when the candidate next appears therein. The period of preservation of such term work shall not be more than two succeeding examinations.

## **2. Marks to be Carried Forward**

- a. If a student has passed one or more component of the course but has backlog in that course then, such student's marks of previous examination shall be carried forward calculating total marks and he/she shall be exempted from re-examination,
- b. The candidate who has got exemptions and whose marks are carried over is eligible for award of class.

## **3. Procedure to Deal with Wrong Certification of Incomplete Term Work etc. of a Candidate**

- a. In case, an end semester examiner reports that the laboratory Practical/ Term work etc. are incomplete, then such information with detailed report of the end semester examiner along with written explanation of Internal examiner / Course Teacher and Head of Institute shall be put before the Special Committee for consideration and decision prior to declaration of result, wherever possible. Else the result of such students for that Program/Course & year/semester shall be held in reserve till the Special Committee gives its decision.

## **4. Procedure to Deal with Deficient Conduct of Term Work etc. by the Institute**

- a. If the examiners detect cases where Laboratory Practical/Term-work/Project are incomplete but Head of Institute has certified the same as complete and allowed candidates to appear for examination, the Exam Cell shall enquire into such matter and report of all such cases shall be submitted to the Provost of the University for due action against the institute as per the decision of Provost or examination core committee.

## **R9 Conduct of Examination and Result Processing**

### **1. Arrangement:**

- a. The Controller of Examinations shall, under the directions of the Provost, make all arrangements for the conduct of the examination, at the various centres/locations of examination.
- b. For conduction of examination, there shall be a team called as Conduction Team which will be primarily responsible for the smooth conduction of the examination. The head of the conduction team shall make all necessary arrangement required for the examination well in advance including class room invigilator.

- c. The Head of Conduction team can take help of Head of Institute for identification of places for seating arrangement and can appoint Invigilator and Supervisors as and when required.

## **2. Examination Duration and Timetable**

- a. End semester examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Academic Council or Provost from time to time. If convenient and required, additional remedial examinations can be conducted.
- b. The dates of commencement of examinations shall be as indicated in the academic calendar of the University published and circulated to all Institutes.
- c. If required, the Provost may decide or make changes in the dates declared in Academic Calendar.
- d. Time table shall be issued by Controller of Examination. If required, he may also consult Deans/Head of Institutes /Chairperson of BoS to decide time table. However, it shall be the responsibility of Controller of Examination to declare time table and circulate for the information of students and other stakeholders.
- e. The detailed timetable of an examination would be displayed on the University portal 2-3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes and also published through University vide circular adequately in advance.

## **3. Modes of Examination**

### **a. Mode of Theory Examination**

- i. Each candidate presenting himself at the specified centre of examination shall be permitted to appear for the theory examination as per the mode of examination like written, online, OMR based etc.
- ii. In case of online examination, it is the responsibility of the student to avail adequate facilities for the online examination like Compute/ Laptop, Mobile Phone along with good internet connectivity.
- iii. In case of more than one centre/location for theory examinations, same question papers shall be given to candidates on the same day and at the same time at every centre/location.

## **4. Mode of Practical, Project/Internship Examinations**

- a. The internal and/or external examiners appointed by University shall conduct these examinations, as applicable according to the Teaching and Evaluation schemes of the curriculum. Further, the mode of conduct of any of these examinations shall be as decided by the University from time to time and even may be online depending upon circumstances. In case of online examination, it is the responsibility of the student to avail adequate

facilities for the Online Examination like Compute/ Laptop, Mobile Phone along with good internet connectivity.

#### **5. Course at an Examination**

- a. Examination shall be held in the course mentioned in Teaching and Evaluation Scheme of the related curriculum prescribed by the University.
- b. The papers set in any Course shall be of such level that any candidate who has studied course and well prepared in the Course can reasonably be expected to answer within the time allotted.

#### **6. Medium of Examination**

- a. Candidates appearing for End Semester Examination of University shall have to write and communicate answers to the questions in written or oral examinations, through the medium of English language only, unless otherwise specified. (Special permission will be given to diploma students to write their answers in Gujarati/English).

#### **7. Hall Ticket:**

- a. Every candidate registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations. The Hall tickets shall be issued to each candidate through digital mode or in case of manual distribution through the Head of Institute where student is presently enrolled.
- b. Candidates shall bring with them their hall tickets, on each day of the examination and shall produce the same when demand for inspection/verification.
- c. It shall be competent for the Provost to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he is ineligible to take the examination.
- d. No candidate shall be admitted to an examination hall without Hall Ticket.

#### **8. Seating Arrangement**

- a. The controller of examination shall ensure to make necessary seating arrangement through conduction team for the examination. The relevant seat number must be mentioned in the Hall Ticket issued by the University.
- b. The candidate must appear in the examination as per the seating arrangement decided by the University i.e., he/she must give exam from the seat number allocated to him/her.
- c. Under no circumstances, the student will be allowed to enter the examination hall after 30 minutes of the commencement of examination
- d. Student shall not be allowed to leave the examination hall during the first half an hour and the last half an hour of the examination.

#### **9. Facilities for Blind Candidate / Other disability**

- a. Blind Candidates who are pursuing Programmes shall be allowed to appear in the End Semester Examination with the Writer (Scribe) having defined criteria for the writer given as per Annexure-III

## 10. Facility of Scribe (Writer)

- a. The candidates who are not able to write the End Semester Theory Examination due to any reasons such as fracture in the writing hand or any other disability for temporary or permanent period will be allowed to appear in the University with a writer facility.
- b. Norms to be followed for Writer/Scribe/Reader are given in Annexure-III.

## 11. Centre in charge

- a. The head of the institute shall be centre in charge for any examination arranged by University.
- b. Head of the institute can appoint any competent person in his/her absence for this purpose.
- c. Centre in charge will be responsible for smooth conduction of the examination arranged at his/her college.
- d. Centre in charge shall appoint support staff for smooth conduction of the University examination.
- e. A person who's relative is appearing in the examination cannot perform duty as centre in charge.
- f. Centre in charge shall remain present and must be in contact with exam control room and provide necessary information as and when required.

## 12. Appointment and duties of Invigilator

- a. Board of Examination will approve Invigilator for smooth conduction of examination. Invigilator is also referred as Block Supervisor or Junior Supervisor.
- b. The duty of Invigilator can be given to any person who is either employee of University or University can hire any number of people for this purpose.
- c. Junior supervisor shall not be given duty to supervisor more than 30 students.
- d. Junior Supervisor must be capable to perform task during examination and preferred minimum qualification for an invigilator shall be Graduation.
- e. A person who's relative is appearing in the examination shall not be given duty of Junior supervisor.
- f. Junior Supervisor must reach exam control room 45 minutes before the start time of the exam
- g. Junior Supervisor will have to verify seating arrangement and examination material before the start of exam.
- h. Instruct all the students not to indulge in unfair means else liable to be punished.
- i. Distribute and collect answer books and question papers as per examination schedule.
- j. Checking of the identity cards of the students (or hard copy of valid government ID proof if the student has not received an Identity card yet). Duly verify the photo and identity of the students.
- k. Take attendance along with signature of the student and sign in hall ticket.

- l. Continuously monitor the students during the exam and be vigilant all the time.
- m. Junior supervisor shall maintain the utmost secrecy and confidentiality of all kinds of tasks assigned to him/her.
- n. Follow the guidelines/instructions provided by exam control room.
- o. In case of emergency situation, the Controller of Examination or Provost are empowered to replace/appoint any person as Junior Supervisor.

### **13. Appointment and duties of Senior Supervisor**

- a. Board of Examination will approve Senior Supervisor for smooth conduction of examination. A senior supervisor shall be appointed for every five block or five junior supervisors.
- b. Senior Supervisor must be capable to perform task during examination and the minimum qualification shall be graduation.
- c. A person who's relative is appearing in the examination shall not be given duty of Junior supervisor.
- d. Collect the question papers as per assigned blocks from the University Exam Conduction Cell to provide to junior supervisors of assigned blocks in sealed condition.
- e. During the exam, frequently visit the blocks assigned to you and provide necessary guidance to the block supervisor for the smooth conduction of the examination.
- f. If any UFM case is registered, collect all relevant proof and statements of the Supervisor and students and fill up the information accurately in UFM Case format. Hand over the case to the SOU Exam Conduction Coordinator for verification.
- g. On Completion of the exam, collect & count the number of answer books from the Jr. Supervisor and verify the supervisor reports and other relevant documents.
- h. Seal the answer books and the covers (block-wise) in envelopes in the presence of the Jr. Supervisor or as per direction of the exam cell.
- i. Senior supervisor shall maintain the utmost secrecy and confidentiality of all kinds of tasks assigned to him/her.
- j. Senior supervisor shall immediately report exam control room if any query is raised by students regarding question paper.
- k. In case of emergency situation, the Controller of Examination or Provost are empowered to replace/appoint any person as Senior Supervisor.

### **14. Appointment of Squad**

- a. If required, for fair conduction of examination, Provost can appoint a squad for surprise checking at examination locations.
- b. Minimum, three members can be appointed in a squad. Any person having experience of academic or administration and found suitable by Provost can be appointed as a member of squad. He/she can be from University or outside University.
- c. Squad member shall Inspect any location of the Examination through surprise visit and shall ensure proper arrangement and fair conduction of examination.

- d. If any malpractices are found than, squad member can report to the provost or controller of examination in writing.

## **R10 Result Processing**

### **1. Results of the Examinations**

The assessment shall begin on very next day of completion of examination and attempt shall be made to complete it in minimum span of time. After completing the data processing by exam cell, in accordance with prescribed rules, shall declare the result of the said examinations. It is desirable to declare result in minimum span of time i.e. about twenty working days.

### **2. Publication of Results:**

The Controller of Examinations shall submit the result to the office of Provost for the review. The Provost can in consultation with core exam committee can decide further course of action and can ask for publication.

### **3. Change of/in Published Results:**

1. If it is found that result of any student / course / programme is having some error/mistake then, corrections can be done with the approval of Provost or procedure laid down by the University.
2. If at any stage of examination/after examination, it is found that any candidate is benefitted by any malpractice, fraud, or any other improper conduct, then in such case, if convinced by Controller of Examination, the Provost can cancel or withheld the result till such case/charges/malpractice is proved.

### **4. Maintenance of Result Records:**

The Result record shall be maintained in the University either in digital or physical mode in which the grades secured by each candidate shall be kept permanently. Any correction in the Office Record can be done with prior permission of Provost or any officer appointed by Provost for this purpose.

### **5. Debarring Candidate and Quashing Results:**

If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for appearing the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

### **6. Result Status**

The result of a candidate shall fall into one of the following status categories. The status categories are applicable as per teaching and examination scheme for a particular course/ programme.

- a. Pass: Candidates passing in all Course work, heads will be declared pass.



- b. Fail: Candidates failing to secure minimum passing marks or minimum percentage of aggregate marks shall fall in this category
- c. Withheld: Candidates found copying/cheating in the examination/during assessment as per unfair means policy and still the UFM Committee hearing is pending as per UFM Policy.

#### **7. Result Review Committee:**

- a. The result review committee shall be constituted as below :
  - i. Provost to be the Chairperson of the committee.
  - ii. Nominee of Provost – In absence of Provost, will be the chairperson of the committee.
  - iii. Registrar
  - iv. Dean/Head of Institute (preferably from the faculty/institute of the programme whose result is being reviewed)
  - v. Controller of examination or Officer from Examination Department to act as Member secretary in absence of CoE
- b. All results to be placed before result review committee for proper review before its declaration or Provost can take decision regarding publication of result without putting it before Result Review Committee.
- c. Until and unless formed, the Examination Core Committee (core team) shall perform the task of Result Review committee
- d. Review of Adversely Affected Result before its Declaration
  - i. When the result of an examination is found to have been adversely affected before its declaration, either on account of unexpectedly large number of failures in a Courses due to the question paper/s being set beyond the scope of the Curriculum or on account of error, malpractice, fraud, improper conduct of examination or any other matter, such matter shall be placed before the result review Committee for its consideration and recommendations on further course of action in this behalf.

#### **8. Amendment in Declared Results**

- a. In case, the declared result of an examination is later found affected by an error which cannot be categorised as malpractice, fraud or improper conduct then the matter shall be placed before the Result Review Committee for scrutiny. The Provost of University shall have the power to amend such results according to the recommendations of the Result Review Committee. No result shall, however, be amended after six months from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier.
- b. If the result of a candidate has been declared and later it is found that such result had been affected through malpractice, fraud or other misconduct, irrespective of whether the candidate has benefited by it or not, and that such candidate, in the opinion of the COE, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the UFM Committee for scrutiny. The provost of the University shall have power to advise the result review committee and hence CoE to amend the result of such a candidate at any

time, as per the recommendations of the result review Committee and declare the result.

## 9. Grade Card

- a. Grade Card: A grade sheet will be issued to each student indicating his performance in all courses taken in that semester in terms of the Letter Grades.
- b. Grade Card shall have mentioned all necessary information like current/total backlogs, credits, grades awarded, cumulative records etc.
- c. Necessary information shall be provided to the students on the back side of the grade sheets.
- d. Duplicate Grade Card - A candidate shall apply in the prescribed form along with requisite fees for Duplicate Grade Card. The copy shall be marked as "DUPLICATE". Further copies to Duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRUPPLICATE' & likewise, as the case may be.

## 10. Process and Extent of Verification (Rechecking i.e. Re-totalling)

- a. Rechecking: A candidate who has appeared at the examination conducted by the University may apply, after declaration of result, for rechecking of marks obtained by him/her, in theory papers (other than those conducted in online mode). The candidate may apply (in his/her own interest) for rechecking as per schedule of application if he/she desires to do so.
- b. Application for rechecking: Application for rechecking shall be made by the candidate as per the procedures laid down in the schedule declared by the University along with prescribed Fees. A candidate has to apply for rechecking within 3 days of the result declaration through prescribed mode for application i.e. through student portal.
- c. The verification shall be;
  - i. Restricted to verifying that all answers attempted by the candidate have been assessed.
  - ii. There has been no mistake in totalling of marks allotted to each answer in the answer book of that course.
  - iii. All such allotted marks to each answer are transferred correctly on the cover page of the main answer book and the whole answer book, i.e. main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact.
  - iv. If, as a result of verification, a candidate becomes eligible for modification of his/her result, the same shall be done by the University.

## 11. Re-evaluation of Answer Books (Reassessment and double evaluation)

- a. A candidate who has appeared for the recent end semester theory examination shall be entitled for a reassessment of any number of Courses per semester/year of his/her assessed answer book on submission of application as per the procedures laid down in the schedule declared by the University.

- b. A candidate needs to opt for reassessment of the same on submission of application as per the procedures laid down in the schedule declared by the University along with prescribed Fees. A candidate has to apply for reassessment within 3 days of the result declaration through prescribed mode for application i.e. through student portal.
- c. After reassessment as per university policy, if the marks awarded by subsequent examiner vary/ deviate by equal to or more than 15% marks of the Course on either side determined on the basis of marks awarded by the original examiner, then the marks shall be awarded as mentioned below;
  - i. First Evaluation: The marks after reassessment shall be awarded if the difference between the marks allotted by the original examiner and the marks allotted by the subsequent examiner (i.e. second assessor other than main examiner) is less than 15% marks on either side.
  - ii. Double evaluation: If the difference is equal to or more than 15% marks, the answer book shall be assessed by the THIRD assessor (i.e. other than faculty members who have done main and second assessment). Then the marks are compared with the marks allotted by second and third assessors and the closest marks to the marks awarded by main examiner shall be allotted.

**Note:** In case of change in the grade, student can claim for refund of application fees by submitting a written application to examination cell after result declaration. If grade is not changed, then student will have no right to claim for refund. (Ref. 2<sup>nd</sup> Amendment)

## **12. Access to answer book (Access to Photocopy).**

- a. A student can apply for access to his/her assessed answer book and can obtain photocopy by an application along with required fees to Controller of Examination within 3 working days of result declaration.
- b. If a candidate fails to apply in the prescribed form and within time, then he/she shall lose the right to get photocopy of his/her assessed answer book.
- c. In case of any objection, student will have to raise concern against the evaluation through written application to CoE. Such applications will be entertained only after the result declaration of re-evaluation. Such grievance will be address only if it is based on the photocopy of answer book.

## **R11 Penalty for Acts of Misconduct of Candidates (Unfair Means Norms)**

### **1. Misconduct Before, During or After the Examination**

- a. If at any point of time, before, during or after the examination, it is found/reported that a candidate has indulged in any act of misbehaviour or misconduct, thereby committing breach of any of the rules laid down by the University in this behalf, and the CoE, after due enquiry of the incident, is convinced of such possible misconduct/misbehaviour on the part of the candidate, he/she shall place all such cases before the UFM Committee for its

final decision on penalties to be imposed or action to be taken in this regard. For list of penalties, refer Annexure I.

## **2. Candidate Found Copying or Misbehaving During the Examination**

- a. If during an examination a candidate has been found copying or using or attempting to use unfair means and unless he/she has been ousted for gross misbehaviour, he/she would not be expelled from examination. The Senior Supervisor shall provisionally permit such candidates to appear for the remaining /full examination at the centre. The candidate's answer book and copying material, if any, shall be seized and his/her written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Senior Supervisor then shall report the event to the University Exam Cell as per the prescribed procedure. The university exam cell shall cause an enquiry into the matter and place all such cases along with enquiry report/s along with evidences before the UFM Committee for its final decision on penalties to be imposed or action to be taken in this regard. For list of penalties, refer Annexure I.

## **3. Copying Cases Detected in Assessment Centre**

- a. When a case of copying or misconduct is detected by an examiner at the assessment centre or at the place of assessment while assessing the answer-books, the examiner shall report it to the Officer-in-Charge of the assessment centre or the University Exam Cell, as the case may be, along with his/her observations. The Officer-in-charge of the centre shall report such cases along with the report of the Examiner/s to the University Exam Cell. The University Exam Cell shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the UFM Committee for its final decision in this regard.
- a. The UFM committee shall impose the penalties/punishments in all above cases as per norms. For list of penalties, refer Annexure I.

## **4. Eligibility to appear as a repeater in Examination after the expiry of Penalty Period**

- a. A candidate will be eligible to appear for any remedial examination once the imposed penalty period is over.

## **5. Penalty/Punishment for Malpractice and Negligence by Institute/Staff**

- a. The Institute is liable for punishment as decided by the University for any act towards disturbance of functioning of the University such as,
- b. Delay in submission of the necessary documents required for declaration of result, issue of certificates, preparation of pre- examination documents, etc.
- c. Submission of documents with incorrect or false information,
- d. Submission of forged and fabricated documents,

- e. Breach of Rules or Instructions, Malpractices/Negligence observed in the Question Paper Distribution centres, Examination centres and assessment centres.
- f. Delay in submission of documents like examination forms, Enrollment forms, mark sheets and such other relevant documents.
- g. The Institute here means the Institute as a whole, the Head of the Institute or the staff of the Institute as the case may be.
- h. The nature and quantum of the penalty / punishment shall be as decided by the University. For details of penalties, refer Annexure II.

## **R12 Discrepancies in Question Paper/s**

1. If any discrepancies or queries related to Question papers arise during the examination, then exam team will have to resolve it on immediate basis and sufficient extra time shall be given to students which can compensate the loss of time due to such discrepancies.
2. In case some discrepancies are found to have occurred in Question Paper/s or such complaints are received from the candidates, as well as staff or teaching faculty members after the completion of examination and when there is substance in the complaint, such matters shall be placed before Provost for appropriate decision in the said matter. If required, Provost can form a Special Committee to investigate and study the matter in detail and submit its recommendations to the Provost for appropriate decision.

## **R13 Grading Policy for Result Declaration**

### **1. Grading of Evaluation**

- a. The letter grades, grade points and corresponding scores are as follows:

| Letter Grades     | Grade Points | Score Range Out of 100 % |
|-------------------|--------------|--------------------------|
| O (Outstanding)   | 10           | $\geq 80$ %              |
| A+ (Excellent)    | 9            | 70 – 79.99               |
| A (Very Good)     | 8            | 60 – 69.99               |
| B+ (Good)         | 7            | 55 – 59.99               |
| B (Above Average) | 6            | 50 – 54.99               |
| C (Average)       | 5            | 45 – 49.99               |
| P (Pass)          | 4            | 40 – 44.99               |
| F (Fail)          | 0            | $< 40$                   |
| AB (Absent)       | 0            | Not Applicable           |

- b. Grade point Zero (F Grade) for a Course if the student marks are less than passing criteria. i.e. 40% for UG/Diploma and 50% for PG
- c. In such cases, students will have to improve the performance of respective Course components by appearing in the Remedial Examination.

## **R14 Calculation of Grade Point Average & Class conversion**

### **1. Grade Point Average (GPA)**

GPA is ratio of Total credit points and Total credits

$$(Grade Point Average) GPA = \frac{\sum(Credits \times Grade Points)}{\sum Credits}$$

Here, credits of degree awarding semesters shall be taken for calculation.

## 2. CGPA: Cumulative Grade Point Average:

CGPA will be Cumulative Grade Point Average and it will be calculated considering semesters mentioned as under and formula as mentioned above. CGPA will be calculated as per explain in below mentioned table to All Programmes affiliated to Silver Oak University.

| Programme Duration     | CPI Semesters | CGPA Semesters |
|------------------------|---------------|----------------|
| 1 Year / 2 Semester    | All Semesters | All Semesters  |
| 2 Years / 4 Semesters  | All Semesters | All Semesters  |
| 3 Years / 6 Semesters  | All Semesters | All Semesters  |
| 4 Years / 8 Semesters  | All Semesters | All Semesters  |
| 5 Years / 10 Semesters | All Semesters | All Semesters  |

## 3. SPI: Semester Performance Index:

SPI stands as a Semester Grade Point Average and It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places

$$(Semester Performance Index) SPI = \frac{\sum(Credits \times Grade Points)}{\sum Credits}$$

Here, credits of respective semester shall be taken for calculation.

## 4. CPI: Cumulative Performance Index:

CPI will be the Cumulative Grade Point Average and it is a measure of overall cumulative performance of a student over all semesters. The CPI is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places. It will be an aggregate of all the semesters completed by the student.

$$(Cumulative Performance Index) CPI = \frac{\sum(Credits \times Grade Points)}{\sum Credits}$$

Here, credits of all appeared semesters shall be taken for calculation.

## 5. Class conversion table based on CGPA

| Class conversion Table       | For UG Programmes | For PG Programmes | Integrated Programmes |
|------------------------------|-------------------|-------------------|-----------------------|
| First Class With Distinction | CPI ≥ 7.50        | CPI ≥ 7.50        | CPI ≥ 7.50            |
| First Class                  | 6.50 ≤ CPI ≤ 7.49 | 6.50 ≤ CPI ≤ 7.49 | 6.50 ≤ CPI ≤ 7.49     |
| Second Class                 | 5.50 ≤ CPI ≤ 6.49 | 5.50 ≤ CPI ≤ 6.49 | 5.50 ≤ CPI ≤ 6.49     |
| Pass Class                   | CPI ≤ 5.49        | --                | CPI ≤ 5.49            |

Note: In case of integrated programme, if student is given exit after competing of UG level part, then class according to UG programmes as specified above will be applicable.

#### **6. Conversion of cumulative performance to Percentage:**

The values of cumulative performance of grade point average like CPI, CGPA can be converted to equivalent percentage based on below formula:

- Conversion from CPI/CGPA to Percentage =

$$[(\text{Obtained CPI or CGPA}) - 0.5] * 10]$$

Above formula can also be used for conversion of semester performance to percentage.

### **R15 Degree Conferring Norms**

#### **1. Eligibility for Award of Degree**

- a. A candidate to be eligible for award of Degree shall be required to earn all minimum required credits of the programme by passing all examinations of all courses prescribed under the respective Teaching and Evaluation Scheme for that programme.
- b. To pass all audit/non-credit mandatory courses of the programme
- c. All dues to the Institute and University are cleared.
- d. No disciplinary action shall be pending against him/her.

#### **2. Issuance of the Certificates (Provisional & Final Degree Certificates)**

- a. For final degree/diploma, The Provost/Vice President/President all or some or anyone of them can sign and issue the certificates of Degree/diploma to the successful candidates after the declaration of result.
- b. A candidate, who has passed the final semester/year examination, shall be issued a provisional Degree Certificate on demand of the students. The University shall issue the provisional certificates of Degree/Diploma and which shall be valid till the candidate has been conferred his/her final degree/diploma at the convocation.

#### **3. Certificate of Merit and Medals**

- a. University may give Certificate of Merit and Medals to the meritorious graduation students. University may define criteria/norms and may make necessary changes as and when required in it. Norms are attached as Annexure V.

#### **4. Issuance of Duplicate Degree Certificates**

- a. A duplicate copy of the relevant Degree Certificate shall be issued to a candidate on receipt of an application. The application should be submitted in prescribed format along with requisite fees. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRUPPLICATE' & likewise, as the case may be.

#### **R16 Name Corrections on Documents**

1. Documents shall normally have the name of a candidate as mentioned in the documents of preceding educational qualification like UG/Diploma/SSC/HSC etc.
2. In case of any discrepancy appearing in the name of a candidate in a document issued by University, the candidate shall duly apply for correction immediately as soon as he identifies such discrepancy.
3. The candidate shall apply as per the procedure laid down by the University.
4. The change in the name on the request of a candidate after marriage of a lady candidate or legal adoption of a candidate or legal change in the name of a candidate happening during the course of candidate's study, shall be carried out before completion of the Programme/Course.

#### **R17 Issuance of Transcript**

1. The Silver Oak University will issue, on request, along with prescribed fees, the transcript for Semester/Year examination passed by a candidate. The transcript issued to the student will contain a consolidated record of all the Courses taken, credits earned, grades obtained, SPI, CPI, CGPA, trials to clear the Course etc.

#### **R18 Retention Period of Documents**

1. Documents which get generated due to routine examination process and in significant quantity can be discard from time to time to free up the space.
2. The examination documents like Question Papers, Student's Written Answer Sheets, Examiner's Mark Sheets, Timetable and all other Exam Related documents shall be preserved for the period of six months from the date of result declaration.
3. Documents related to Unfair mean hearing or resolution of any disciplinary actions shall be mentioned at least for three years from the date of its origin.
4. If required, University may change or decide time span for the preservation of any record considering nature and importance of the documents/records.

#### **R19 Cessation of Printing of Question Paper due to Curriculum Revision**

1. Attempt shall be made to allow a student to appear in the Course in which he/she has failed with old syllabus and pattern.
2. In case if it is not possible to provide question paper with old syllabus, then an equivalent Course of the new curriculum can be offered to the old students for appearing in the Repeater Exam after approval of the Academic Council.

#### **R20 Norms, Procedures & Instructions for smooth Conduct of Examination & Assessment**

##### **1. Appointment of Examiners/Paper setter**

- a. On the recommendation of Board of Examinations, the Provost will approve and appoint examiners in different Courses at various undergraduate and post-graduate examinations as well as certificate and diploma examinations to be conducted by the University.

- b. Head of Institutes have to send/ suggest / recommend the names of the teachers to the controller of Examination, considering their course expertise and total teaching experience which should be at least seven years.
- c. Out of available pool of faculty members, COE will prepare the list of teachers and will put it before the Board of Examination for approval.
- d. Board of Examination will finalise the list of faculty members out of pool of faculties or can modify the list by consulting Dean/Head of Institute/or any senior faculty for this purpose. In case of emerging areas or unavailability of course expert as per norms, any faculty can be appointed as paper setter by Board of Examination.
- e. The Provost shall then appoint the examiners/paper setters. If it is required and necessary, The Provost is empowered to add or modify list of examiners.
- f. Any faculty either Regular/Ad Hoc/visiting or working at another institute/University can be appointed as examiner/paper setter.
- g. No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
- h. No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
- i. The appointment letters/email in the prescribed format should reach the paper setter /examiners at in time least twenty days before the commencement of the examination. Paper setter may be given maximum time of around 10 days for submission of the question papers.
- j. In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent well in advance before the commencement of the respective examination.
- k. The University may develop alternatively a portal for online submission of the question paper, online evaluation and submission of marks for the examiners as and when required.
- l. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.
- m. The college Head of Institute shall ensure that the teachers are available as paper setter and examiner.
- n. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- o. The paper setter shall submit the copy of paper set by him / her in ready to print format as per instruction of CoE and submit the same to CoE in sealed envelope along-with the solution for the same.

- p. In case of emergency or on the cancellation of issued order, CoE can send order to another faculty from available pool of names or can take names from Chairperson of BoS/Dean/Head of Institute for this purpose.

## **2. Instructions to The Paper Setters:**

Examination of students, after a stipulated portion of the syllabus is taught, is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of students and undermines the prestige and integrity of the examination system.

The following rules are set on this background.

1. Paper setters shall be bound by these instructions or any other instructions issued to them from time to time with utmost sincerity and confidentiality.
2. While framing a question paper, the following points should be considered:
  - (a) The questions set should be from the prescribed syllabus only.
  - (b) The paper should cover the whole of the prescribed syllabus and it should be as per defined COs/POs.
  - (c) The question should be worded with no ambiguity.
  - (d) There should be a reasonably wide choice of questions to be answered.
  - (e) The question paper should be such that a well-prepared student should be in a position to answer all the questions.
  - (f) Main questions and sub-questions will be marked separately.
3. The paper setters should not repeat any question(s). Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.
4. The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
5. When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
6. The question numbers and sub-question numbers should be suitably written on the left-hand side, while the marks assigned to them should be written on the right-hand side in round brackets.
7. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word “OR” should be written between them.

8. Uniform paper style, as decided by the University, shall be strictly followed by faculty members for drawing papers of various course.
9. The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in Standard-units only and only the standard abbreviations shall be used.
10. Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy for reproduction. Rough pencil sketches shall be avoided.
11. The paper setter should inform to the CoE, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
12. The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable scientific calculators.
13. Each question paper shall be submitted to the CoE in a separate sealed envelope, specially provided for the same as per the instructions specified in appointment order A receipt of the question paper shall be issued immediately on receiving the same, if submitted personally.
14. The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
15. If the question paper is submitted through digital mode or uploaded on the portal, the original copy of the file must be permanently deleted from his/her computer and no copy in whatsoever form can be maintained by him/her.
16. The paper setter shall also submit - solution for the question paper prepared by him/her.
17. The Provost reserves the right to withhold or reduce the remuneration payable to paper setters and the Provost has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
18. The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty.

### **3. Printing of Question Papers**

1. The question papers shall be kept in confidential area (strong room) of the examination department under CCTV surveillance in a locked facility of storage.
2. The question paper shall not be taken out of strong room.
3. The envelope submitted by paper setter of question paper must be open at the time of printing. The paper shall not be printed before the 24 hrs. of the examination.
4. The printing work must be done in confidential area under CCTV and immediately printed papers must be packed in sealed envelope/or kept in lock & key facility.

5. The block wise sealed packets shall be prepared and kept in Strong Room and must be handed over to conduction team on the day of exam not earlier than 75 minutes prior to the start of exam.

#### **4. Answer book Assessment**

1. The Controller of examination shall issue orders to such faculty members whose names are approved by Board of Examination as specified earlier.
2. In case of cancellation of order due to any circumstance, Controller of Examination can issue assessment order to another faculty from the available list of faculties. If such names are not there in the list, then CoE can take names from Dean/Head of Institute/ Head of Department.
3. Assessment work can be also given to any faculty having teaching experience in the relevant Course even if he/she does not belong to Silver Oak University.
4. Any faculty either Regular/Ad Hoc/visiting or working at another institute/University can be given task of assessment.
5. For speedy assessment, Controller can re-allocate/transfer assessment order to any faculty by taking into account teaching experience of the Course or area of expertise.
6. The assessment shall be done at central assessment area identified by University.
7. The assessment is shall be restricted for entry except faculty members and administrative staff involved in assessment work.
8. The bundle of answer book shall not be taken out of assessment area until and unless required and permitted by controller of examination.
9. Allocation of marks / Marks entry to be done by examiner in the mark's entry portal of the University.
10. No information shall be passed on by the examiner regarding the assessment and marks awarded by him to anyone.
11. The assessment must be completed within specified duration according to the assessment order.

#### **R21 Gracing**

1. **Moderation and Gracing of Marks:**
  - a. Benefit of grace marks shall not be a right of the students.
  - b. The benefit of grace marks shall be given to a student to pass the examination.
  - c. The benefit of grace marks may be given in those head of passing for which University is conducting examination i.e. External Theory component. In case of unusual circumstances, Provost may decide to give grace marks in any component of the Course.
  - d. The benefit of gracing shall be granted to student as notified by the University from time to time. For the purpose of granting any grace marks, a fraction of half or more than half shall be considered as full mark. University can modify criteria related to gracing at any time.

- e. Academic council may modify/update/revise gracing policy as and when required. Considering the variety of scenarios/circumstance, University can give gracing under any theory head of any course. Such gracing norms must be appropriate to justify the ground on which gracing is given.
  - f. University can define any number of criteria to decide the beneficiary under gracing rule in such a way that it do not causes injustice to any student and such criteria must be free from any bias or malafide intention.
2. **Grace Marks for Course Passing:**

A candidate shall be given maximum 1, 2 or 3 as grace marks as the case may be to remove the deficiency in securing minimum passing marks in case of Theory Course in university Examination (End Semester). This rule can be called as R1 for the purpose of Gracing.

### **R22 Remuneration & certificate of attendance**

1. University shall pay remuneration to faculties/administrative staff as per decided rates for various services like assessment, paper setting, supervision etc.
2. University can decide/modify rates for various duties performed by faculties/administrative staff.
3. Any duty performed by external faculty/officer shall be provided certificate of attendance on completion of duty as and when demanded by such faculty/officer as mentioned in Annexure VI

### **R23 Amendments to Regulations**

1. The Academic Council reserves the right to revise, amend or change the Regulations, Schemes of Examinations, and/or Syllabi or any other matter pertaining to the course as deemed fit from time to time.
2. Due to unforeseen circumstances / situations for changing or modifying the above policy or taking immediate action, due approval shall be taken from the President /Vice President/Provost on the basis of recommendation from University Examination Cell and subject to approval of Academic Council.



## **2. REGULATIONS PART – II: RULES & REGULATIONS FOR EXAMINATIONS AND RESULTS OF COUNCIL BASED PROGRAMMES**

The programmes which are regulated by Council or Regulatory body are mention in this part along with regulations for examination.

**This part includes regulations for below mentioned programmes as listed below:**

1. BACHELOR OF SCIENCE (NURSING)
2. BACHELOR OF PHYSIOTHERAPY
3. BACHELOR OF PHARMACY
4. DIPLOMA PHARMACY



**SILVER OAK  
UNIVERSITY**  
EDUCATION TO INNOVATION

# Bachelor of Science (Nursing)

## Regulations

## **B.Sc. (Nursing)**

### **Regulations in line with the Rules/regulations/norms specified by Nursing Council of India for Bachelor of Science (Nursing) Programme**

These regulations shall be called as Silver Oak University Regulation for Bachelor of Science (Nursing) Programme. It will be applicable to **Bachelor of Science (Nursing) Programme** from academic year 2021-2022

These regulations have been framed in line with the rules defined by the Nursing Council of India for B.Sc.(Nursing) Programme. It will have applicability within the framework of Nursing Council's guidelines and can be revised as and when updated by Nursing Council. In case of any ambiguity in below regulations, the Gazette of Nursing Council of India shall be referred.

#### **1. Examination Regulations**

1. Applied Anatomy and Applied Physiology: The Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
2. Applied Sociology and Applied Psychology: The question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
3. Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.
4. Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Biochemistry of 25 marks.
5. Pharmacology, Genetics and Pathology: The question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
6. Nursing Research and Statistics: Nursing Research should be of 55marks and Statistics of 20 marks.
7. A candidate must have a minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appear for examination.
8. Following exams shall be conducted as College exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculating aggregate.
  - Communicative English
  - Health/Nursing Informatics and Technology
  - Professionalism, Professional Values and Ethics including Bioethics
  - Introduction to Forensic Nursing & Indian Laws



9. Minimum pass marks shall be 40% (P grade/4 point) for English only and elective modules.
10. Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
11. The student has to pass in all mandatory modules placed within courses and the pass mark for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.
12. A candidate has to pass in theory and practical exam separately in each of the paper.
13. If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).
14. If the student has failed in only one course 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.
15. 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 shall have cleared all the previous examinations before appearing for final year examination.
  - The maximum period to complete the course successfully should not exceed 8 years.
16. The candidate has to pass separately in internal and external examination (shall be reflected in the marks sheet).
17. No institution shall submit average internal marks of the students not more than 75% (i.e. if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks).
18. At least 50% of the Non-nursing subjects like Applied Anatomy & Physiology, Applied Biochemistry, Applied Psychology & Sociology, Applied Microbiology, Pharmacology, Genetics, Nutrition & Dietetics, Communicative English and Health/Nursing Informatics & Technology should be taught by the Nursing teachers. Teachers who are involved in teaching non-nursing subjects can be the examiners for the program.
19. Maximum number of candidates for practical examination should not exceed 20 per day. Particular year and of same institution batch shall be examined by the same set of examiners.
20. All practical examinations must be held in the respective clinical areas.
21. One internal and one external examiner should jointly conduct practical examination for each student.
22. An examiner for theory and practical/OSCE examination should be an Assistant Professor

or above in a College of Nursing with M.Sc. (Nursing) in concerned course and minimum 3 years of teaching experience. To be an examiner for Nursing Foundations course, the faculty having M.Sc. (Nursing) with any specialty shall be considered.

## 2. Assessment Guidelines

**Grading of Performance:** Based on the performance, each student shall be awarded a final grade at the end of the semester for each course.

Absolute grading is used by converting the marks to grade, based on predetermined class intervals. UGC 10-point grading system is used as shown below:

### UGC 10-point grading system`

| Letter grade      | Grade point | Percentage of marks |
|-------------------|-------------|---------------------|
| O (Outstanding)   | 10          | 85% and 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)          | 4           | 40-49.99%           |
| F (Fail)          | 0           | <50%                |
| 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.
- **Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**
- **SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)**
- **Ex. SGPA Computation**

| Course Number | Credit/s | Letter grade | Grade point | Credit point (Credit × grade) |
|---------------|----------|--------------|-------------|-------------------------------|
| 1             | 3 (C1)   | A            | 8 (G1)      | 3 × 8 = 24                    |
| 2             | 4 (C2)   | B+           | 7 (G2)      | 4 × 7 = 28                    |
| 3             | 3 (C3)   | B            | 6 (G3)      | 3 × 6 = 18                    |

$$SGPA = \frac{C1G1 + C2G2 + C3G3}{C1 + C2 + C3}$$

$$= \frac{70}{10} = 7 \text{ (rounded off to two decimal points)}$$

- **Computation of CGPA**

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/transcript showing grades of all 8 semesters and their courses/subjects.

CGPA reflects the failed status in case of fail till the course/s is passed.

| Semester I | Semester 2 | Semester 3 | Semester 4 |
|------------|------------|------------|------------|
| Cr: 20     | Cr: 22     | Cr: 25     | Cr: 26     |
| SGPA: 6.5  | SGPA: 7.0  | SGPA: 5.5  | SGPA: 6.0  |

$$\text{CGPA} = \frac{20 \times 6.5 + 22 \times 7 + 25 \times 5.5 + 26 \times 6}{93}$$

$$= \frac{577.5}{93} = 6.2$$

### 3. Declaration of Pass

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

### 4. Internal Assessment and Guidelines

#### I. Internal Assessment (Theory)

##### a) Continuous Assessment: 10 marks

1. Attendance – **2 marks**  
(95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
  2. Written assignments (Two) – **10 marks**
  3. Seminar/micro teaching/individual presentation (Two) – **12 marks**
  4. Group project/work/report – **6 marks**
- Total = 30/3 = 10**

**If there is a mandatory module in that semester, marks obtained by student out of 10 can be added to 30 totalling 40 Marks**

**Total = 40/4 = 10 marks**

##### b) Sessional Examinations: 15 marks

Two Sessional exams per course to be conducted.

##### Exam pattern:

- MCQ – 4×1 = **4 marks**
- Essay – 1×10 = **10 marks**
- Short – 2×5 = **10 marks**
- Very Short – 3×2 = **6 marks**
- 30 marks × 2 = 60/4 = **15 marks**

## II. Internal Assessment (Practical)

### a) Continuous Assessment: 10 marks

1. Attendance – **2 marks**  
(95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
2. Clinical assignments – 10 marks (Clinical presentation – 3, drug presentation & report – 2, case study report – 5)
3. Continuous evaluation of clinical performance – **10 marks**
4. End of posting OSCE – **5 marks**
5. Completion of procedures and clinical requirements – **3 marks**  
Total = 30/3 = 10

### b) Sessional Examinations: 15 marks

#### Exam pattern:

- OSCE – 10 marks (2-3 hours)
- DOP – 20 marks (4-5 hours)
- {DOP – Directly observed practical in the clinical setting}
- Total = 30/2 = 15

*Note: For Adult Health Nursing I, Adult Health Nursing II, Community Health Nursing I & Community Health Nursing II, the marks can be calculated as per weightage. Double the weightage as 20 marks for continuous assessment and 30 for session exams.*

## III. COMPETENCY ASSESSMENT: (VIII SEMESTER)

### Internal assessment

Clinical performance evaluation  $10 \times 5$  specialty = 50 marks

OSCE =  $10 \times 5$  specialty = 50 marks

Total = 5 specialty  $\times$  20 marks = 100

## 5. External Assessment and Guidelines

### I. University Theory Question Paper Pattern (For 75 marks)

#### 1. Section A - 37 marks and Section B-38 marks

- Applied Anatomy & Applied Physiology: Applied Anatomy Section A and Applied Physiology Section B
- Applied Sociology & Applied Psychology: Applied Sociology Section A and Applied Psychology Section B
- Applied Microbiology & Infection Control including Safety: Applied Microbiology Section A and Infection Control including Safety Section B

#### Section A (37 marks)

MCQ  $6 \times 1 = 6$

Essay  $1 \times 10 = 10$

Short  $3 \times 5 = 15$

Very Short  $3 \times 2 = 6$

**Section B (38 marks)**

MCQ  $7 \times 1 = 7$

Essay  $1 \times 10 = 10$

Short  $3 \times 5 = 15$

Very Short  $3 \times 2 = 6$

**2. Section A-25 marks and Section B-50 marks**

Applied Biochemistry & Nutrition & Dietetics: Applied Biochemistry Section- A and Applied Nutrition & Dietetics Section - B

**Section A (25 marks)**

MCQ  $4 \times 1 = 4$

Short  $3 \times 5 = 15$

Very Short  $3 \times 2 = 6$

**Section B (50 marks)**

MCQ  $8 \times 1 = 8$

Essay/situation type  $1 \times 10 = 10$

Short  $4 \times 5 = 20$

Very Short  $6 \times 2 = 12$

**3. Section A-38 marks, Section B-25 marks and Section-C-12 marks**

**Pharmacology, Pathology and Genetics:** Pharmacology Section-A, Pathology Section- B and Genetics Section-C

**Section A (38 marks)**

MCQ  $7 \times 1 = 7$

Essay  $1 \times 10 = 10$

Short  $3 \times 5 = 15$

Very Short  $3 \times 2 = 6$

**Section B (25 marks)**

MCQ  $4 \times 1 = 4$

Short  $3 \times 5 = 15$

Very Short  $3 \times 2 = 6$

**Section C (12 marks)**

MCQ  $3 \times 1 = 3$

Short  $1 \times 5 = 5$

Very Short  $2 \times 2 = 4$

**4. Section A 55 marks and Section B 20 marks**

**Research and Statistics:** Research Section-A and Statistics Section-B

**Section A (55 marks)**

MCQ  $9 \times 1 = 9$

Essay/situation type  $2 \times 15 = 30$

Short  $2 \times 5 = 10$

Very Short  $3 \times 2 = 6$

**Section B (20 marks)**

MCQ  $4 \times 1 = 4$

Short  $2 \times 5 = 10$

Very Short  $3 \times 2 = 6$

**5. Marks 75 (For all other university exams with 75 marks)**

MCQ  $12 \times 1 = 12$

Essay/situation type  $2 \times 15 = 30$

Short  $5 \times 5 = 25$

Very Short  $4 \times 2 = 8$

**6. College Exam (End of Semester) 50 marks (50/2 = 25 marks)**

MCQ  $8 \times 1 = 8$

Essay/situation type  $1 \times 10 = 10$

Short  $4 \times 5 = 20$

Very Short  $6 \times 2 = 12$

**II. University Practical Examination**

- Exam will be of 50 marks
- **Competency Assessment**
  - Integrated OSCE including all 5 specialties (Stations based on every specialty) = 5 specialty  $5 \times 20 = 100$  marks
  - Total of 5 Examiners: external – 2 and internal – 3 (One from each specialty)
  - Internal examiners may be chosen from college faculty with required qualification or from hospital with required qualification.

**III. COMPETENCY ASSESSMENT - University Exam (VIII SEMESTER)**

Integrated OSCE including all 5 specialties (Stations based on every specialty) = 5 specialty  $5 \times 20 = 100$  marks

Total of 5 Examiners: external 2 and internal 3 (One from each specialty)

Internal examiners may be chosen from college faculty with required qualification or from hospital with required qualification.

**IV. Summary of Year Wise OSCE examination.**

| YEAR         | SUBJECT  | CONTINUOUS ASSESSMENT (End of posting OSCE )   | SESSIONAL EXAMINATIONS (OSCE+ DOP) (10+20=30/2= 15) | UNIVERISTY EXAM (50)   |
|--------------|--|--|---|--|
| <b>1 SEM</b> | Nursing Foundations I  | 5 marks  | 15  |  |
| <b>2 SEM</b> | Nursing Foundations II (I&II)  | 5 marks  | 15  | OSCE – 15 marks<br>DOP – 35 marks                                    |
| <b>3 SEM</b> | Adult Health Nursing I *   | 10 marks   | 30  | OSCE – 15 marks<br>DOP – 35 marks                                    |
| <b>4 SEM</b> | Adult Health Nursing II *  | 10 marks   | 30  | OSCE – 15 marks<br>DOP – 35 marks                                    |
| <b>5 SEM</b> | Child Health Nursing I   | <b>5 marks</b>   | 15  |  |
|              | Mental Health Nursing I  | <b>5 marks</b>   | 15  |  |
|              | Community Health Nursing I *   | <b>10 marks</b>  | 30  | OSCE – 15 marks<br>DOP – 35 marks                                    |
| <b>6 SEM</b> | Child Health Nursing II (I & II)   | <b>5 marks</b>   | 15  | OSCE – 15 marks<br>DOP – 35 marks                                    |
|              | Mental Health Nursing II (I & II)  | <b>5 marks</b>   | 15  | OSCE – 15 marks<br>DOP – 35 marks                                    |
|              | Midwifery/ Obstetrics and Gynecology (OBG) Nursing I   | <b>5 marks</b>   | 15  |  |
| <b>7 SEM</b> | Community Health Nursing II *  | <b>10 marks</b>  | 30  | OSCE – 15 marks<br>DOP – 35 marks                                    |
|              | Midwifery/ Obstetrics and Gynecology (OBG) Nursing II (I & II)   | <b>5 marks</b>   | 15  | OSCE – 15 marks<br>DOP – 35 marks                                    |
| <b>8 SEM</b> | <b>COMPETENCY ASSESSMENT (All 5 Specialties)</b><br>Community health nursing, Adult health nursing, Child health nursing, Mental Health nursing, Midwifery Nursing | <b>INTERNAL ASSESSMENT</b><br>Clinical performance evaluation – 10 × 5 specialty = 50 marks<br>OSCE = 10 × 5 specialty = 50 marks<br><b>Total- 100 Marks</b> |   | Integrated OSCE including all 5 Specialties<br><b>5×20=100 Marks</b> |



**SILVER OAK  
UNIVERSITY**  
EDUCATION TO INNOVATION

# **Bachelor of Physiotherapy – B.P.T**

## **Regulations**

## **Bachelor of Physiotherapy**

### **Regulations in line with the Rules/regulations/norms specified by Gujarat State Council for Physiotherapy for the programme of Bachelor of Physiotherapy**

These regulations shall be called as Silver Oak University regulations for Bachelor of Physiotherapy programme. It will be applicable to Bachelor of Physiotherapy programme from academic year 2021-2022

#### **1. Essential Criteria**

##### **• Criteria of eligibility for admission**

a) A candidate applying for the degree of BACHELOR OF PHYSIOTHERAPY being eligible for admission must have passed the Higher Secondary (10+2) or equivalent examination recognized by any Indian University or a duly constituted Board and passed in Physics, Chemistry, Biology and English.

or

a) Candidates who have studied abroad and have passed the equivalent examination as per the guidelines of the Association of Indian Universities to determine the eligibility and must have passed in the subjects: Physics, Chemistry, Biology and English up to 12th Standard level.

b) He /She must have attained the age of 17 years as on 31<sup>st</sup> December of the concerned year.

c) He/she must furnish at the time of submission of application form, a certificate of physical fitness from a registered medical practitioner that the candidate is physically fit to undergo Physiotherapy course.

d) For the Government Quota admissions, the candidate is admitted through "The Gujarat Professional Nursing and Allied Medical Educational Courses" on the basis of the central merit. 25% of the seats can be filled by the Management Quota provided that the candidate has been registered with the "The Gujarat Professional Nursing and Allied Medical Educational Courses"

#### **2. Duration of course:**

BACHELOR OF PHYSIOTHERAPY is 4.5 years regular & full-time degree program. The 4.5 years includes **4 academic years for study and 6 months** (minimum 1144 hours) of compulsory rotatory internship.

Candidates should complete the Bachelor of Physiotherapy degree course within a period of ten years from the date of joining the course.

**3. Medium of instruction:**

English shall be the medium of instruction for all the courses/subjects of study and for examination of the course.

**4. Schedule of examination:**

The scheme of examination for the BACHELOR OF PHYSIOTHERAPY course shall be divided into 4 professional examinations; each examination will be held at the end of each respective Academic year. There will be one internal examination after completion of 4 months of the onset of Academic year. There will be a Preliminary exam before the University exam.

Supplementary examinations for failed students may be conducted after declaration of the results of the main examination, so that the learners who pass can join the main batch for progression and the remainder would appear for the examination in the subsequent year.

An intermediate examination may be conducted after forty to forty five days of the start of the academic year to decide and check the learning ability of the students.

**5. Number of attempts and Readmission after break of study:**

A learner shall not be entitled to graduate later than ten (10) years of her/his joining the first BACHELOR OF PHYSIOTHERAPY Program.

All readmissions of candidates are course/subject to the approval of the Vice Chancellor/Provost of the concerned University.

**6. Eligibility criteria to appear in university examination:**

**Attendance:** A candidate must secure a minimum 75% of attendance.

A candidate is required to attend at least 75% of the total classes conducted in a year in all course/subjects prescribed for that year (separately), in theory and practical / clinical to become eligible to appear for the University examination. **No relaxation, whatsoever, will be permissible to this rule under any ground including indisposition etc.**

**Filling of University examination form:** Candidates desirous of appearing for university examination must forward their applications in the prescribed form to the competent authority through the Principal of the Institutions on or before the date prescribed for the said purpose.

**7. Students' assessment:**

The performance of every student in each course will be evaluated as follows:

- Internal evaluation based on continuous assessment for 20% of the Total marks of the course/subject.
- University examination through written paper and/or practical examination for 80% of the Total marks of the course/subject.

#### 8. Continuous Internal Evaluation (CIE):

Internal evaluation is based on continuous assessment. This evaluation will be based on Intermediate Examination (only Theory), one Internal examination and a Preliminary examination for both the Theory and the Practical i.e. CIE-TH and CIE-PR respectively. For the award of internal marks in theory and practical, other components like Attendance, Presentations, Continuous Physiotherapy Education Programs (CPE), Seminars & Conferences attended and journal submission will also be taken into consideration.

#### 9. Internal marks calculation

It will be 20% of total Marks of a course/subject (Separately for theory and practical):

Distribution of 20% of the Total Marks is as follows:

- Intermediate, Internal and preliminary examinations (Both theory &/or Practical of course/subject whatever is applicable): 10 % of total marks
- Attendance: 5% of total marks (1 mark for >75% to 80%, 2 marks for >80% to 85%, 3 marks for >85% to 90%, 4 marks for >90% to 95%, 5 marks for >95% to 100%)
- Seminar presentations/Co-curriculum Activities/Journal submission/ Discipline: 5% of total marks.

#### 10. University (external) examination:

**Passing criteria:** Every student should have a score of minimum 50% marks in each course/subject to be declared as “Pass”.

It is mandatory to pass separately in theory and practical examination.

**Please Note:** The final university passing will have 50% of passing marks for each component of Theory and Practical Exam. For Theory Component student will have to score minimum of 50% Marks in Final University Exam (minimum 40 out of 80) and 50% of the marks from the Continuous Evaluation as discussed in **Point 8** (minimum 10 out of 20) and for Practical Component student will have to score minimum 50% of Marks in Final University Exam and 50% (minimum 40 out of 80) of the Continuous Evaluation as discussed in **Point 8** (minimum 10 out of 20).

### **University (External Practical Examination):**

1. The Examination of the University practical exam held from the first year onwards will be done by the one external and one internal examiner in each and every course/subject throughout course.
2. The Practical Exam will be taken in the relevant clinical setup for whichever course/subject applicable.

### **11. Internal evaluation for Repeaters:**

1. A candidate who has been declared fail in University examination for either of 1st, 2nd, 3rd, 4th year BACHELOR OF PHYSIOTHERAPY is a repeater for said examination/paper/course.
2. The eligibility criteria for appearing for university examination shall be applicable for the repeaters. But, the candidate may appear for the theory and practical held during that Academic year, for the improvement of internal marks for the subsequent University examination in the paper/papers he/she has failed. If a candidate does not wish to appear in a repeat internal examination, marks obtained in the previous internal examination will be counted as final marks.

### **12. Promotion criteria / Carry over system:**

1. It is not mandatory to pass in 1st year BACHELOR OF PHYSIOTHERAPY Examination to proceed to 2nd year BACHELOR OF PHYSIOTHERAPY class. Term is granted to the student and is promoted to 2<sup>nd</sup> Year. However, it is mandatory to pass in all courses/subjects of 1st year BACHELOR OF PHYSIOTHERAPY examination to be eligible to appear for 2nd year BACHELOR OF PHYSIOTHERAPY examination.
2. It is not mandatory to pass in 2<sup>nd</sup> year BACHELOR OF PHYSIOTHERAPY Examination to proceed to 3<sup>rd</sup> year BACHELOR OF PHYSIOTHERAPY class. (Students can be allowed to attend classes in 3<sup>rd</sup> BACHELOR OF PHYSIOTHERAPY only if he/she has passed the 1<sup>st</sup> BACHELOR OF PHYSIOTHERAPY University exam.). After clearing FY BPT Exam, Term is granted to the student and is promoted to 3<sup>rd</sup> Year. However, it is mandatory to pass in all courses/subjects of 2<sup>nd</sup> year BACHELOR OF PHYSIOTHERAPY examination to be eligible to appear for 3<sup>rd</sup> year BACHELOR OF PHYSIOTHERAPY examination.
3. It is not mandatory to pass in 3<sup>rd</sup> year BACHELOR OF PHYSIOTHERAPY Examination to proceed to 4<sup>th</sup> year BACHELOR OF PHYSIOTHERAPY class. (Students can be allowed to attend classes in 4<sup>th</sup> BACHELOR OF PHYSIOTHERAPY only if he/she has passed 2<sup>nd</sup> BACHELOR OF PHYSIOTHERAPY University exam.) After clearing SY BPT Exam, Term is granted to the student and is promoted to 4<sup>th</sup> Year. However, it is

mandatory to pass in all courses/subjects of 3<sup>rd</sup> year BACHELOR OF PHYSIOTHERAPY examination to be eligible to appear for 4<sup>th</sup> year BACHELOR OF PHYSIOTHERAPY examination.

4. A candidate cannot be declared to have passed the examination until he/she has passed in all the courses/subjects in that particular examination.
5. Students will not be allowed to appear in higher examinations unless he/she has passed all courses/subjects of lower examination.
6. Candidates must have 75% attendance for the whole academic year to appear for the university exam. (Candidates must have completed one academic year after lower examination to appear in higher examination.)

**13. Definition of trial/Attempt:**

First trial/attempt is deemed to take place when the candidate is due to appear as per the regulation of University for the examination. Similarly, 2nd, 3rd, etc., trials relating to subsequent examination.

**14. Exemption from re-examination:**

Candidates who have failed in the examination, but obtained pass marks in any course/subject shall be exempted from re-examination in that course/subject. Candidates who have failed in theory &/or practical in any course/subject, will have to appear in theory & practical both again for that particular subject.

**15. Grace Marks:**

**Grace Marks for Course/Subject Passing:** A candidate shall be given maximum 1, 2 or 3 as grace marks in any course/subjects at maximum only as the case may be to remove the deficiency in securing minimum passing marks in case the subject/course consists of Theory only. It can be increased for any course/subject as per the discretion of Vice Chancellor.

**16. Compulsory rotatory internship:**

All students of Bachelor of Physiotherapy must undergo a compulsory rotatory internship for a period of 6 months after passing 4<sup>th</sup> year BACHELOR OF PHYSIOTHERAPY examination in all course/subjects. It includes Minimum 1144 hours. Candidate will have to join internship within 15 days of declaration of 4<sup>th</sup> year University examination result. Internship should be done as per GSCPT rules. No candidate shall be awarded degree certificate without successfully completing six months of Internship.

The Internship should be rotatory and cover clinical branches concerned with Physiotherapy such as Orthopedics, Cardiothoracic including ICU, Neurology, Pediatrics, General Medicine, General Surgery, Obstetrics, Geriatrics, Women's health, CBR and Gynecology both in-patient and out-patient services. On completion of all postings, the duly completed logbooks will be submitted to the

Principal/Head of program to be considered as having successfully completed the internship program.

**Leave during internship**

Up to one leave per month with a total of six casual leaves during the entire internship period can be given to the student. In case of illness and hospitalization, additional up to maximum five sick leaves can be given to the student after verifying genuineness of the documents produced. If the amount of leave availed by the student exceeds the above-mentioned leaves, he/she will have to compensate those remaining days in order to comply for successful internship completion.

**17. Awards of Degree:**

Every student of the programme who fulfils the following criteria will be eligible for the award of the degree:

- a) He / She should have earned at least minimum required credits as prescribed in course structure.
- b) He / She should have cleared all components of University exam of every course.
- c) He / She should have completed the internship with dissertation.

**18. Awards of Class:**

| Criteria           | Obtain Class                 | Attempt               |
|--------------------|------------------------------|-----------------------|
| $\geq 75\%$        | FIRST CLASS WITH DISTINCTION | FIRST ATTEMPT         |
| $\geq 60\% < 75\%$ | FIRST CLASS                  | FIRST ATTEMPT         |
| $\geq 50\% < 60\%$ | SECOND CLASS                 | FIRST ATTEMPT         |
| $< 50\%$           | PASS CLASS                   | MORE THAN ONE ATTEMPT |

- Note: All other successful candidates who passed the examination in more than first/one attempt or by grace marks shall be declared to have PASS CLASS irrespective of percent of marks secured.

**19. Transcript:**

The transcript issued to the student at the time of leaving the University will contain a consolidated record of all the courses taken and credits earned.

**20. Paper Style**

(AS PER THE LATEST NORMS OF Gujarat State Council of Physiotherapy)

**PAPER STYLE FOR**

- HUMAN ANATOMY
- BIOMEDICAL PHYSICS
- EXERCISE THERAPY-I and Soft Tissue Manipulation

- EXERCISE THERAPY-II
- ELECTROTHERAPY
- KINESIOLOGY
- PSYCHOLOGY & SOCIOLOGY
- PATHOLOGY & MICROBIOLOGY
- MEDICINE I
- MEDICINE II
- CLINICAL ORTHOPEDICS
- PHYSICAL AND FUNCTIONAL DIAGNOSIS
- PT IN MUSCULOSKELETAL & SPORTS
- PT IN NEUROLOGICAL CONDITIONS
- PT IN CARDIORESPIRATORY CONDITIONS
- PT IN COMMUNITY REHABILITATION & ASSISTIVE DEVICES
- PT IN WOMEN'S HEALTH & MEDICAL-SURGICAL CONDITIONS

**Structure of question paper: (AS PER THE LATEST NORMS OF GSCPT)**

|   |
|---|
| Duration: 3 Hours                                     |
| Total Marks: 80                                       |
| <b>Section-I</b>                                      |
| Que. 1 Long Answer 1 x 15 = 15 (Any 1 out of 2)       |
| Que. 2 Short Answer 3 x 05 = 15 (Any 3 out of 4)      |
| Que. 3 Very Short Answer 5 x 02 = 10 (Any 5 out of 6) |
| <b>Section-II</b>                                     |
| Que. 4 Long Answer 1 x 15 = 15 (Any 1 out of 2)       |
| Que. 5 Short Answer 3 x 05 = 15 (Any 3 out of 4)      |
| Que. 6 Very Short Answer 5 x 02 = 10 (Any 5 out of 6) |

**PAPER STYLE FOR**

- HUMAN PHYSIOLOGY & BIOCHEMISTRY
- SURGERY

**Structure of question paper: (AS PER THE LATEST NORMS OF GSCPT)**

|   |
|---|
| Duration: 3 Hours                                     |
| Total Marks: 80                                       |
| <b>Section-I</b>                                      |
| Que. 1 Long Answer 1 x 15 = 30 (Any 2 out of 4)       |
| Que. 2 Short Answer 3 x 05 = 15 (Any 3 out of 4)      |
| Que. 3 Short Answer 3x05=15 (Any 3 out of 4)          |
| Que. 4 Very Short Answer 5 x 02 = 10 (Any 5 out of 6) |
| <b>Section-II</b>                                     |
| Que. 4 Long Answer 1 x 15 = 15 (Any 1 out of 2)       |
| Que. 5 Short Answer 2 x 05 = 10 (Any 2 out of 3)      |

**PAPER STYLE FOR**

- PHARMACOLOGY



- PSYCHIATRY
- BIostatISTICS & RESEARCH METHODOLOGY
- YOGA & ALLIED THERAPEUTICS
- FITNESS & NUTRITION
- ENTREPRENEURSHIP IN PHYSIOTHERAPY
- ADMINISTRATION & TEACHING SKILL

Structure of question paper: (AS PER THE LATEST NORMS OF GSCPT)

|   |
|---|
| Duration: 2 Hours                                     |
| Total Marks: 40                                       |
| <b>Section-I</b>                                      |
| Que. 1 Long Answer 1 x 15 = 15 (Any 1 out of 2)       |
| Que. 2 Short Answer 3 x 05 = 15 (Any 3 out of 4)      |
| Que. 3 Very Short Answer 5 x 02 = 10 (Any 5 out of 6) |

Note : In the Mark sheet only, MARKS will be displayed and NOT GRADES.

## 21. Exam Moderator

Collage of physiotherapy will keep an exam moderator which will communicate with the exam cell regarding the conduction of final exam which comprises of communication with the paper setting, Paper Evaluation, and Practical Exam. The moderator will be either head of the Institute (HOI) or any faculty nominated by HOI.

## 22. Honorarium/Payment

The Honorarium or the Payment will be done according to the SUBJECT EXPERT AND SPECIALIZATION. For many subjects(courses), more than one paper setters and evaluators will be appointed and hence they will be given separate payment. Same rule will be applicable for Practical Examiners.



**SILVER OAK  
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# **Bachelor of Pharmacy – B.Pharm.**

## **Regulations**

## Bachelor of Pharmacy

### Regulations in line with the Rules/regulations/norms specified by Pharmacy Council of India for Bachelor of Pharmacy Programme

These regulations shall be called as Silver Oak University Regulation for Bachelor of Pharmacy Programme. It will be applicable to Bachelor of Pharmacy programme from academic year 2022-2023

#### 1. Over view of the guidelines given by Pharmacy Council of India (PCI)

- As per the guideline of Pharmacy Council of India, this program follows semester pattern.
- Students who is enrolled for Bachelor of Pharmacy will have to appear for university exam at the end of every semester.
- By referring to the guideline of Pharmacy Council of India, for B.Pharm students, the result will declared as per grading system specified by PCI.

#### 2. Evaluation Scheme for Undergraduate Students:

The evaluation scheme for B.Pharm. for all the courses are as follows.

##### 1. Marks distribution for Theory Courses: (B.Pharm)

| Course Type | Continuous Internal Evaluation |                                   |            |                               | End Semester Evaluation | Total Marks |
|-------------|--------------------------------|-----------------------------------|------------|-------------------------------|-------------------------|-------------|
|             | CIE (TH) = 25marks             |                                   |            |                               | ESE (TH) = 75 marks     |             |
| Theory      | MSE                            | Assignments (Academic activities) | Regularity | Student – Teacher interaction | Written Exam            | 100         |
|             | 15                             | 3                                 | 4          | 3                             | 75                      |             |

##### 2. Marks distribution for Practical: (B.Pharm)

| Course Name | Continuous Internal Evaluation |           |            | End Semester Evaluation     | Total Marks |
|-------------|--------------------------------|-----------|------------|-----------------------------|-------------|
|             | CIE (PR)=15 marks              |           |            | ESE (PR) = 35 marks         |             |
| Practical   | MSE**                          | Journal * | Regularity | Practical Exam & Viva Voice | 50          |
|             | 10                             | 03        | 02         | 35                          |             |

\* Based on Practical Records, Regular viva voce, etc.

MSE\*\* to be followed as mentioned below.

| Course Name | Continuous Internal Evaluation |             |          |      |
|-------------|--------------------------------|-------------|----------|------|
|             | CIE (PR)=40 marks              |             |          |      |
| Practical   | Practical-1                    | Practical-2 | Synopsis | Viva |
|             | 15                             | 10          | 10       | 5    |

a. Marks distribution for theory courses including Practical: (B.Pharm)

| Course Name        | Continuous Internal Evaluation |  |                     |                      | End Semester Evaluation |                            | Total Marks |
|--------------------|--------------------------------|--|---------------------|----------------------|-------------------------|----------------------------|-------------|
|                    | CIE (TH) = 25marks             |  | CIE (PR) = 15 marks |                      | ESE (TH)                | ESE (PR)                   |             |
| Theory + Practical | MSE                            | Assignments (Academic activities)+ Regularity+ Student – Teacher interaction | MSE                 | Journal + Regularity | Written Exam            | Practical Exam & Viva Voce | 150         |
|                    | 15                             | 4+3+3=10   | 10                  | 03+02=05             | 75                      | 35                         |             |

- **Sessional/Mid Semester Examination (MSE) (Theory and Practical):** As per Pharmacy council of India two mid semester theory examination and two mid semester practical examinations shall be conducted. This written examination will be conducted in the 7<sup>th</sup> or 8<sup>th</sup> week comprises 40% syllabus and 14<sup>th</sup> or 15<sup>th</sup> week from the commencement of the semester comprising 80 % syllabus of the course and mid semester exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, mid semester exam for practical shall be conducted for 40 marks and shall be computed for 10 marks, and other marks can be awarded as described above.
- **Sessional/Mid Semester Examination (MSE) for non-university course (Theory and Practical):**  
As per Pharmacy council of India two mid semester theory examination and two mid semesters practical examination shall be conducted. This written examination will be conducted in the 7<sup>th</sup> or 8<sup>th</sup> week comprises 40% syllabus and 14<sup>th</sup> or 15<sup>th</sup> week from the commencement of the semester comprising 80 % syllabus of the course and mid semester exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly, mid semester exam for practical shall be conducted for 40 marks and shall be computed for 10 marks, and other marks can be awarded as described above.
- **End Semester non university Examination (ESE) (Theory and Practical):** As per Pharmacy council of India, this written examination will be conducted in the 21<sup>st</sup> or 22<sup>nd</sup> Week from the commencement of the semester comprising 100 % syllabus of the course and exam shall be conducted for 35 marks for theory and 35 marks for practical. For these courses theory examination paper should be designed as per given format by internal faculty only and for practical examination shall be conducted by internal examiners and no external faculty shall be appointed.
- **End Semester Examination (ESE) (Theory and Practical):** As per Pharmacy council of India, this written examination will be conducted in the 21<sup>st</sup> or 22<sup>nd</sup> Week from the commencement of the semester comprising 100 % syllabus of the course and exam shall be conducted for 75 marks for theory and 35 marks for practical.

- **Regularity:** On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester and marks will be assigned to the students based on below table:

| Attendance In Percentage (%)                       | Obtained Marks |           |
|--|----------------|-----------|
|  | Theory         | Practical |
| Overall Course Attendance Between 95 % to 100.00 % | 4 Marks        | 2.0 Marks |
| Overall Course Attendance Between 90 % to 94.99 %  | 3 Marks        | 1.5 Marks |
| Overall Course Attendance Between 85 % to 89.99 %  | 2 Marks        | 1.0 Marks |
| Overall Course Attendance Between 80 % to 84.99 %  | 1 Marks        | 0.5 Marks |
| Overall Course Attendance Below 80.00 %            | 0 Mark         | 0 Mark    |

Eligibility for appearing Examination. — Only such students who produce certificate from the Head of the Institution in which he or she has undergone the course of study by attending not less than 80% of the classes held both in theory and practical separately in each course/subject shall be eligible for appearing at examination. The students who are not fulfilling attendance criteria will not be eligible to appear in the End Semester Examination as well as they will be considered as detained.

### 3. Promotion and award of grades

As per the Guideline provided by Pharmacy Council of India, a student shall be declared PASS and eligible for getting grade in a course of B.Pharm program if he/she secures at least 50% marks in that particular course including continuous internal assessment in Theory and Practical in case of multiple components in any head i.e. Theory or Practical, a student will have to secure minimum 50% marks in each component of the course to be declared as pass in that course.

### 4. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in promotion and award of grade, then he/she shall reappear for the end semester examination of that course. However, his/her marks of the Continuous Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

### 5. Backlog Clearance

| Backlog Head | Reappear for Exam     | Remark  |
|--------------|-----------------------|---|
| Theory       | Internal and External | In case of Internal Remedial examination, original marks (i.e. marks scored in internal assessment of regular session) can be carried forward if it is higher than the marks scored in Remedial exam. |
| Practical    | Internal and External |   |

## 6. Improvement of Continuous internal assessment

A student shall have the opportunity to improve his/her performance only once in the mid semester exam component of the continuous internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

## 7. Re-examination of end semester examinations

Reexamination of end semester examination shall be conducted as before next regular examination. The exact dates of examinations shall be notified from time to time by the University.

## 8. Question paper pattern for end semester theory examinations

### For 75 marks paper

|                         |   |
|-------------------------|---|
| I.                      | Multiple Choice Questions(MCQs) = 20 x 1 = 20                                 |
| <b>OR</b>               |   |
|                         | Objective Type Questions (10 x 2) = 10 x 2 = 20<br>(Answer all the questions) |
| II.                     | Long Answers (Answer 2 out of 3) = 2 x 10 = 20                                |
| III.                    | Short Answers (Answer 7 out of 9) = 7 x 5 = 35                                |
| <b>Total = 75 marks</b> |   |

### For 50 marks paper

|                         |  |
|-------------------------|--|
| I.                      | Long Answers (Answer 2 out of 3) = 2 x 10 = 20 |
| II.                     | Short Answers (Answer 6 out of 8) = 6 x 5 = 30 |
| <b>Total = 50 marks</b> |  |

### For 35 marks paper

|                         |  |
|-------------------------|--|
| I.                      | Long Answers (Answer 1 out of 2) = 1 x 10 = 10 |
| II.                     | Short Answers (Answer 5 out of 7) = 5 x 5 = 25 |
| <b>Total = 35 marks</b> |  |

## 9. Question paper pattern for end semester practical examinations

|                         |                  |
|-------------------------|------------------|
| I.                      | Synopsis = 5     |
| II.                     | Experiments = 25 |
| III.                    | Viva voce = 5    |
| <b>Total = 35 marks</b> |                  |



## 10. Academic Progression:

Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in duration of course completion.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in duration of course completion

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination of any course in any semester.

## 11. Grading of performances:

- Grading systems to be followed as decided by PCI. For each semester SGPA has to be reflected in to mark sheet. CGPA shall be mentioned from the first semester.

## 12. Letter grades and grade points allocations

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table I

**Table –I: Letter grades and grade points equivalent to Percentage of marks and performances**

| Percentage of Marks Obtained | Letter Grade | Grade point | Reference   |
|------------------------------|--------------|-------------|-------------|
| 90.00-100.00                 | O            | 10          | Outstanding |
| 80.00-89.99                  | A            | 9           | Excellent   |
| 70.00-79.99                  | B            | 8           | Good        |
| 60.00-69.99                  | C            | 7           | Fair        |
| 50.00-59.99                  | D            | 6           | Average     |
| Less than 50                 | F            | 0           | Fail        |
| Absent                       | AB           | 0           | Fail        |

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

## 13. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called ‘Semester Grade Point Average’ (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1, C2, C3, C4 and C5 and the student’s grade points in these courses are G1, G2, G3, G4 and G5, respectively, and then students’ SGPA is equal to:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and AB grade awarded in that semester. For example, if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4^* Zero + C5G5}{C1 + C2 + C3 + C4 + C5}$$

## 14. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course (s) is/are passed by obtaining

a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$CGPA = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5 + C_6S_6 + C_7S_7 + C_8S_8}{C_1 + C_2 + C_3 + C_4 + C_5}$$

where C1, C2, C3,.... is the total number of credits for semester I,II,III,.... and S1,S2, S3,....is the SGPA of semester I,II,III,.... .

## 15. Gracing

### Declaration of class

The class shall be awarded on the basis of CGPA as follows:

|                              |                                   |
|------------------------------|-----------------------------------|
| First Class with Distinction | = CGPA $\geq$ 7.50                |
| First Class                  | = 6.50 $\geq$ CGPA $\leq$ to 7.49 |
| Second Class                 | = 5.50 $\geq$ CGPA $\leq$ to 6.49 |

Conversion Formula for CPI/CGPA to Percentage: [(Obtain CPI or CGPA)-0.5] \* 10

## 16. Project work

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective courses opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

### Evaluation of Dissertation Book

|                               |          |
|-------------------------------|----------|
| Objective(s) of the work done | 15 Marks |
| Methodology adopted           | 20 Marks |
| Results and Discussions       | 20 Marks |
| Conclusions and Outcomes      | 20 Marks |
| Total                         | 75 Marks |

### Evaluation of Presentation:

|                            |          |
|----------------------------|----------|
| Presentation of work       | 25 Marks |
| Communication skills       | 20 Marks |
| Question and answer skills | 30 Marks |
| Total                      | 75 Marks |

**Explanation:** The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.



### **17. Industrial training (Desirable)**

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

### **18. Practice School**

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the course experts at college level and grade point shall be awarded.

### **19. Scope for Revision**

University may time to time revise guidelines strictly within the regularity frame work of Pharmacy Council of India.



**SILVER OAK  
UNIVERSITY**  
EDUCATION TO INNOVATION

## **Diploma in Pharmacy – D.Pharm.**

### **Regulations**

## Diploma in Pharmacy

### Regulations in line with the Rules/regulations/norms specified by Pharmacy Council of India for Diploma in Pharmacy Programme

These regulations shall be called as Silver Oak University Regulations for Diploma Pharmacy Programme. It will be applicable to Diploma in Pharmacy Programme from Academic Year 2022-2023. The evaluation scheme for Diploma for all the faculties are amended as follows and same will be effective from Academic year 2022-23.

#### 1. Evaluation Scheme for Diploma in Pharmacy

##### a. Marks distribution for Theory courses:

| Course Type | Continuous Internal Evaluation (Sessional exam) |             |            | External Evaluation | Total Marks |
|-------------|---|-------------|------------|---------------------|-------------|
|             | CIE (TH) = 20 marks                             |             |            | EE (TH) = 80 marks  |             |
| Theory      | SE  | Assignments | Regularity | Written Exam        | 100         |
|             | 10  | 05          | 05         | 80                  |             |

##### b. Marks distribution for Practical courses:

| Course Type | Continuous Internal Evaluation (Sessional exam) |                                  |            | External Evaluation          | Total Marks |
|-------------|---|----------------------------------|------------|------------------------------|-------------|
|             | CIE (PR) = 20 marks                             |                                  |            | EE (PR) = 80 marks           |             |
| Practical   | SE  | Journal/Field Visit/ Assignments | Regularity | Practical Exam and Viva Voce | 100         |
|             | 10  | 05                               | 05         | 80                           |             |

| Course Type | External Evaluation (Bifurcation of Practical end exam ) |                     |          |      |
|-------------|--|---------------------|----------|------|
|             | EE (PR)=80 marks   |                     |          |      |
| Practical   | Practical-1 (Major)                                      | Practical-2 (Minor) | Synopsis | Viva |
|             | 30   | 20                  | 10       | 20   |

##### c. Marks distribution for theory courses including Practical:

| Course Name        | Continuous Internal Evaluation |                         |                     |   | External Evaluation |                             | Total Marks |
|--------------------|--------------------------------|-------------------------|---------------------|---|---------------------|-----------------------------|-------------|
|                    | CIE (TH) = 20marks             |                         | CIE (PR) = 20 marks |   | EE (TH)             | EE (PR)                     |             |
| Theory + Practical | SE                             | Regularity+ Assignments | SE                  | Journal/Field Visit/ Assignments + Regularity | Written Exam        | Practical Exam & Viva Voice | 200         |
|                    | 10                             | (5+5) =10               | 10                  | (5+5) =10                                     | 80                  | 80                          |             |

- d. **Continuous Internal Evaluation of theory (CIE-TH):** The University has adopted an Evaluation method for unbiased assessment of the students so as to achieve outcome based education. It is a combination of Sessional Evaluation (SE) and regularity in participation of learning events throughout the Year.

**Sessional theory Examination (SE):** As per Pharmacy council of India (ER 2020) three Sessional theory examination shall be conducted. Sessional exam shall be conducted for 20 marks for theory and shall be computed for 10 marks. For theory, 10 marks should be given for regularity and assignments. All the eligible candidates will be allowed to appear in the Sessional theory exam depending upon Institute Sessional Exam Policy. This is a sub component of IE and for the same examination shall be conducted by Institute and it will be the responsibility of the institute to conduct the sessional exams either through institute level exam cell or central exam team dedicated for conduction of sessional examination. The duration of the sessional exam shall be 60 minutes.

e. **Continuous Internal Evaluation of Practical (CIE-PR)/ Sessional Practical Exams(SE):**

As per Pharmacy council of India (ER 2020) two sessional practicals shall be conducted. Sessional exam for practical shall be conducted for 80 marks and shall be computed for 10 marks, whereas 10 marks should be given for regularity and field visit.

f. **External Examination of Practical (EE-PR):** The exam schedule of EE(PR) shall be declared as per the University Academic Calendar and Examiners for Conducting EE-PR shall be appointed by the University examination cell for the course/subjects having EE(PR) component.

The students who fail to obtain passing marks will have to appear in a repeater student's exam of EE (PR) component in the subsequent examination till he/she fulfills the minimum pass marks criterion.

g. **Regularity:** On basis of attendance or regularity of the Student in participation of learning events (Lecture/Laboratory) throughout the year. Marks will be assigned to the students based on below table:

| Attendance in Percentage (%)                       | Obtained Marks |
|--|----------------|
| Overall Course Attendance Between 95 % to 100.00 % | 5 Marks        |
| Overall Course Attendance Between 90 % to 94.99 %  | 4 Marks        |
| Overall Course Attendance Between 85 % to 89.99 %  | 3 Marks        |
| Overall Course Attendance Between 80 % to 84.99 %  | 2 Marks        |
| Overall Course Attendance Between 75 % to 79.99 %  | 1 Marks        |
| Overall Course Attendance Below 75.00 %            | 0 Mark         |

The Students who are not fulfilling attendance criteria will not be eligible to appear in the end year examination as well as they will be considered as a course/subject detain for the course/subject in which they have not fulfilled above criteria. The courses/subjects in which a student's attendance is as per attendance Criteria will be eligible to appear in the End Year Exam

## 2. Guidelines for the conduct of theory examinations

- a. **Sessional Examinations :** There shall be three periodic sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 60 minutes. The highest aggregate of best two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

| Sr. No | Particular   | Marks            |
|--------|--|------------------|
| I.     | Long Answers (Answer 3 out of 4)   | 3 x 5 = 15       |
| II.    | Objective type Answers (Answer all 5 out of 5)<br>(Multiple Choice Questions / Fill-in the Blanks /<br>One word OR one Sentence questions) | 5x 1 =5          |
|        |  | Total = 20 marks |

- b. **Internal assessment:** The marks secured by the students out of the total 20 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks.

## 3. External Examination

- a. The scheme of the question paper for the theory examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

| Sr. No | Particular  | Marks            |
|--------|---|------------------|
| I.     | Long Answers (Answer 6 out of 7)  | 6 x 5 = 30       |
| II.    | Short Answers (Answer 10 out of 11)   | 10 x 3 = 30      |
| III.   | Objective type Answers (Answer all 20)<br>(Multiple Choice Questions / Fill-in the<br>Blanks / One word OR one Sentence<br>questions) | 20 x 1 = 20      |
|        |   | Total = 80 marks |

## 4. Guidelines for the conduct of practical examinations

- a. **Sessional Examinations**

There shall be two periodic sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The average of two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

| Sr. No | Particular  | Marks            |
|--------|-------------|------------------|
| I.     | Synopsis    | 10               |
| II.    | Experiments | 50*              |
| III.   | Viva voce   | 20               |
|        |             | Total = 80 marks |

\*The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course

**b. Continuous Internal assessment**

The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the continuous internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

|      |   |                         |
|------|---|-------------------------|
| I.   | Actual performance in the sessional examination | 10 Marks                |
| II.  | Journal/Field visit /Assignment marks           | 5 Marks                 |
| III. | Regularity                                      | 5 Marks                 |
|      |   | <b>Total = 20 marks</b> |

**5. Final University Examinations**

The scheme of the question paper for the practical examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

|      |             |                         |
|------|-------------|-------------------------|
| I.   | Synopsis    | 10                      |
| II.  | Experiments | 50*                     |
| III. | Viva voce   | 20                      |
|      |             | <b>Total = 80 marks</b> |

\* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

**6. Promotion and award of marks**

A student shall be declared PASS and eligible for getting grade in a course of D.Pharm program if he/she secures at least 40% marks in that particular course including internal assessment in Theory and Practical For example, to be declared as PASS and to get marks, the student has to secure a minimum of 40 marks for the total of 100 including continuous mode of assessment and external theory and practical examination. In case of multiple components in any head i.e. Theory or Practical, a student will have to secure minimum 40% marks in each component of the course/subject to be declared as pass in that course/subject.

**Note :** As per the guideline of Pharmacy Council of India, the mark sheet should reflect the marks and not the grade conventionally at Silver Oak University.

**7. Carry forward of marks**

In case a student fails to secure the minimum 40% in any Theory or Practical course as specified in promotion and award of marks, then he/she shall reappear for the external examination of that course. However, his/her marks of the continuous Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### **8. Improvement of continuous internal assessment**

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the continuous internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end year theory examinations.

#### **9. Practical training**

After having appeared in Part-II examination for the Diploma in Pharmacy held by an approved Examining Authority a candidate shall be eligible to undergo practical training as defined by the PCI in its gazette.

ANNEXURES

**Annexure – I : Table Showing Punishment Details for Unfair Means**

| Sr. No. | Clause | Unfair Means adopted by the Examinee   | Type of Punishment  |
|---------|--------|--|---|
| 1       | 1 A    | Doesn't follow the instructions given by the block supervisor or any competent authority   | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 B    | Writes irrelevant matter in the answer book  | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 C    | Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book                             | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 D    | Communicates with another examinee or try to pass on information even after a word of caution from block supervisor or any competent authority | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 E    | Possess any of the prohibited electronic gadgets*  | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 F    | Any sort of writing on the question paper  | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 G    | Any exam relevant literature found near or just beneath his seat he/she has not copied from the said material                                  | Declare the Examinee as "Fail" in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 H    | Use of indecent or abusing words in the answer book  | Declare the Examinee as "Fail" in respective Course of the current semester in  |

| Sr. No. | Clause | Unfair Means adopted by the Examinee   | Type of Punishment  |
|---------|--------|--|---|
|         |        |  | summer/winter examination conducted by the University.  |
|         | 1 I    | Attempts or remove Encrypted code or any sticker on the answer book  | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 J    | Indulges in writing the matter relevant to Course before commencement of   | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 K    | Attempts oral communication with another examinee  | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 L    | If the examinee is found in possession or snatches away of notes, chits, answer book or part thereof any other examinee however he/she has not written from the said material in his/her answer book<br>Indecent behaviour at the examination centre or in the examination hall                  | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 M    | Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings.   | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 N    | Possess any sort of exam relevant material written/printed on paper chits, compass box, calculator, pad, cloth handkerchief, dress or any part of the body or stored in electronic gadgets* including mobile phone. In the examination hall or even outside the examination hall like lobby etc. | Declare the Examinee as “Fail” in respective Course of the current semester in summer/winter examination conducted by the University. |
|         | 1 O    | Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the  | Declare the Examinee as “Fail” in respective Course of the current semester in  |

| Sr. No. | Clause | Unfair Means adopted by the Examinee  | Type of Punishment   |
|---------|--------|---|--|
|         |        | examiner directly or through any Representative for his/her favour.   | summer/winter examination conducted by the University.   |
| 2       | 2 A    | Indulges in unfair practice outside the examination hall by any means.  | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 B    | copied from the Course exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone*. | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 C    | Indulge in exchange of answer book, supplementary with another examinee   | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 D    | Copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any format to another examinee in exam hall.     | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 E    | If the examiner finds some written/printed papers etc. of exam related material from the answer book of an examinee   | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 F    | Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act  | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 G    | Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof   | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 H    | If examinee is found to have torn the answer book, question paper, any other exam related material or part thereof his/her own or other examinee  | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University. |
|         | 2 I    | If the examiner reports that in the examinee's answer book is written with writing.   | Cancellation of result of all the Courses of the current semester  |

| Sr. No. | Clause | Unfair Means adopted by the Examinee  | Type of Punishment  |
|---------|--------|---|---|
|         |        |   | summer/winter examination conducted by the University.  |
|         | 2 J    | If the examiner reports about missing pages or additional pages in the answer book of examinee.   | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University.  |
|         | 2 K    | If the examinee obstructs the process of conducting the examination in any way  | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University.  |
|         | 2 L    | If examinee try to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination  | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University.  |
|         | 2 M    | If examinee attempt to bribe by way of keeping currency notes in his/her answer book.   | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University.  |
|         | 2 N    | If the examination committee is satisfied from the part of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination. | Cancellation of result of all the Courses of the current semester summer/winter examination conducted by the University.  |
| 3       | 3 A    | If examinee obstructs/threatens or orally assault the block supervisor or any competent authority.  | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next one</b> summer/winter examination to be conducted by the University. |
|         | 3 B    | Tries to bring duly written answer book or supplementary from outside   | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next one</b> summer/winter examination to be conducted by the University. |

| Sr. No. | Clause | Unfair Means adopted by the Examinee  | Type of Punishment  |
|---------|--------|---|---|
|         | 3 C    | If the examinee carries away an answer book, supplementary or practical job or part there outside the exam hall   | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next one</b> summer/winter examination to be conducted by the University. |
|         | 3 D    | Leaves the examination hall without submitting his answer book or tries to destroy it.  | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next one</b> summer/winter examination to be conducted by the University. |
|         | 3 E    | If a student caught multiple times in relevant exam duration UFM activity.  | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next one</b> summer/winter examination to be conducted by the University. |
| 4       | 4 A    | If person impersonates as a examinee and if this detected during or after the examination   | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next two</b> summer/winter examination to be conducted by the University. |
|         | 4 B    | If examinee not appearing in that particular examination but who is a candidate of other examination of the university impersonates as a examinee of particular examination | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next two</b> summer/winter examination to be conducted by the University. |
|         | 4 C    | If examinee not appearing in that particular examination but who is a candidate of other examination of the   | Cancellation of result of all the Courses of the current semester examination conducted by the  |

| Sr. No. | Clause | Unfair Means adopted by the Examinee   | Type of Punishment  |
|---------|--------|--|---|
|         |        | university behaves in in disciplinary manner during particular examination or helps other examinee in using unfair means.  | University and debarred to appear for <b>next two</b> summer/winter examination to be conducted by the University.  |
| 5       | 5 A    | Possess Gun, Revolver, Knife or any other prohibited weapon in or around exam hall   | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next three</b> summer/winter examination to be conducted by the University. |
|         | 5 B    | Physically assault block supervisor or any competent authority on exam duty.   | Cancellation of result of all the Courses of the current semester examination conducted by the University and debarred to appear for <b>next three</b> summer/winter examination to be conducted by the University. |
| 6       | 6      | If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1to5 as above and which has been bearing on the examination or result of the examinee and/or any other examinee | The examination committee shall decide the penalty depending upon the nature and complexity of Involvement of the examinee concerned.   |

\* Final decision is to be taken by the committee based upon the type of electronic gadget and type of unfair mean act done by examinee.

**NOTE:** Cancellation of the performance of the current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular/repeater and has been found guilty in one of the examinations, his/ her performance in all such examinations simultaneously attempted at the instance shall stand cancelled. The term granted to the alleged examinee and term-work marks, sessional/test marks etc. allotted to him/her shall remain unaffected, unless specifically cancelled by the penalty awarded.

Further, the candidate shall not be allowed to join any Programme/Course of this University during the period of punishment imposed on him/her.

A Police Complaint may be lodged against the examinee or a person who is found involved in destroying or attempting/facilitating to destroy the evidence of the malpractices or answer books and/or supplements or any relevant documents.

## **Annexure – II : The Penalty/Punishment For The Malpractices & Negligence In The Process of Examination**

### **1. Delay in Submission of the Necessary Documents Required for Declaration of Result, Issue of any certificates, Preparation of Pre-Examination Documents etc.:**

These type of cases includes, not restricted to,

- 1) delay in submission of mark of sessional exam/test, practical exam, oral exam, term work, certifying incomplete project and/or theory exam and any other such relevant document which affects the process of examination and result declaration.

#### **Punishment / Penalty: -**

- Debarring such persons from the University work for one year
- Imposing penalty up to rupees ten thousand (or as may be decided by University from time to time) per Programme/Course from the faculty involved in such negligence.
- Withholding/forfeiting entire remuneration of concerned person(s) for that examination. If remuneration is already paid, it shall be recovered from the concerned person/s.

### **2. Submission of Documents with Incorrect or False Information:**

These type of cases includes, not restricted to,

- 1) scratching the serial number on answer sheets and putting different than actual serial numbers to the answer sheets,
- 2) altering Course code and putting wrong Course code on answer books/marks records,
- 3) filling the marks of candidates in improper manner and giving wrong marks,
- 4) giving marks to the candidates without conducting the sessional/test examinations
- 5) awarding the wrong remarks, wrong entry of marks, tampering with already written marks, intentionally changing marks, etc.

#### **Punishment / Penalty: -**

- Debarring the concerned Officer-in-charge from University work for two years and directing his/her controlling authority to initiate disciplinary proceedings against him/her.
- Imposing and recovering penalty up to rupees three thousand (or as may be decided by University from time to time) from the person(s) involved in such malpractices.
- Withholding/forfeiting entire remuneration of concerned person(s) for that examination. If remuneration is already paid, recover the same from the concerned person.

### **3. Submission of Forged & Fabricated Documents pertaining to the Result Declaration, performance of the student in the examination etc.:**

These type of cases includes, not restricted to,

- 1) awarding the mark without conducting practical, oral, or term work or any other type of prescribed examination
- 2) awarding marks for continuous assessment without maintaining proper records
- 3) intentionally giving/ awarding marks more than the maximum marks to some of the candidates to create confusion in University work
- 4) changing the seat number written by the examinee or making some kind of marking on the answer books and/or putting the seat number of another examinee
- 5) deliberately submitting the wrongly recorded examination seat number on the answer books by the candidate and accepting the answer books to create trouble in further processing
- 6) issuing orders to the examiners other than those qualified to conducting practical examination, deliberately marking present examinee as absent in the records of examinations
- 7) doing favour in allotment of marks to the examinees; admitting examinees to the examination without valid hall tickets, taking examination of student who have not registered for examination
- 8) deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

**Punishment / Penalty: -**

- Debarring the concerned Examiner from University work for Two Years and directing his/her controlling authority to initiate disciplinary proceedings against him/her.
- Imposing fine of up to rupees twenty thousand (or as may be decided by University from time to time) per case from the person(s) involved in such malpractice.
- Forwarding all such cases to the provost of University for further suitable action.
- Withholding/forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons.

**4. Breach of Rules or Instructions:**

These type of cases includes, not restricted to,

- 1) non-maintenance of the record of continuous internal assessment awarded marks of sessional exam/test, practical marks, term work marks, oral test marks, without following the norms given by University
- 2) breach of rules/instructions by examiners issued by University
- 3) not following the scheme prescribed by University for a particular Programme/Course(s)
- 4) attempting to motivate candidates to not to maintain discipline, to support misconduct during the course of examination at examination centre
- 5) to threaten the examination staff such as controller, vigilance squad member/s
- 6) causing physical violence to examination staff & damaging property

- 7) submitting wrong documents or not submitting the documents to clear the withheld results and motivating candidates to rush to the University Office & cause disturbance in office work
- 8) not submitting the examiner's mark record in the prescribed time period given by the University.

**Punishment / Penalty: -**

- Debarring such person(s) who are involved in such malpractice from University work, for a period of minimum two years and directing his/her controlling authority to initiate disciplinary proceedings against him/her.
- Imposing and recovering penalty up to rupees twenty-five thousand - (or as may be decided by University from time to time) from Institute involved in such malpractices.
- Demanding an affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future.

**5. Nature of Malpractice observed in the Assessment Centres:**

These type of cases includes, not restricted to,

- 1) Breach of Government Resolution/s, rules, instructions by the examiner assessing answer book/s, amounting to malpractice/misconduct
- 2) Not maintaining consistency in the assessment of the answer books; leaving certain questions un-assessed; deliberately making mistakes in summing up the marks; allotting marks arbitrarily and freely, beating all logic, without actually assessing the answer paper.
- 3) Reporting as "No Change" without actually carrying out due verification.
- 4) Incorrect transfer of marks from inner pages of answer books to their face sheets.
- 5) Not duly putting his/her initials for the corrections in allotted marks, made by the examiner, either in mark sheets or answer books.
- 6) Providing wrong information regarding expertise of the subject to get assessment duty and assessing answer books without knowledge of the Course.
- 7) Intentionally reporting change in marks in verification even though there is no change in marks to give undue benefit to the candidate.

**Punishment / Penalty: -**

- Withholding/forfeiting full remuneration of examiners. If remuneration is already paid, it shall be recovered from concerned persons.
- Debarring the concerned examiner/s for one to three
- year period considering extent of negligence/malpractice.

**6. Breach of Rules or Breach of Instructions amounting to Malpractice by other staff such as Supervisor, Senior Supervisor etc.:**

7. These type of cases includes, not restricted to,

- 1) Loss of answer books, changing the examination seat numbers of the candidates

- 2) hiding or removing the content/page(s) from the answer papers or adding to the content/page(s) to the answer book.
- 3) Not submitting the examination material in the prescribed time period to University.

**Punishment / Penalty: -**

- 1) Debarring the concern person(s) for a period of 1 to 3 years from University work.
- 2) forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.
- 3) Reporting the matter to the provost of University for taking appropriate action against such person(s)

**8. Not Following the Decision of Special Committee/Higher Authority of the University:**

These type of cases includes, not restricted to,

- 1) Not following or implementing the decisions of the Special Committee within a prescribed/ reasonable time limit
- 2) Avoiding the payment of financial penalty imposed
- 3) Consistently failing to create and maintain an atmosphere conducive to smooth conduct of examination
- 4) Instigating the candidates to boycott or protest or cause disturbance in smooth conduct of examinations
- 5) Non-cooperation with University or its officers or any person appointed by University.

**Punishment / Penalty: -**

- 1) Impose additional financial penalty of any amount that University may deem fit.
- 2) Debarring the concern person(s) for a period of 1 to 3 years from University work
- 3) forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.
- 4) Reporting the matter to the provost of University for taking appropriate action against such person(s)

**9. Any other type of matters/acts/situation/case not described above**

Matters/acts/situations/cases which are not mentioned above shall be handled as per the decisions/procedure decided by the Provost of the University.

### **Annexure – III : Norms for Writer/Scribe/Reader**

#### **Norms for Writer/Scribe/Reader facility to be availed**

Those candidates who are physically challenged / disable / blind or visually impaired and other candidates whose writing speed is affected permanently for any reason can use their own scribe at their own cost during the End Semester University Examination. In all such cases where a Writer/Scribe/Reader is used, the following rules will apply:

#### **A) Who can avail the facility of a Writer/Scribe/Reader?**

- a) A candidate who is physically challenged / disable and not in a position to write his / her examination on his / her own.
- b) A candidate who is permanently orthopedically challenged or orthopedically injured in such a manner that he / she cannot seat and write his / her examination on his / her own.
- c) A candidate who is not in a position to write his / her examination because of such accidental injury on his / her forehead (writing hand)
- d) A blind or visually impaired candidate can keep Writer/Scribe/Reader

#### **B) Documents required availing facility of a Writer/Scribe/Reader:**

- a) Request letter from the candidate to avail such facility of Writer/Scribe/Reader for his / her Examination
- b) Certificate duly signed by the Civil Surgeon / Residential Medical Officer of Government Hospital regarding the disability and / or injury and its due consequences with clear recommendations to avail facility of a Writer/Scribe/Reader for his / her Examinations.
- c) Details of the person who gives consent to be a Writer/Scribe/Reader
  - a. Complete bio-data,
  - b. Photo ID proof
  - c. Educational details
  - d. No relationship certificate/undertaking with the candidate.
- d) Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpired that he/she did not fulfil any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

#### **C) Important Conditions for the Writer/Scribe/Reader:**

- a) The candidate will have to arrange his own scribe at his own cost.
- b) The scribe can be from any academic stream having lower educational qualification as compared to the candidate appearing in the Examination.
- c) A person who is going to be the Writer/Scribe/Reader of a physically challenged / disabled /Injured candidate should not be in his / her blood relation directly or indirectly.

- d) The Writer/Scribe/Reader should not be more qualified than the candidate, who is going to appear in the particular examination conducted by the University.
- e) The Writer/Scribe/Reader will write only such matter as an answer which is narrated by the candidate at the time of examination.
- f) No change of Writer/Scribe/Reader during the span of the whole examination will be allowed, however under unavoidable circumstances, if arises, Head of the institute is empowered to permit to do so with the knowledge and permission of the Controller of Examination, Silver oak university.

**D) Other facilities towards enhancement of the Physically Challenged / disabled Candidates:**

- a) If candidate is availing the facility of writer, the compensatory time should not be less than 20 minutes per hour examination. The candidate having benchmark disability and not availing the facility of writer may be allowed compensatory time of 1 hour for examination of 3 hours. In case the duration of exam is less than one hour, than the duration of additional time should be allowed on pro rata basis. Ref: O.M. No.34021201s-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi: UGC circular no. F No.6-2/2013(SCT) dated Jan.2019
- b) Head of the institute will arrange separate block at ground floor for such Physically Challenged / disabled/Injured Candidate who is going to appear in the examination with pre - sanctioned Writer/Scribe/Reader.
- c) In case of orthopedically injured, disabled candidate his / her attendant / assistant other than Writer/Scribe/Reader will be allowed only up to the entrance of the exam hall and as the candidate secures his / her seat attendant / assistant has to leave the premises thereof.
- d) Parents / Guardian of such Physically Challenged / disabled Candidate will furnish all contact details to the Head of the institute, so in case of emergency HOI will be in a position to contact.
- e) General out lines stated in (A) to (D) are subject to modification as and when such circumstances will arise.
- f) Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.



**Application cum Declaration Form for Writer/Scribe/Reader**

Please fill up the DECLARATION and submit along with the Hall Ticket.

**Declaration**

We, \_\_\_\_\_ the \_\_\_\_\_ undersigned, \_\_\_\_\_ Shri/Smt./Kum.  
\_\_\_\_\_ eligible candidate for  
the \_\_\_\_\_  
examination \_\_\_\_\_ and \_\_\_\_\_ Shri/Smt./Kum.  
\_\_\_\_\_ eligible writer (scribe) for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is physically unfit/blind/low vision due to which candidate's writing speed is affected therefore s/he needs a writer (scribe).
2. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of examination that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. In such circumstances, both signatories will be liable to criminal prosecution

I, \_\_\_\_\_ (Writer/Scribe/Reader), am not a candidate for this recruitment.

Given under our signature and contact details: -

Signature of the Scribe

Signature of the Candidate

Roll No.:

Registration No.:

Postal Address of the Scribe

Postal Address of the Candidate

Mobile No. of the Scribe

Mobile No. of the Candidate



Landline No. of the Scribe

Landline No. of the Candidate

Signature of Invigilator

|  |   |
|--|---|
| Photograph<br><br>of the<br><br>Scribe | Photograph<br><br>of the<br><br>Candidate |
|--|---|

List of Documents to be Attached:

- A. Certificate from Government Medical Practitioner
- B. Medical Reports / Disability Certificate / Photos of injury / X-rays etc.
- C. Aadhar Card of Scribe
- D. Copy of Latest Mark sheet of Scribe
- E. School or College I-card of Scribe



**Annexure – IV : Certificate of Attendance**

This is to certify that

Mr./Mrs./Mr./Dr. \_\_\_\_\_

has performed duty as \_\_\_\_\_

in the examination of \_\_\_\_\_

at \_\_\_\_\_ a constituent college of  
Silver Oak University.

He/she has performed duties from DD/MM/YYYY to DD/MM/YYYY

\_\_\_\_\_  
Controller of Examination  
Silver Oak University

### Annexure – V : Criteria for award of Gold Medal/Merit Certificate

1. The University shall award Gold Medal to the topper student of postgraduate, undergraduate and diploma program (i.e. topper of every program – for example topper from B.Tech/M.Tech/MBA etc) where total number of students who are eligible for conferment of degree/diploma are more than or equal to 20 in undergraduate and diploma programs and more than or equal to 10 in post graduate programs.
2. Merit certificate shall be awarded to the branch topper students of postgraduate, undergraduate and diploma program (i.e. topper of every branch - for example topper from Civil/Mechanical etc. where total number of students who are eligible for the conferment of degree/diploma are more than or equal to 7 but less than 20 in the respective branches of any undergraduate and diploma programs, and where the total number of students who are eligible for conferment of degree/diploma is more than or equal to 5 for PG program but less than 10 in post graduate programs.

| Gold Medal And Merit Certificate Criteria* |           |                     |          |
|--|-----------|---------------------|----------|
|  | Gold      | Merit Certificate   | No award |
| UG   | $\geq 20$ | $< 20$ and $\geq 7$ | $< 7$    |
| PG   | $\geq 10$ | $< 10$ and $\geq 5$ | $< 5$    |

\* *Note: The numbers indicated in above table are total number of students who are eligible for the conferment of degree/diploma. It does not include old batch students who became eligible after clearing backlog.*

3. The student who has secured highest CPI/Percentage (whichever is applicable) in the aggregate of examinations in each program and branch shall be eligible for Gold medal or Merit certificate. If CPI is not available, then in that case CGPA shall be considered.
4. To be eligible for the gold medal or merit certificate, the student must have obtained, in aggregate, 7.5 CPI or 7.5 CGPA or 70% or more marks (whichever is applicable) in any program.
5. The student must have passed the examination in regular mode and must have studied and cleared all the semesters/years of the programmes with single attempt from the Silver Oak University. However, if a candidate passes the subject(s) after re-evaluation of the regular exam then it shall be treated as a single attempt. Such re-evaluated marks shall be considered for ascertaining the award of Gold Medal/Merit Certificate.
6. The student must have completed all requirements for the degree programme during the minimum prescribed period.
7. Students who have availed the provision of break of study or withdrawal shall not be considered eligible for the award of Gold Medal/Merit Certificate.
8. The candidate who reappears on account of absence in any subject in regular exam shall not be eligible for award of Gold Medal/Merit Certificate.
9. The student who has been punished during the tenure of his/her studies by any competent authority of the university or institution will not be eligible for award of Gold Medal/Merit Certificate.

10. If the topper student does not fulfil the above requirements, the Gold Medal/Merit Certificate shall be awarded to the next student in merit.
11. If a student declines the Medal/Merit Certificate, the same shall be awarded to the next student in merit. Once such student has declined his Medal/Merit Certificate, he/she cannot claim it again.
12. Certificate programs are not eligible for the award of gold medal.
13. Any post graduate diploma programme of 2 years and equivalent to PG programme may be considered for gold medal/merit certificate. Post graduate diploma programs of less than 2 years duration shall not be considered for award of medals.

**Course wise description of whether CPI or CGPA will be considered:**

CPI/CGPA will be considered -

- For any programme CPI shall be considered for the identification of Topper. If CPI is not applicable, then for such program CGPA shall be considered for the identification of topper. For any course where CGPA and CPI are not applicable, then for such courses, percentage of all semester/year shall be considered for the identification of topper.

**Rules of breaking the tie, if any:**

- i. The student with highest CPI will be considered as topper if degree is awarded with CPI. In case of percentage, the student with highest percentage shall be considered as topper. If CPI is not available, in that case CGPA shall be considered.
- ii. If CPI or Percentage (where percentage is applicable) of more than one student are equivalent, then the student with higher external theory marks of all semesters will be eligible for medal/ merit certificate.
- iii. If the marks as per criteria (ii) are equivalent then the student with higher total marks of all semesters is eligible for medal/merit certificate.
- iv. In case of a situation when topper can not be identified by following rule (i), Rule (ii) and Rule (iii) given above, in such situation, the decision of the competent authority will be final.

**Other Points:**

1. A certificate of merit to every awardee of medal shall also be issued.
2. The medal may be of silver, with a coating of pure gold with inscriptions on it. The shape and size of medals will be Uniform and as decided by Silver Oak University.
3. University may exclude any programme/branch of any programme from consideration of Merit Certificate/ Gold Medal at any point of time. In this matter the decision of the University shall be final.
4. Whenever the Academic Council and Board of Governance approves any flexibility in programmes in which medals are awarded necessitating modification of these rules, the rules shall be deemed to have been modified accordingly.
5. In case of any ambiguity, the decision of the University will be considered as final.



**Annexure – VI : Remuneration**

| <b>Sr. No</b> | <b>Particular</b>                | <b>Amount</b>   |
|---------------|----------------------------------|---|
| 1             | Manuscript                       | Rs. 1000 / - per manuscript   |
| 2             | Answer book Assessment           | Rs. 15/- Per answer book or minimum 50 Rs.  |
| 3             | Double Evaluation or revaluation | Rs. 20/- per answer book or minimum 50 Rs.  |
| 4             | VIVA                             | Practical Examination - 10/- per student (Min 350/- if students are less than 35) per Day.  |
| 5             | Dearness Allowance               | Maximum of Rs. 400/- Per Day.   |
| 6             | Transport Allowance              | Maximum Rs.500/-<br>T.A. for Road journey by car:<br>Petrol Car Rs. 11/- per KM<br>Diesel Car Rs. 10/- per KM<br>CNG Car Rs. 6/- per KM<br>If travelled by two-wheeler rate will be Rs.3/- per KM |
| 7             | Dissertation                     | Rs. 2500/- per day  |



## Annexure – VII : Credit Transfer Rules and Regulations for students

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S. G. Road, Gota,  
Ahmedabad - 382481.  
Phone: +91-79-66046300



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Web : www.silveroakuni.ac.in

ભાગવત વિદ્યાપીઠની સામે,  
એસ.જી.રોડ, ગોતા,  
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Circular No.: SOU/CIR/2023/100

Date: 1/11/2023

### Circular

#### Credit Transfer Rules and Regulations for students

##### Introduction:

In line with the circular number **SOU/CIR/2023/21** dated **04/05/2023**, The following document outlines the rules and regulations for credit transfers through Massive Open Online Courses (MOOCs). Credit transfers allow students to earn credits for courses taken through online learning platforms. This document provides information on eligibility criteria, guidelines for credit transfers, and the grading system used for NPTEL SWAYAM examinations.

##### Eligibility Criteria for Credit Transfers through MOOCs:

1. Credit transfer through MOOCs is available to all students of current semester
2. Credit transfer is **not allowed for final semester/year** students
3. Credit transfer is **not allowed for backlog subjects**.
4. Students can take credit transfer for subjects that have a **mapping of at least 60%**
5. The list of subjects eligible for credit transfer will be **displayed / shared every semester by concerned departments**.
6. A maximum of **2 courses per semester** can be taken for credit transfer.
7. Students **cannot opt for credit transfer from platforms or courses other than the ones specified** since various criterias are considered while selecting appropriate courses.
8. Students must indicate their willingness to opt for credit transfer through the Google form provided at the start of the semester.
9. Students should give willingness in the prescribed form before the last date mentioned in it.
10. Students can not change from MOOC mode to regular mode during the mentioned semester once opted for credit transfer.
11. Supplementary exam shall be conducted for those who have not cleared Proctored examination once the results of the same are published

**Note: Students need to select "YES" for the question "Share grades with college?" while registering for the exam.**

##### Standard Operating Procedure:

1. **Last date of Exam registration** - Last date to fill & submit the hardcopy of "FORM FOR REQUEST TO ALLOW CREDIT TRANSFER THROUGH SWAYAM PLATFORM" & Register for exam before the last date
2. **Every week whenever assignment is published** - Attend the assignment before last date
3. **Every week after the score of assignment is published** - Submit Assignment scores to Institute MOOCs coordinator every week through a suitable mechanism defined during the concerned term.
4. Hall ticket publication by MOOC authority - Whenever hall tickets are released by relevant authority, students must submit the HALL TICKET of examination through a suitable mechanism defined during the concerned term.
5. **After the publication of the result from MOOCs website** - Submit final result to MOOCs coordinator along with certificate.

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ફોન: +૯૧-૭૯-૬૬૦૪૬૩૦૦

#### Calculation of various components

- Assignment scores shall be converted into marks out of 10.
- Calculation of average score:
  - For a 12 week course - Average assignment score = A = Average of best 8 assignments out of the total 12 assignments given in the course.
  - For a 8 week course - Average assignment score = A = Average of best 6 assignments out of the total 8 assignments given in the course
  - For a 4 week course - Average assignment score = A = Average of best 3 assignments out of the total 4 assignments given in the course.
- CIE(TH) - 40 Calculation
  - $CIE(TH) = (A * 40) / 10$
- CIE(PR) - 20 Calculation
  - $CIE(PR) = (A * 20) / 10$
- ESE(PR) - 30 Calculation
  - $ESE(PR) = (A * 30) / 10$
- ESE(TH) - 60 Calculation
  - Marks obtained by the student in the proctored exam of SWAYAM shall be **converted into 100** & relevant grades shall be awarded as per table mentioned below.
  - **NPTEL SWAYAM Examination and Grades Equivalency for UG & Diploma Courses**
  - The grading system used for NPTEL SWAYAM examinations and the equivalent grades in the university are as follows:

| Letter Grade | Number Grade | Mark Range |
|--------------|--------------|------------|
| O            | 10           | 80-100     |
| A+           | 9            | 70-79      |
| A            | 8            | 60-69      |
| B+           | 7            | 55-59      |
| B            | 6            | 50-54      |
| C            | 5            | 45-49      |
| P            | 4            | 40-44      |
| F            | -            | 0-39       |

#### Supplementary Examination:

The university shall offer a supplementary examination for students who are unable to clear the NPTEL SWAYAM examination. Students can avail themselves of this option to successfully complete the course.

**Appearing in the Proctored exam organized by SWAYAM is essential for getting considered for the Supplementary exam. So, those who stay ABSENT in the Proctored Exam shall be considered ABSENT in the result of the ESE(TH) component.**



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For any further inquiries or clarifications, please contact the concerned department or MOOCs Coordinator.

Attached:

1. Annexure I FORM FOR REQUEST TO ALLOW CREDIT TRANSFER THROUGH SWAYAM PLATFORM

**Disclaimer: The rules and regulations outlined in this document are subject to change. Students are advised to refer to the latest guidelines provided by the university for accurate and updated information.**

  
Prof. Mit K. Shah  
Registrar

- |                           |                      |
|---------------------------|----------------------|
| (01) Director, SOU        | (13) PA to VC        |
| (02) Advisor, SOU         | (14) P.G Coordinator |
| (03) Provost, SOU         | (15) NSS / NCC / BSG |
| (04) Vice Provost, SOU    | (16) Admission Cell  |
| (05) All Dean's           | (17) IQAC            |
| (06) All HOI's            | (18) IGNITE          |
| (07) Chief of Examination | (19) Library         |
| (08) Placement Cell       | (20) SOIBM           |
| (09) CAO, SOU             | (21) H.R.            |
| (10) Academic Section     | (22) Security Office |
| (11) A.O of SOCET         |                      |
| (12) A.O of ASOIT         |                      |

## AMENDMENTS

### Amendment 1

Academic Council Date: 10<sup>th</sup> August 2022

#### 1<sup>st</sup> Amendment in Silver Oak University Examination Regulations 2020

Academic Council of the University amends the Examination Regulations 2020 relating to the Evaluation Scheme for courses of all programmes for all the faculties of the University.

#### Old Scheme

##### 1. Marks distribution for Theory Courses:

| Course Type | Continuous Internal Evaluation |    |            | End Semester Evaluation | Total Marks |
|-------------|--------------------------------|----|------------|-------------------------|-------------|
|             | CIE (TH) = 40 marks            |    |            | ESE (TH) = 60 marks     |             |
| Theory      | MSE                            | CE | Regularity | Written Exam            | 100         |
|             | 25                             | 10 | 05         | 60                      |             |

##### 2. Marks distribution for Practical/ Drawing / Projects etc.:

| Course Name | Continuous Internal Evaluation |      |               | End Semester Evaluation    | Total Marks |
|-------------|--------------------------------|------|---------------|----------------------------|-------------|
|             | CIE (PR)=40 marks              |      |               | ESE (PR) = 60 marks        |             |
| Practical   | PR-1                           | PR-2 | LW submission | Practical Exam & Viva Voce | 100         |
|             | 10                             | 10   | 20            | 60                         |             |

##### 3. Marks distribution for Theory Courses including Practical:

| Course Name        | Continuous Internal Evaluation |    |      |                     |      |               | End Semester Evaluation |                            | Total Marks |
|--------------------|--------------------------------|----|------|---------------------|------|---------------|-------------------------|----------------------------|-------------|
|                    | CIE (TH) = 40 marks            |    |      | CIE (PR) = 20 marks |      |               | ESE (TH)                | ESE (PR)                   |             |
| Theory + Practical | MSE                            | CE | Reg. | PR-1                | PR-2 | LW submission | Written Exam            | Practical Exam & Viva Voce | 150         |
|                    | 25                             | 10 | 05   | 05                  | 05   | 10            | 60                      | 30                         |             |

- a. **Continuous Internal Examination of theory (CIE-TH):** The university has adopted a method of assessing the academic performance of the students on a continuous basis. It is an Evaluation method adopted for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of various assessments conducted continuously during the semester like Continuous Evaluation-1 (CE-1), Continuous Evaluation-2 (CE-2), Mid Semester Evaluation (MSE) and regularity in participation of learning events throughout the semester. However, for any kind of calculation related to attainment of CO/PO, the sub-component of CE and Regularity shall not be considered

- o **Continuous Internal Evaluation (CIE):** Total two CEs shall be conducted for each subject/course of 20 marks each during the semester upon compilation of 25 % and 50 % syllabus respectively. Various modes of formative assessment

shall be adopted for this component. Mode of this assessment shall be decided by HoI at the beginning of semester on the basis of courses' nature. That is, in some courses there shall be a module test under CE category while others may have other formative assessments like task performance, field assignment, poster presentation etc. as per need of a course. Average of two CEs will be considered for the CE component. There are no individual passing criteria for this sub part of Continuous Internal Evaluation (CIE) and it will have the weightage of 10 marks for Continuous Internal Evaluation.

- **Mid Semester Examination (MSE):** This written examination will be conducted in the 13<sup>th</sup> or 14<sup>th</sup> Week from the commencement of the semester comprising 70 % syllabus of the Course and of 50 marks. The Question paper of MSE shall be designed as per the prescribed format given by the University Examination Department. All the eligible candidates will be allowed to appear in the Mid Semester Exam depending upon Institute Mid Semester Exam Policy. This is a sub component of CIE and for the same Examination shall be conducted by Institute level exam cell and the responsibility of the institute to conduct the MSE either through institute level exam cell or central exam team dedicated for conduction of Mid examination. There are no individual passing criteria for this sub part of the Continuous Internal Evaluation (CIE) and it will have the weightage of 25 marks for Continuous Internal Evaluation.
- **Regularity (Reg):** On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester. Marks will be assigned to the students based on below table:

| Attendance In Percentage (%)                          | Obtained Marks |
|---|----------------|
| Overall Course Attendance Below 75.00 %               | 00 Mark        |
| Overall Course Attendance Between 75.00 % to 80.00 %  | 01 Mark        |
| Overall Course Attendance Between 80.01 % to 85.00 %  | 02 Mark        |
| Overall Course Attendance Between 85.01 % to 90.00 %  | 03 Mark        |
| Overall Course Attendance Between 90.01 % to 95.00 %  | 04 Mark        |
| Overall Course Attendance Between 95.01 % to 100.00 % | 05 Mark        |

- Minimum passing marks for CIE-TH is 40% of maximum marks for UG and 50% marks for PG of this component. The result of CIE-TH shall be declared at the end of the 15th week of Semester as per academic calendar. If a candidate fails to score the minimum passing marks, a remedial internal improvement exam would be conducted in the same semester and internal components can also be improved by completing extra work assigned by HOD & concerned faculty before term end. The student will be entitled for maximum up to passing marks in the CIE-TH component if he/she passes the CIE-TH in remedial exam and appearing for the end semester exam as a regular student.
- If the student, even after appearing in remedial exam & improvement of internal component does not succeed to score passing marks, then he/she shall have to improve his/her performance by appearing in the exam (called as repeater

students' internal exam) in subsequent semesters till he / she fulfils minimum pass marks criterion. Internal Examination of repeater students shall be of 40 marks and he / she will have to score 40% marks for UG & 50% marks for PG courses to pass the CIE component.

- b. **End Semester Examination of theory (ESE-TH):** End Semester Exam will be of 60 marks, and will commence after term end as per academic calendar and ESE exam Schedule. Each exam shall be of 120 Minutes (2:00hrs.) duration with a minimum pass marks criterion of 40% for UG and 50% for PG. If a student fails to get minimum marks as per passing criteria, then student shall appear in the subsequent semester's repeater exam (remedial ESE) till minimum criteria are fulfilled. Once the student appears in the Remedial Exam will be considered as a repeater student and grades of that particular Course will be based on the remedial exam criteria.
- c. **Continuous Internal Examination of Practical (CIE-PR):** This component is evaluated on a continuous basis during the semester. It is a combination of two periodical reviews of practical work through formative assessment and regularity in laboratory work and in Lab Work Manual/Journal submission for Courses having a practical component.

Marks distribution for CIE-PR for the type of course having practical heads along with theory heads.

- Periodic Review-1: 5 marks
- Periodic Review-2: 5 Marks
- Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 10 Marks

Marks distribution for CIE-PR for the type of courses having only practical heads.

- Periodic Review-1: 10 marks
- Periodic Review-2: 10 Marks
- Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 20 Marks

Periodic Review exams conducted during the semester as per Departmental Academic Calendar in the laboratory sessions. Maximum marks for CIE-PR component is 40 % of total Practical marks. The students who fail to obtain 40% of Passing criteria will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semester till he/she fulfills the minimum pass marks criterion.

- d. **End Semester Examination of Practical (ESE-PR):** The exam schedule of ESE(PR) shall be declared as per the University Academic Calendar and Examiners for Conducting ESE-PR shall be appointed by the University examination cell for the Courses having ESE(PR) component.

For 30 marks component,

- Practical Examination / Final project Review - 15 marks
- Viva Voce - 10 marks
- Certified Lab Work/Journal record / Project or Internship Report - 5 marks

For 60 marks component,

- Practical Examination / Final project Review - 30 marks

- Viva Voce - 20 marks
- Certified Lab Work/Journal record / Project or Internship Report - 10 marks

Maximum marks for this component is 60 marks. The students who fail to obtain Passing marks will have to appear in a repeater students' exam of ESE (PR) component in the subsequent semester till he/she fulfills the minimum pass marks criterion. Once the student appears in the Remedial Exam will be considered as a Repeater Student and grades of that particular Course will be based on the same. For semester which are part of first half of the programme duration, for them internal faculty can take examination of ESE-PR and for remaining i.e. second half of the programme, it is desirable that assessment of ESE-PR exam is done by external faculty.

***The evaluation scheme for Diploma and Undergraduate for all the faculties are amended as follows and same will be effective from Academic year 2022-23.***

**Amended Evaluation Scheme for courses of all programmes:**

1. Marks distribution for Theory course:

| Course Type | Continuous Internal Evaluation |             |            | End Semester Evaluation | Total Marks |
|-------------|--------------------------------|-------------|------------|-------------------------|-------------|
|             | CIE (TH) = 40 marks            |             |            | ESE (TH) = 60 marks     |             |
| Theory      | MSE                            | Assignments | Regularity | Written Exam            | 100         |
|             | 25                             | 10          | 05         | 60                      |             |

2. Marks distribution for Practical course:

| Course Type | Continuous Internal Evaluation |      |               | End Semester Evaluation    | Total Marks |
|-------------|--------------------------------|------|---------------|----------------------------|-------------|
|             | CIE (PR)=40 marks              |      |               | ESE (PR) = 60 marks        |             |
| Practical   | PR-1                           | PR-2 | LW submission | Practical Exam & Viva Voce | 100         |
|             | 10                             | 10   | 20            | 60                         |             |

3. Marks distribution for course having Theory & Practical heads:

| Course Type        | Continuous Internal Evaluation |             |            |                     |      |               | End Semester Evaluation |                            | Total Marks |
|--------------------|--------------------------------|-------------|------------|---------------------|------|---------------|-------------------------|----------------------------|-------------|
|                    | CIE (TH) = 40 marks            |             |            | CIE (PR) = 20 marks |      |               | ESE (TH)                | ESE (PR)                   |             |
| Theory + Practical | MSE                            | Assignments | Regularity | PR-1                | PR-2 | LW submission | Written Exam            | Practical Exam & Viva Voce | 150         |
|                    | 25                             | 10          | 05         | 05                  | 05   | 10            | 60                      | 30                         |             |

a. **Continuous Internal Evaluation of theory (CIE-TH):**

It is an Evaluation method for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of Mid Semester Evaluation (MSE), Assignments and regularity in participation of learning events throughout the semester. However, for any kind of calculation related to attainment of CO/PO, the sub-component of Assignment and Regularity shall not be considered.

- **Mid Semester Examination/Evaluation (MSE):**

- This written examination will be conducted in the 13<sup>th</sup> or 14<sup>th</sup> Week from the commencement of the semester comprising 70 % syllabus of the course and shall be of 50 marks or as specified in evaluation scheme. If otherwise specified, the exam shall be of 90 minutes (1.5 hrs.) duration and obtained marks to be converted to the pro rata of marks prescribed in evaluation scheme for MSE component of CIE-TH. For example, marks to be converted to the ratio of 25 marks if the exam is taken of 50 marks for the course having 25 marks component in evaluation scheme.
  - The Question paper of MSE shall be designed as per the format prescribed by the University. All the eligible candidates will be allowed to appear in the Mid Semester Exam.
  - This is a sub component of CIE and for the same examination shall be conducted by Institute and it will be the responsibility of the institute to conduct the MSE either through institute level exam cell or central exam team dedicated for conduction of Mid examination.
  - There are no individual passing criteria for this sub part of the Continuous Internal Evaluation (CIE) and it will have the weightage of 25 marks (out of 40 marks) for CIE-TH. However, it may differ depending up on the structure of the course.
- **Assignments:** Subject Teacher shall allocate assignments to students and marks according to evaluation scheme shall be awarded. It may be based on tutorials / seminars / field visits / quizzes / assignments / etc. conducted weekly/fortnightly. There is no individual passing criterion of this sub-component.
- **Regularity (Reg.):** On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester. There is no individual pass criterion of this sub component. Marks will be assigned to the students based on criteria given in below table:

| Attendance in Percentage (%)                          | Obtained Marks |
|---|----------------|
| Overall Course Attendance Between 90.01 % to 100.00 % | 05 Marks       |
| Overall Course Attendance Between 85.01 % to 90.00 %  | 04 Marks       |
| Overall Course Attendance Between 80.01 % to 85.00 %  | 03 Marks       |
| Overall Course Attendance Between 70.01 % to 80.00 %  | 02 Marks       |
| Overall Course Attendance Between 60.00 % to 70.00 %  | 01 Mark        |
| Overall Course Attendance Below 60.00 %               | 00 Mark        |

- **Passing Marks for CIE-TH**
- Minimum passing marks for CIE-TH is 40% of maximum marks for UG and 50% of maximum marks for PG programmes. The result of CIE-TH shall be declared at the end of the 15th week of

Semester as per academic calendar. If a candidate fails to score the minimum passing marks, a remedial internal improvement exam would be conducted in the same semester. If not feasible to conduct such exam due to any reason, than Internal components can also be improved by completing extra work assigned by HOD & concerned faculty before term end.

- Internal Examination of repeater students shall be of 40 marks and he / she will have to score 40% marks for UG & 50% marks for PG courses to pass the CIE component.
- The student will be entitled for maximum up to passing marks in the CIE-TH component if he/she passes the CIE-TH in remedial exam and appearing for the end semester exam as a regular student.
- If the student, is not able to clear CIE-TH in the same semester, then he/she will have to improve his/her performance by appearing in the exam in subsequent semesters until he / she pass the CIE-TH component.
- A ceiling of minimum passing marks will not be applicable to repeater students with the reason that he/she will be issued more than one grade sheets and his/her multiple attempts are being counted to clear the semester.

**b. End Semester Examination/Evaluation of theory (ESE-TH):**

- End Semester Exam shall commence after end of term and as per academic calendar for the 60 marks or as specified in evaluation scheme. If otherwise specified, each exam shall be of 120 Minutes (2:00hrs.) duration with a minimum pass marks criterion of 40% for courses of UG programme and 50% for courses of PG Programme. For Example, considering 60 marks of ESE component, minimum 24 marks out of 60 for UG courses and 30 out of 60 marks for PG courses are required to pass the ESE component.
- If a student fails to get minimum passing marks i.e. 40% in UG and 50% in PG of ESE, then student shall appear in the subsequent semesters for repeater exam (remedial ESE) till it is passed. Once the student appears in the Remedial Exam, he/she will be considered as a repeater student. Actual marks shall be awarded to repeater student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester

**c. Continuous Internal Evaluation of Practical (CIE-PR):** It is a combination of two periodical reviews of practical work through formative assessment and regularity in laboratory work as mentioned below:

- **Marks distribution for CIE-PR for the type of course having practical heads along with theory heads.**

Below allocation of marks is given based on 20 marks of ESE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- iv. Periodic Review-1: 5 marks
- v. Periodic Review-2: 5 Marks
- vi. Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 10 Marks

Periodic Review exams must be conducted during the semester as per departmental academic calendar of the laboratory sessions. The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

○ **Marks distribution for CIE-PR for the type of courses having only practical heads.**

Below allocation of marks is given based on 40 marks of ESE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- iv. Periodic Review-1: 10 marks
- v. Periodic Review-2: 10 Marks
- vi. Regularity in Lab Work & final Submission of Laboratory Work/Journal/Project-Internship Report/viva: 20 Marks

Periodic Review exams conducted during the semester as per departmental academic calendar of the laboratory sessions. The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

d. **End Semester Examination/Evaluation of Practical (ESE-PR):** The exam schedule of ESE(PR) shall be conducted as per the University Academic Calendar.

○ **Marks distribution for ESE-PR for the type of course having practical heads along with theory heads.**

Below allocation of marks is given based on 30 marks of ESE-PR component for understanding purpose and shall be applied on pro rata

basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- iv. Practical Examination/Final project Review - 15 marks
  - v. Viva Voce - 10 marks
  - vi. Certified Lab Work/Journal record/Project or Internship Report - 5 marks
- **Marks distribution for ESE-PR for the type of courses having only practical heads:**

Below allocation of marks is given based on 60 marks of ESE-PR component for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

- iv. Practical Examination / Final project Review - 30 marks
- v. Viva Voce - 20 marks
- vi. Certified Lab Work/Journal record / Project or Internship Report - 10 marks

The students who fail to obtain Passing marks will have to appear in a repeater students' exam of ESE (PR) component in the subsequent semesters until he/she pass it. Once the student appears in the Remedial Exam will be considered as a Repeater Student and actual marks will be awarded to such student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester. For semester which are part of first half of the programme duration, for them internal faculty can take examination of ESE-PR and for remaining i.e. second half of the programme, it is desirable that assessment of ESE-PR exam is done by external faculty

Note: The minimum/maximum marks given above are for general understand and shall be considered only as an example. This may vary depending upon the nature of course and weightage given to each component in the teaching and evaluation scheme of that course.



## Amendment 2

Academic Council Date: 30<sup>th</sup> November 2022

### 2nd Amendment in Silver Oak University Examination Regulations 2020

The provision of Examination policy R10-point no 11 “**Re-evaluation of Answer Books (Reassessment and double evaluation)**” is amended as below.

The provision of Examination policy i.e. R10-point no 11 “Re-evaluation of Answer Books (Reassessment and double evaluation)” shall be referred as below with addition of Note in the existing rules.

#### **OLD Rules (Before Amendment):**

As per existing policy, there is no provision of refund of application fees paid by student at the time of applying for re-evaluation of answer books.

#### **After Amendment (Note to be added):**

Note: In case of change in the grade, student can claim for refund of application fees by submitting a written application to examination cell after result declaration. If grade is not changed, then student will have no right to claim for refund.

This facility will be applicable from next examination session i.e. Summer 2023.

### Amendment 3

Academic Council Date: 01<sup>st</sup> May 2024

#### Teaching and Evaluation Scheme (As per NEP Guidelines)

In line with the Standard Operating Procedure for Implementation of National Education Policy-2020 for the State of Gujarat issued by Education Department of Govt. of Gujarat, changes in the existing examination policy of SOU are incorporated.

These changes in the Teaching and Evaluation scheme will be applicable from the academic year 2024-2025 for the students enrolled from Academic Year 2024-2025 and onwards. The evaluation scheme has been modified and kept 50% Weightage for Internal Assessment & 50% Weightage for End Semester Exams.

The maximum marks and minimum passing marks for each passing head of a course shall be given in the Teaching and Evaluation Scheme of a course. An exemplary general structure for understanding is given below. Depending upon the requirement and necessary, it can be modified/alterd for courses of any programme. The bifurcation of Marks weightage to be derived is explained as follows for all the courses.

| Course Type    | Teaching Scheme   |                    |                     |                   | Evaluation Scheme              |          |                     |          | Total Marks |
|----------------|-------------------|--------------------|---------------------|-------------------|--------------------------------|----------|---------------------|----------|-------------|
|                | Lecture/ Week (L) | Tutorial/ Week (T) | Practical/ Week (P) | Total Credits (C) | Continuous Internal Evaluation |          | External Evaluation |          |             |
|                |                   |                    |                     |                   | CIE (TH)                       | CIE (PR) | ESE (TH)            | ESE (PR) |             |
| Set 1 (TH)     | 4                 | 0                  | 0                   | 4                 | 50                             | 00       | 50                  | 00       | 100         |
| Set 2 (PR)     | 0                 | 1                  | 4                   | 3                 | 0                              | 50       | 0                   | 50       | 100         |
| Set 3 (TH+PR)  | 3                 | 0                  | 2                   | 4                 | 50                             | 25       | 50                  | 25       | 150         |
| Set -4 (TH+PR) | 2                 | 0                  | 4                   | 4                 | 25                             | 50       | 25                  | 50       | 150         |

#### 1. Evaluation Category:

The evaluation will have two broader categories as mentioned below

#### c) Continuous and Comprehensive Evaluation (CCE)- Formative

CCE can also be called as Continuous Internal Evaluation. It is an Evaluation method for unbiased assessment of the students so as to achieve outcome-based education. It is a combination of Mid Semester Evaluation (MSE), Assignments, Intermediate assessment and regularity in participation of learning events throughout the semester. However, for any kind of calculation related to attainment of CO/PO, the sub-component of Assignment and Regularity shall not be considered.

#### d) Semester End Evaluation (SEE)- Summative

SEE can also be called as End Semester Evaluation/End Semester Examination. It is the end semester evaluation to be conducted after term end either in theory or practical mode.

#### 2. Passing Standard & Conversion

The passing standard of 40% of UG/Diploma/Certificate level course shall be followed and 50% for PG/PG diploma equivalent to PG shall be followed. For more clarity, norms specified in SOU exam policy shall be followed.

At any point of time while deriving passing marks, any decimal value shall be rounded to nearest and higher integer. For example, 12.5 to be considered as 13, 37.5 to be considered as 38.

### 3. Evaluation Scheme for all programmes

For the purpose of explanation in detail, above type of courses are again bifurcated with different components.

#### Set 1 - Only Theory type course:

| Course Type       | Continuous Internal Evaluation |                         |                      |            | End Semester Evaluation | Total Marks |
|-------------------|--------------------------------|-------------------------|----------------------|------------|-------------------------|-------------|
|                   | CIE (TH) = 50 marks            |                         |                      |            | ESE (TH) = 50 marks     |             |
| Theory Set 1 (TH) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | Written Exam            | 100         |
|                   | 25                             | 10                      | 10                   | 05         |                         |             |

#### Set – 2 - Only Practical type course:

| Course Type          | Continuous Internal Evaluation |      |                | End Semester Evaluation    | Total Marks |
|----------------------|--------------------------------|------|----------------|----------------------------|-------------|
|                      | CIE (PR)=50 marks              |      |                | ESE (PR) = 50 marks        |             |
| Practical Set 2 (PR) | PR-1                           | PR-2 | LW submissions | Practical Exam & Viva Voce | 100         |
|                      | 20                             | 20   | 10             |                            |             |

#### Set – 3 - Theory + Practical (Theory 100 + Practical 50 Marks) type course:

| Course Type   | Continuous Internal Evaluation |                         |                      |            |                     |      | End Semester Evaluation |                     | Total Marks                |     |
|---------------|--------------------------------|-------------------------|----------------------|------------|---------------------|------|-------------------------|---------------------|----------------------------|-----|
|               | CIE (TH) = 50 marks            |                         |                      |            | CIE (PR) = 25 marks |      | ESE (TH) = 50 marks     | ESE (PR) = 25 marks |                            |     |
| Set 3 (TH+PR) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | PR-1                | PR-2 | LW submissions          | Written Exam        | Practical Exam & Viva Voce | 150 |
|               | 25                             | 10                      | 10                   | 05         | 06                  | 06   | 13                      |                     |                            |     |

#### Set –4- Theory + Practical (Theory 50 marks + Practical 100 marks) type Course:

| Course Type   | Continuous Internal Evaluation |                         |                      |            |                     |      |      | End Semester Evaluation |                     | Total Marks                |     |
|---------------|--------------------------------|-------------------------|----------------------|------------|---------------------|------|------|-------------------------|---------------------|----------------------------|-----|
|               | CIE (TH) = 25 marks            |                         |                      |            | CIE (PR) = 50 marks |      |      | ESE (TH) = 25 marks     | ESE (PR) = 50 marks |                            |     |
| Set 3 (TH+PR) | MSE                            | Intermediate Assessment | Formative Assessment | Regularity | PR-1                | PR-2 | PR-3 | LW submissions          | Written Exam        | Practical Exam & Viva Voce | 150 |
|               | 10                             | 05                      | 05                   | 05         | 10                  | 15   | 15   | 10                      |                     |                            |     |

#### e) Continuous Internal Evaluation - Theory (CIE-TH)

Continuous evaluation of theory head to be done as per below components.

- **MSE - Mid Semester Examination/Evaluation (MSE)**

50 Marks test shall be conducted. The test may be of 90 Minutes Duration. This may be conducted as per academic Calendar of the University. Marks shall be deducted to 25 or 10 or as per weightage of the MSE component of the course. It is essential to pass MSE component individually by the student. Student not able to score passing marks in MSE i.e. 40% of MSE component for UG and 50% of MSE component for PG will be considered as unsuccessful in CIE and will have to appear for remedial mid semester exam. Marks scored in MSE shall be scale down to 25 or as per weightage of the MSE component. Student appearing for remedial exam of MSE component will be awarded only passing marks in MSE component.

- **Intermediate Assessment**

It can be of 30 Marks Test having 10 Marks of Objective Type questions (to assess the competency level) and 20 Marks of descriptive type questions. However, University may change this pattern as and when required. This may be conducted after eight week or forty to forty-five days of commencement of semester during regular Class room teaching or by using ICT Tools at the institute level having duration of 1 Hour or it can also be conducted by central exam team. Marks may be deducted out of 10 or depending up on the weightage of the component. If required, University may arrange 15 marks test if the weightage of the Intermediate assessment is 05 marks and it can be deducted to the ratio of weightage of the component.

- **Formative Assessment**

It can be in the form of Assignments/Class Tests / Quiz / Presentations / tutorials / seminar/ work place based assessment/ on job training etc. and 4 such assessment of 10 marks each to be conducted in case of weightage of Formative Assessment is of 10 marks OR 2 such assessment of 5 marks each in case of weightage of Formative Assessment is of 5 marks. Average may be taken out to derive marks out of 10 or 5 as per the weightage of the component. This can be conducted weekly/fortnightly but may be completed before the end semester examinations.

- **Regularity**

On basis of attendance or regularity of the student in participation of learning events (Lecture/Laboratory) throughout the semester evaluation shall be done. Marks to be awarded out of 5 with reference to attendance percentage as per SOU policy.

- **Passing Marks for CIE-TH**

To pass CIE-TH, a student shall score minimum 40% in UG and 50% in PG programmes for every course. Except MSE, it is not necessary to pass in individual sub components like Intermediate Assessment/Formative assessment/Regularity but it is compulsory to pass CIE-TH as a whole. However, it is essential to pass in MSE component individually.

Repeater students shall be awarded passing marks in MSE component. For Intermediate Assessment/Formative assessment/Regularity component, actual marks earned by the student shall be awarded.

If the student, is not able to clear CIE-TH in the same semester, then he/she will have to improve his/her performance by appearing in the exam in subsequent semesters until he / she pass the CIE-TH component. A ceiling of minimum passing marks will be applicable to repeater students for MSE component.

**f) End Semester Examination/Evaluation-Theory (ESE-TH)**

Test of 50 Marks to be conducted for duration of 2 Hours. Marks to be deducted out 50 or 25 as per the weightage of ESE component. This is end semester (external) component and must be plan and conducted through CoE.

If a student fails to get minimum passing marks i.e. 40% in UG and 50% in PG of ESE, then student shall appear in the subsequent semesters for repeater exam (remedial ESE) till it is passed. Once the student appears in the Remedial Exam, he/she will be considered as a repeater student. Actual marks shall be awarded to repeater student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester

**g) Continuous Internal Evaluation-Practical (CIE-PR)**

Periodic Review(s) exams must be conducted on a continuous basis during the semester as per departmental academic calendar of the laboratory sessions. Regularity in Lab Work & final Submission of Laboratory Work/Journal/ work place based assessment/ on job training / Project-Internship Report/viva shall also be considered for marks of LW submission. In case of viva voce, focus may be given to competency based assessment. For example, if a practical exam of 10 marks is being conducted, then faculty can ask 5 questions of 2 marks each. Such question shall intent to test the competency level of the student. However, the weightage of marks of PR-1, PR-2, PR-3 and Lab work submission is mentioned below considering nature and weightage of the course.

Marks distribution for PR-1,PR-2,PR-3 & Lab Work Submission

| Mark Distribution for CIE -PR  |      |      |      |                |                      |
|--------------------------------|------|------|------|----------------|----------------------|
| Course Type                    | PR-1 | PR-2 | PR-3 | LW submissions | Total Marks (CIE-PR) |
| Set - 1 (TH-100 & PR-0 Marks)  | NA   | NA   | NA   | NA             | NA                   |
| Set - 2 (TH-0 & PR- 100 Marks) | 20   | 20   | NA   | 10             | 50                   |
| Set - 3 (TH-100 & PR-50 Marks) | 6    | 6    | NA   | 13             | 25                   |
| Set - 4 (TH-50 & PR-100 Marks) | 10   | 15   | 15   | 10             | 50                   |

The students who fail to obtain passing marks will have to appear in a repeater students' exam of CIE (PR) component in the subsequent semesters until he/she pass it. If a student is appearing for the remedial exam of that semester, then actual marks scored shall be awarded to repeater students with reason that he will be

issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester.

**h) End Semester Examination/Evaluation-Practical (ESE-PR)**

ESE-PR assessment may consist of final submission of Laboratory Work/Journal/ work place based assessment/ Presentations/ on job training / Project- Internship Report/viva etc.

For ESE-PR of 50 marks, test considering 25 Marks for Practical/ Experiment, 15 Marks for Viva Voce & 10 Marks for Journal/ Submission shall be conducted.

For ESE-PR of 25 marks, test considering 15 Marks for Practical/ Experiment, 5 Marks for Viva Voce & 5 Marks for Journal/ Submission shall be conducted.

In case of viva voce or practical, focus may be given to competency based assessment. For example, if a practical exam of 10 marks is being conducted, then faculty can ask 5 questions of 2 marks each. Such question shall intent to test the competency level of the student.

Above is for understanding purpose and shall be applied on pro rata basis or as specified by BoS or Academic council for other courses having different marks of ESE-PR.

The students who fail to obtain Passing marks will have to appear in a repeater students' exam of ESE (PR) component in the subsequent semesters until he/she pass it. Once the student appears in the Remedial Exam will be considered as a Repeater Student and actual marks will be awarded to such student with reason that he will be issued more than one grade sheets and his/her multiple attempts will be counted to clear the semester. For semester which are part of first half of the programme duration, for them internal faculty can take examination of ESE-PR and for remaining i.e. second half of the programme, it is desirable that assessment of ESE-PR exam is done by external faculty.

Note:

3. The minimum/maximum marks given above are for general understand and shall be considered only as an example. This may vary depending upon the nature of course and weightage given to each component in the teaching and evaluation scheme of that course. University may also conduct examination of any number of marks and can deduced it to the weightage given in the evaluation scheme of such course.
4. In case of any clarification which is not provided for any topic/matter above, then in such case, norms of "Teaching and Evaluation scheme in General" mentioned in Silver Oak University's examination policy or guidelines issued by Government regulatory body shall be referred. However, in case ambiguity in any matter, the decision of the Provost shall be considered final.