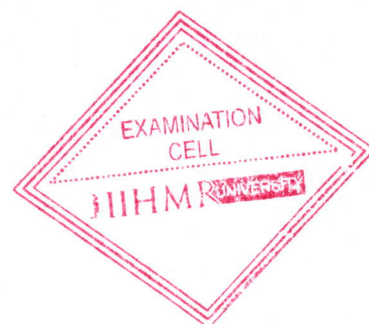


Rules and Regulations for University Examinations 2022



IIHMR University
JAIPUR



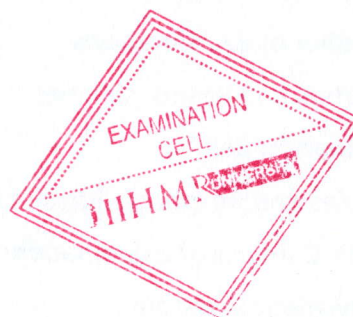
Rules and Regulations for University Examinations 2022

Regulations for Conduct of Examinations at IIHMR University, Jaipur

These regulations are a revised version of Rules and Regulations for University Examinations 2015. The date of its publishing is November 16, 2022.

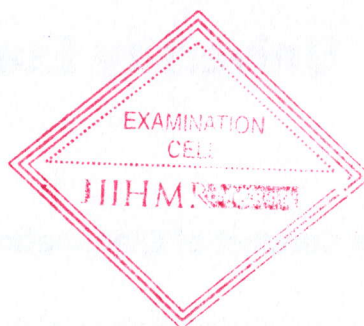
The revisions have been approved in the following meetings of Academic Council:

- (i) 13th meeting of Academic Council held on June 11, 2020
- (ii) 17th meeting of Academic Council held on July 15, 2022
- (iii) 18th meeting of Academic Council held on November 10, 2022
- (iv) 19th Meeting of the Academic Council held on May 09, 2023

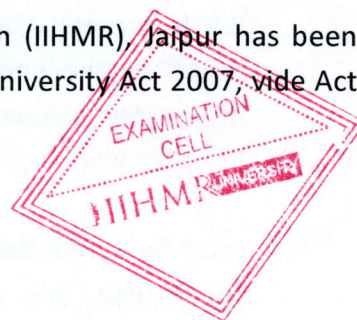


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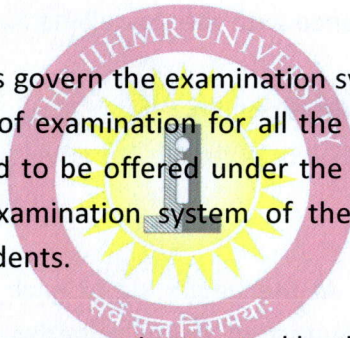
- 1. Introduction:** The Institute of Health Management Research (IIHMR), Jaipur has been conferred university status in concurrence with the Private University Act 2007, vide Act No.3 of 2014 of the Government of Rajasthan.



1.1 Definitions: In this document, unless otherwise specified:

- (a) "University" means The IIHMR University, Jaipur.
- (b) "Government" means the Government of Rajasthan.
- (c) "Programme" means any of the Postgraduate/Doctoral Programmes offered by the University.
- (d) "Course" means the subject under any Postgraduate/Doctoral programme of the University.
- (e) "First Year" means the First Year of study for any programme being offered by the University.
- (f) "Second Year" means the Second Year for any programme being offered by the University.

1.2 Scope: The current regulations govern the examination system of the University and thus apply to the entire process of examination for all the Postgraduate and Doctoral programmes being conducted and to be offered under the University Curriculum. This policy aims to streamline the examination system of the University and provide a uniform opportunity to all the students.



The Examination policy for MPH programme is governed by the JHU Program Manual.

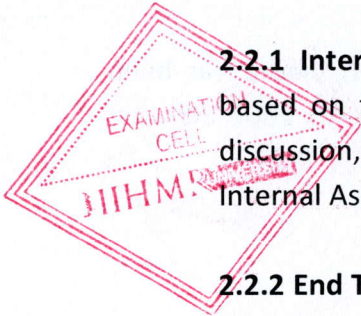
The Examination policy for Ph.D. programme is governed by the Ph.D. Guidelines and Regulations of the University.

2. Examination System

2.1 Syllabus: The university will not only design the syllabus for each course, but also specify the manner of its implementation, such as through lectures, tutorials, laboratory sessions, seminars, field work, projects, case studies and such other activities.

Depending upon teaching hours, a course will be assigned a certain number of credits. These credits will also be indicated in the respective syllabi. The system of credits will be in accordance with the guidelines of the UGC and other statutory bodies concerned. The syllabus for each course will also indicate the scheme of evaluation/examination.

2.2 Examinations: The student assessment would be based on the performance in the Internal Assessment and the End Term Examinations, both carrying equal weightage.



2.2.1 Internal Assessment is basically an assessment by the Course Coordinator based on the participation of the students in class, assignments, practical work, discussion, presentation and attendance. It is further subdivided into Continuous Internal Assessment and Mid Term Examination.

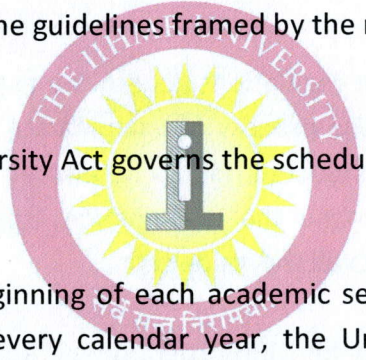
2.2.2 End Term Examination is an assessment of the student after the completion of the course. The aim is to assess the depth of understanding, knowledge and competency required for the respective courses.

2.2.3 Elective Courses will have credits and grades which will be reflected in the transcript.

2.2.4 Evaluation of Summer Training, Summer Internship Programme, Field Work, Project Work and Dissertation – The evaluation of Summer Training, Summer Internship Programme, Field Work, Project Work will be based on the rubrics designed in accordance with the guidelines framed by the respective committees.

2.3 Scheduling of Examination:

Section 34 of the IIMR University Act governs the scheduling of examinations and is reproduced below:



“34. Examinations: At the beginning of each academic session and in any case not later than 30th of August of every calendar year, the University will prepare and publish a schedule of examinations for each course conducted by it and strictly adhere to the schedule.

“Explanation: "Schedule of Examinations" means a table giving details about the time, day and date of the commencement of each examination which is a part of a scheme of examinations and will also include the details about the practical examinations, provided that if, for any reason whatsoever, the University has been unable to follow this schedule, it will, as soon as practicable, submit a report to the State Government incorporating the reasons for making a departure from the published schedule. The Government may, thereon, issue such directions as it may deem fit for the compliance of the schedule.”

2.3.1 Internal Assessment: Looking at the very objective of Internal Assessment, it is left to the Course Coordinator to schedule the assessment during any pre-announced date/duration during the course. At the start of the course, the system planned by the Course Coordinator for the conduct of the internal assessment needs to be detailed out. This should be shared with the students in the form of a handout.

2.3.2 End Term Examinations: The End Term Examination will cover all the courses taught during the respective term. The maximum duration of the End Term Examination for any course will be three hours. The dates of the End Term Examination will be declared along with the teaching calendar for each year.

2.4 Examination Procedure

The current Examination System is based on written assessment. It is envisaged that the possibility of a computerized examination system with a mix of objective type, short answer and descriptive questions will be managed digitally. The University may also initiate an objective type computer based pattern of examinations looking to the requirements of the specific course. The scope of the current guidelines will apply with suitable additions and adaptations when such a procedure is implemented.

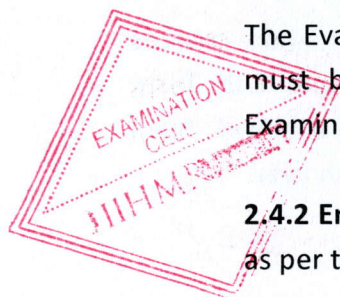
2.4.1 Internal Assessment: The Course Coordinator will be responsible for conducting the internal assessment. The Internal Assessment (Maximum Marks:50) is subdivided into Continuous Internal Assessment (CIA) (Maximum Marks 30) and Mid Term Examination (MTE) (Maximum Marks 20).

MTE: There will be one midterm examination for each course module at any appropriate time. It can be a mix of objective and subjective questions. Open Book Examination can also be given.

CIA: Depending on the course outcome and credits of the module, the CIA shall be a mix of one or more activities, but not limited to the following:

- Home Assignments (Individual / Group)
- Viva-Voce
- Case Study
- Review Paper
- Group Work
- Presentations
- Model Development Role-Play
- Rapid Fire Questions
- Quiz
- Class Assignments (Individual / Group)
- Posters
- Class Participation and Attendance
- Participation in seminars, case discussions and group work activities

The weightage given to each of these tasks will be decided and announced at the beginning of the course by the individual faculty member(s) responsible for that course, generally in the form of a written handout.



The Evaluated class assignments/answer sheets (if written test type is conducted) must be shown to the students in the class and may be submitted in the Examination Cell.

2.4.2 End Term Examination: The Examination Cell will conduct the End Term Exams as per the examination schedule.

2.4.2.1 Duration and Format: All exams will be of two to three hours' duration depending on the format and nature of the questions. The question paper will have an adequate number of questions for students to complete the paper in designated hours.

2.4.2.2 Setting of Question Papers:

(a). On the formal request of the Controller of Examination, two (02) sets of question papers will be set for each course by the assigned paper setter who will be member/members of the Panel of Experts duly identified by the University.

(b). The Question paper, of any course will be in the standard format, which will be circulated by the Examination Cell. The marks distribution for the End Term examination will be 50 percent, while it will be 100 percent for the supplementary examination.

(c). The question papers are to be set to ensure that they cover the entire syllabus of the course concerned. The marks should be appropriately distributed and matched for the maximum marks of the End Term Examination and Supplementary examinations by the paper setter.

(d). The question paper will aim at evaluating not only the student's ability to recall information that he/she has memorized, but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions will be analytical and invite original thinking or application of theory. Any of the past years' question papers may be sent to the external paper setter as a model question paper.

(e). The Examination Cell will ensure that it has received the question papers one month prior to the respective end term examinations. These will be put before the Moderation Committee for review to ensure integrity, fairness and correctness. During the End Term Examination, the Controller of Examinations will randomly pick one paper for the examination. The selected paper(s) will be appropriately stamped with the date stamp and the required number of copies will be made.

(f) In case a question paper is leaked before the examination, the examination will be postponed. All such cases will be referred to Examinations and Credentials Committee for investigation.

2.5 Supplementary Examination: A Supplementary Examination will be conducted by the University for students who (i) have attained an 'F' Grade and/or (ii) are either absent or fail in the regular End Term Examinations.

2.5.1 Supplementary Examination will carry 100% weightage and the pattern will be similar to End Term Examination, with short /long/multiple choice questions to test the knowledge and analytical ability of the candidates.

2.5.2 Supplementary Examination will be conducted as per the slots mentioned in the Academic Calendar. However, the student will be given a maximum of two chances for taking the Supplementary Examination in each year.

2.5.3 Students will be charged an administrative fee, as mentioned in annexure VI, per Supplementary Examination.

2.5.4 The student needs to clear the fail courses / pass the supplementary examination within the span periods as and when the university will hold the examination.

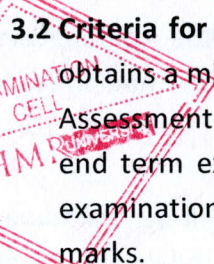
2.6 Guidelines for Conducting an Examination for Persons with Disability

All examinations for students with disability will be held in a scheduled examination hall as per provisions mentioned in Annexure II.

3. Grading System and Passing Criteria

3.1 Grading System: The level of student academic performance in each credit course will be reflected by Grades. The Grades will be based on the percentage of marks (rounded off to nearest integer), as shown in table below:

Grade	Grade Points	Percentage Equivalents
O (Outstanding)	10	91-100%
A+ (Excellent)	9	86-90%
A (Very Good)	8	81-85%
B+ (Good)	7	71-80%
B (Above Average)	6	61-70%
C (Average)	5	56-60%
P (Pass)	4	50-55%
F (Fail)	0	Less than 50%
Ab (Absent)	0	—



3.2 Criteria for Passing: The student will be declared 'pass' in the course once he/she obtains a minimum of 50 percent marks out of the maximum marks (total of Internal Assessment and End Term Examinations). However, the student will have to pass the end term examinations with a minimum of 40% per cent marks in the respective examination otherwise he/she will be awarded a fail grade, irrespective of the total marks.

3.3 Grading for Supplementary Examination:

3.3.1 Irrespective of the total aggregate marks obtained by the student in the Supplementary Examination, he/she will only be given a pass/ fail grade.

3.3.2 The Internal Assessment marks will not be taken into account for the Supplementary Examination, and the maximum marks for the Supplementary Examination will be 100.

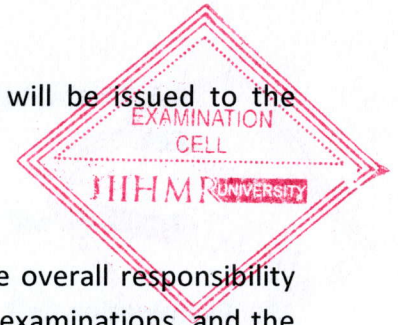
3.3.3 Examiners evaluating a Supplementary Examination performance will mark the respective answer sheets with the marks the candidate obtains. However, the candidate who has passed a Supplementary Examination will be eligible to get only passing marks/minimum passing grade when being considered for the final tabulation in that particular subject/course. Those candidates who have failed a Supplementary Examination of a subject will get the actual evaluated marks in their final tabulation in that subject /course.

3.3.4 This applies to all courses except Summer Training, Summer Internship Programme, Field Work, Project Work and Dissertation. Their marks will be based on the original rubrics designed for the particular batch, in accordance with the guidelines framed by the respective committees. However, as per point 3.3.3 above, a maximum of passing marks and the respective passing grade will be awarded in final tabulation.

3.4 Finalization of Report Card/Marksheet: Once the marks of Internal Assessment and End Term Examinations are tabulated, and the results are declared, the examination cell will release the report card/marksheets (sample template attached in Annexure IV & V). The student who did not take the examination will be marked 'Ab', in the respective component.

3.5 Transcript: The transcript will be issued to every student after the completion of the program. It will depict the consolidated grades and grade point averages. The transcript will be thoroughly checked by the Controller of Examinations and signed by the Registrar.

3.6 Provisional Degree: A provisional certificate of the degree will be issued to the students, if required.



4. Controller of Examinations

There will be a Controller of Examinations (CoE) to discharge the overall responsibility relating to the conduct and supervision of all matters related to examinations, and the declaration of the results. The Controller of Examinations will be appointed by the President.

4.1 Duties and Responsibilities:

The Controller of Examinations will be responsible for making all arrangements for the proper conduct of the examination, such as getting answer sheets evaluated and declaring the results. The CoE will be responsible for the following functions:

4.1.1 He will prepare and announce in advance the calendar of examinations.

4.1.2 He will get the questions papers set and printed. The CoE will have the authority to communicate to the paper setters identified by the Panel of Experts to get the question papers set in accordance with the requirements and to ensure that they are received as per the time schedule.

4.1.3 He will ensure that a student not conforming to the eligibility criteria is not allowed to sit in that examination.

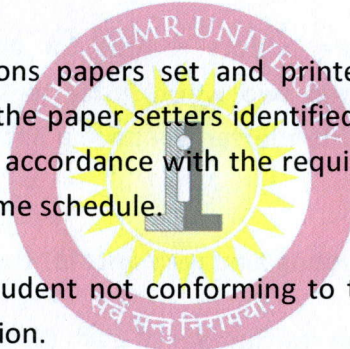
4.1.4 He will assign invigilation duties to faculty members and ensure that they attend to these duties as per the examination schedule.

4.1.5 He will see that discipline is maintained while the examination is going on. For this purpose, the CoE may constitute teams to monitor the smooth conduct of the examination. The members of the team can also detect and report any case of the use of unfair means.

4.1.6 He will arrange to get the answer sheets properly assessed, and will process the results. The CoE will have the authority to get the answer sheets evaluated by the designated examiners from the Panel of Experts and will ensure that they are evaluated as per the time schedule.

4.1.7 He will arrange for the timely declaration of results.

4.1.8 He will compile and present the finalized results for convocation proceedings.



4.1.9 He will supervise and appraise the work of the staff posted in the Examination Cell.

4.1.10 He will be an ex-officio member of the Academic Advisory Council.

5. Examination Cell

The Examination Cell will have the authority to conduct the End Term Examinations and Supplementary Examinations. The Examination Cell will have a Controller of Examinations supported by a group of staff members constituting a minimum of two staff members and support staff as per the requirements.

5.1 Roles and Responsibilities of the Examination Cell

5.1.1 The Examination Cell will fix and display the respective examination dates for each End Term Examination and Supplementary Examination one month prior to the scheduled commencement of the examination.

5.1.2 It will prepare a duty roaster for invigilation duties and share with the invigilators concerned two weeks prior to the scheduled commencement of the examination. The duty roaster will have a backup list of identified invigilators in case of any eventuality.

5.1.3 It will make seating arrangements for the fair conduct of an examination.

5.1.4 It will mark the roll number of each student on the desk.

5.1.5 It will arrange for blank answer sheets stamped with the seal of the Examination Cell.

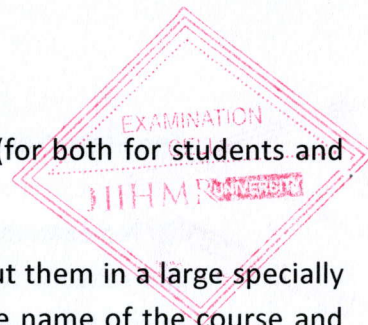
5.1.6 The Examination Cell will arrange to get multiple copies of the question paper made according to the number of students on the nominal roll. The question papers will be printed / photocopied in the office by the Examination Cell Staff itself under the strict supervision of the Controller of Examinations.

5.1.7 The question paper set will be sent to the examination hall in a sealed envelope marked "Confidential", and with time and date of the Examination.

5.1.8 The staff of the Examination Cell will coordinate with the Administration for smooth conduct of examinations as well as ensure the supply of drinking water for students and tea/coffee and snacks for the invigilation staff on duty.

5.1.9 The Examination Cell will coordinate with the Administration to ensure that all the examination halls are fit for the conduct of an examination. The Administration will be responsible for ensuring full lighting, adequate cooling through AC / fans,

generator backup and good quality seating arrangement (for both for students and invigilation staff).



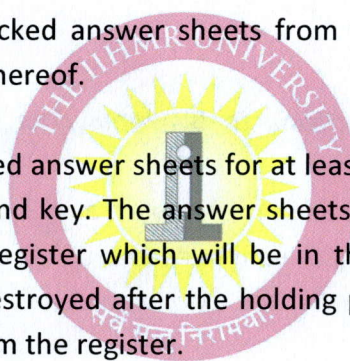
5.1.10 It will arrange to collect all answer sheets and to put them in a large specially designed bag, seal the bag and stick a label indicating the name of the course and the total number of answer sheets.

5.1.11 It will arrange to dispatch the bundle of answer sheets to the assigned examiner along with the evaluation sheets. Anonymous coding of answer sheets may also be done, before sending them for evaluation to maintain confidentiality.

5.1.12 It will keep a track of all sets of the answer sheets sent for evaluation and follow up to ensure that they are received back within three weeks (21 days) from the date of dispatch.

5.1.13 It will receive the checked answer sheets from the examiners and make / maintain appropriate record thereof.

5.1.14 It will store the corrected answer sheets for at least three years in a protected area duly secured with lock and key. The answer sheets would be indexed and the index number entered in a register which will be in the charge of a responsible person. The answer sheets destroyed after the holding period, as per annexure VII should be duly charged off from the register.



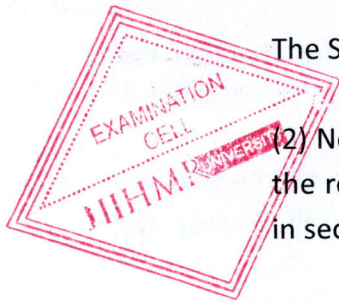
5.1.15 It will tabulate the grades for each student for each course and prepare a Report Card/Marksheet for each End Term Examination.

5.1.16 It will declare the results within 30 days of the completion of a Term Examination as per the provision of Section 35 of the IIHMR University Act which is reproduced below:

Declaration of results-

(1) The University shall strive to declare the results of every examination conducted by it within thirty five days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days from such date:

Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the reasons for such delay to the State Government.



The State Government may, thereon, issue such directions as it may deem fit.

(2) No examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the time schedule as stipulated in section 34 or, as the case may be, in this section.

5.2 Fair Conduct of Examinations - During an examination, all the examinees will be under the disciplinary control of the Controller of Examinations & Chief Invigilator / Invigilator. They are prohibited to use any kind of unfair practice. "Unfair Practice" includes any act, which improperly affects an examinee or group of examinees, examination venue or any staff associated with the examination process in matters of the performance at the examination or evaluation of the performance.

The list of unfair means during examination is appended vide Annexure III. If a candidate is found indulged in such kind of activities he/she will be booked under unfair means.

5.2.1 Exam Instructions to Students: The instructions for examinations to the candidates are as under:

5.2.1.1 Students must report at the Examination venue 30 minutes before the scheduled commencement of the examination. No student will be allowed to enter the examination hall 10 minutes after the scheduled time.

5.2.1.2 No student will be allowed to leave the examination hall, for any purpose before 30 minutes from the start of the examination. A student can leave the exam room, permanently after submission of answer book only during the last hour of the exam.

5.2.1.3 Only one student (either male or female) at a time will be allowed to go out of the examination hall for the use of washroom for a maximum duration of 5 minutes, only once. The student must seek the invigilator's permission before moving out. The invigilator will make a note in the Incident Report Column of the Attendance and Incident sheet for each such a student who takes more than the desired time. Use of washroom will be permitted only after 30 minutes of the commencement of the examination. No student is allowed to use the washroom within last hour of the examination.

5.2.1.4 Mobile phones/Cellular phones/ Bluetooth devices / Digital Watches / iPads or any other electronic gadget with display other than the scientific calculator (with standalone function of calculations), and printed materials/notes/books/handwritten matter/bags are strictly prohibited inside the examination hall. The invigilator will ensure that those in possession of

mobiles or written/printed materials have deposited them at the designated place prior to sitting on their respective seats. Students found in possession of any such material will be booked under unfair means.

5.2.1.5 In the examination hall, if a student is found using any unfair means, whispering / or talking to or copying from any other student he/she will be warned by the invigilator. After two warnings if the student persists in such activities, the student will be booked under unfair means.

5.2.1.6 In case a student is found in possession of mobile phone / Bluetooth Device / Digital watches / and other electronic gadget whether deliberately or by mistake , it will be seized by the examination cell and will be seized for a maximum of two working days for enquiry/inspection.

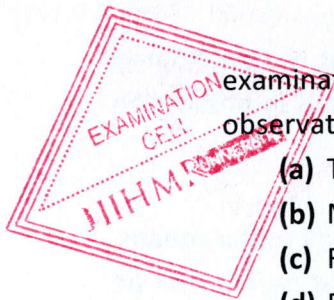
5.2.2 Measures to Prevent Unfair Means during the Examination

Apart from the invigilation system the Examination Cell will designate two teams, namely exam inspection team and Flying Squad to ensure fair conduct of examinations.

5.2.2.1 Exam Inspection Team – The members of this team, can be chosen from the academics / administration as well as the secretarial staff on a rotation basis and will consist of both male and female members.

- (a) It will be responsible to randomly go and inspect the washroom and the surroundings to look out for any reading material or detecting any other unfair means that could have been planned, planted, or executed to illegally help the students in the examination.
- (b) It will perform one check prior to the commencement of the examination and another one randomly during the progress of each examination. The team may also assist the flying squad or the invigilators in frisking of students, if so instructed.
- (c) During the examination period, the team is authorized by the **Controller of Examinations** to seize any such material found in the aforesaid places.
- (d) If the team finds any student resorting to unfair means, it is empowered to ask such student to give their roll numbers and the examination hall number and report the same to examination cell / Exam Hall / Flying Squad.
- (e) All such incidents must be recorded in the Incident Record / Remarks column of the Attendance and Incident Sheet and unfair means case form needs to be filled for each one of them.

5.2.2.2 Flying Squad – The members of this team will be chosen from the Faculty Members (both male and female) and will be responsible for random inspection of



examination halls and related areas. The team will inspect the following and give its observations in the form of a Flying Squad Report:

- (a) The Invigilators / room superintendent is/are carrying their duties properly.
- (b) No Breach in exam secrecy/security.
- (c) Fair and smooth conduct of Examinations.
- (d) Physical verification and proper noting of the unfair means / malpractice cases in the exam hall, if any.
- (e) Random inspection of students, exam halls, facility areas and other related areas.

5.2.3 Procedure to deal with Unfair Means Cases

5.2.3.1 All incidents of the use of unfair means, whether observed in the exam hall or related areas must invariably be endorsed in the Incident Record/Remarks column of the Attendance and Incident Sheet and must be promptly reported to examination cell.

5.2.3.2 Unfair Means Case Form needs to be filled for all such cases. The form will contain the statement of the concerned student/candidate and any one or more among - Invigilator, Inspection Team, Flying Squad, Designated examination cell Official. If the student refuses to give the statement, the fact must be supported by the signature of chief invigilator/ co-invigilator/Flying Squad.

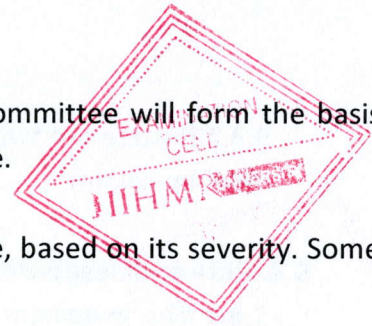
5.2.3.3 The student may, however, be allowed to continue writing the examination, however no extra time will be given to him/her. He / She may be given a new answer book if need felt so. Both answer books will have to be kept intact after the completion of exam.

5.2.3.4 All incidents of unfair means / breach of discipline during the examinations must be entered in the Discipline Register kept with the Examination Cell. All such cases with the unfair means form will be sent for evaluation to the examiner, separately and will be tracked by the Examination Cell using the Discipline Register.

5.2.3.5 The examiner will evaluate the answer sheets as is normally done. On return after evaluation, such answer sheets will be presented to the Controller of Examinations for further action.

5.2.3.6 All the cases of candidate's indiscipline, unfair means, and malpractices during and/or related to examinations along with evidence, if any will be put before the Examination and Credentials Committee, for

further action. The recommendations of the Committee will form the basis for the final penalty to be imposed in such a case.



5.2.3.7 The penalty may be decided case to case, based on its severity. Some suggested punishments are:

- (a) A written warning.
- (b) A written undertaking
- (c) Deduction of marks in the respective component of the respective course.
- (d) Monetary fine.
- (e) Re-Examination
- (f) Suspension.
- (g) Any other as decided by the committee.

5.3. Invigilation System:

5.3.1 The Controller of Examinations is empowered to assign invigilation duty for End Term Examination and Supplementary Examinations.

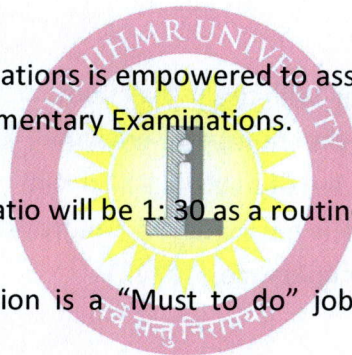
5.3.2 The invigilator-student ratio will be 1: 30 as a routine.

5.3.3 Invigilation of Examination is a "Must to do" job responsibility of a faculty member.

5.3.4 The date and time of the duty will be intimated to the invigilator two weeks before the examination date. The dates are non-negotiable except in case of a prior commitment, which, for the purpose of examination duties, will be limited to a coinciding field assignment for research or a University delegated participation in an academic or research assignment / programme within or outside the University. It will be the responsibility of the invigilator to inform the Controller of Examinations about the prior engagement at least three days prior to the scheduled date so that alternative arrangements may be made.

5.3.5 Only in exceptional cases, the invigilation duty can be interchanged with another invigilator under the written intimation (signed by both the invigilators) to the Controller of Examinations.

5.3.6 If two invigilators are required for one examination hall, and they are not available, the Controller of Examinations in consultation with the Dean, Academics and Dean Research may nominate a senior research officer, if available, along with a faculty member for invigilation duty.



5.3.7 If there are two invigilators in one room, the senior faculty member will be the Chief Invigilator.

5.4. Role and Responsibility of the Invigilator

5.4.1 The invigilator will report to the Examination Cell before 30 minutes of commencement of the examination for the collection of answer books, sealed questions papers, Attendance Sheet and requisite stationery, if any. He/She will also check the status of blank answer sheets received from the Examination Cell. He/she will also check the total number of answer sheets supplied and ensure that each answer sheet bears a seal of the Examination Cell / End Term Examination.

5.4.2 He/she will see to it that the envelope containing copies of the question papers bears the seal, name of the subject and date of the examination. He/she will then open the envelope in the presence of students and sign the question paper opening form.

5.4.3 The invigilator will count the number of the copies of the printed question paper and match the number mentioned on the cover of the envelope. If the number matches, he/she will sign in the space provided on the envelope for verification. If there is a variation in the number, he / she will contact the Controller of Examinations for guidance.

5.4.4 He/she will ensure that separate student Attendance and Incident Sheets have been provided for End Term Examinations and Supplementary Examinations, for separate courses / streams.

5.4.5 He/she will arrange the distribution of the answer sheets to the students.

5.4.6 At the designated time for commencement of the examination, he/she will arrange to distribute question paper to the students.

5.4.7 He/she will ensure that the answer sheets and question paper should be with each student within five minutes of the starting time of examination.

5.4.8 He/she will ensure that the examination is conducted fairly, and all means stated under para 5.2 of this regulation are adhered to.

5.4.9 He/she will enter any case of breach of discipline by any student in the Attendance and Incident Sheet provided and will ensure the filling of unfair means form for respective cases.

5.4.10 No clarification of any doubt regarding the question paper will be provided by the invigilator. In the rare case of ambiguity, he/she will contact the Controller of Examinations for assistance.

5.4.11 During the course of the examination the invigilator will check the answer sheet to see whether all entries on the cover page have been filled in and after verification, put his/her signature on the answer-sheet.

5.4.12 At the end of the examination he/she will collect all answer sheets and match the number of answer sheets against the total number of students present.

5.4.13 The invigilator will put all answer sheets in the specially designed bag or envelope. He/she will verify the Attendance and Incident Sheet and sign it.

5.4.14 The invigilator will hand over the bag/envelope to the representative of the Examination Cell along with the Attendance and Incident Sheet and balance of blank answer sheets.

6. Eligibility of a Student for Taking the End Term Examination:

6.1 All students who have attendance of 75 percent and above in a course will be eligible to take the end term examination of that course.

6.2 The Academic Cell will inform the Examination Cell the names of those students who are not eligible to take the examination.

7. Assessment

7.1 Assessing students' performance will be the prime responsibility of the examiner. The CoE will identify the faculty member who will be the examiner. The CoE will send the answer sheets of a particular examination to the examiner for assessment provided the examiner is in a position to assess within the stipulated time generally @20 answer books per day. If he/she expresses inability to do so, the CoE will get the answer sheets assessed by another examiner.

7.2 The answer sheets will be delivered by hand / post to the examiner by the designated staff member of the Examination Cell in a sealed packet marked 'Confidential' along with a covering letter mentioning the details and a printed Evaluation Sheet containing the roll numbers / code numbers of the students who have taken the examination. The Examination Cell will ensure that confidentiality is not compromised under any circumstances till the answer-sheets are delivered to the examiner concerned for evaluation.

7.3 The answer sheets should be kept in security by the examiner till they are dispatched back to the Examination Cell.

7.4 The examiner will use red ink for giving marks in the answer sheets.

7.5 All the blank pages in the answer sheets should be crossed by a line. This is to indicate that all the pages of the answer copy were seen by the examiner.

7.6 Any overwriting or correction marked by the examiner should be signed by him.

7.7 After entering the respective question wise marks on the cover page of the answer sheets, the examiner should put her/his signature with date at the designated place.

7.8 The examiner should return the answer sheets duly checked within a maximum period of 21 days from the date of receipt. This is non-negotiable.

7.9 It is the responsibility of the examiner to ensure that all the evaluated answer sheets are returned and the evaluation sheets are sent in a duly sealed envelope.

7.10 The Examiner must ensure that the evaluation sheet bearing the seal of the Examination Cell has been enclosed and duly signed, failing which the Examination Cell will not consider the evaluation as valid.

7.11 The external examiners are entitled to an honorarium for evaluating the answer sheets as per the University's policy which may be revised from time to time. The postage and handling charges incurred by the examiners will be borne by the University. The details are appended in Annexure VI.

7.12 Panel of Examiners: The University will constitute school-wise panels of paper setters and examiners.

7.13 While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent, and a student may be allowed to inspect the photocopy of end term examination answer sheet on prescribed charges, if requested within five days of declaration of result or as per the notification. The photocopy will be shown to the concerned student in front of the concerned faculty coordinator. The student, if finds that any portion of answer is not evaluated or finds any other totaling error, may point out the same to the examination cell for further action.

8. Re-evaluation and Re-totaling (End Term Examination and Supplementary Examinations)

8.1 The student can apply for:

- Re-totaling of marks
- Re-evaluating answer sheets

The prescribed fee, as notified from time to time needs to be paid at the Accounts Section for re-totaling / re-evaluation. The receipt of the same needs to be attached to the application form.

8.2 The student who has taken the End Term Examination of a course and wishes to get a re-evaluation/re-totaling done of her/his performance is allowed to apply to the CoE, in a specified format within 10 days of declaration of result or as specified in the notification issued after the declaration of results. In case of Re-evaluation such requests will be acceptable for a maximum of one subject / course, per term in each year of any curriculum.

8.3 Supplementary Examination answer sheets will not be subjected to re-evaluation. A student who has taken a supplementary examination, however, may apply for re-totaling of marks awarded on answer sheet of that supplementary examination.

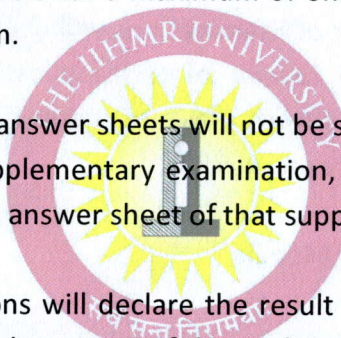
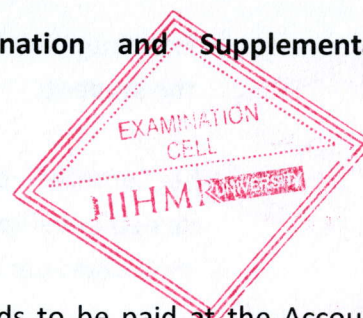
8.4 The Controller of Examinations will declare the result of the re-totalling of marks within 15 days of the date of the receipt of the application. The result will be stated either as "No Change" or the new marks and grade if retotalling has resulted in an increase in marks.

8.5 Process of re-evaluation of End Term Examination Answer Sheet:

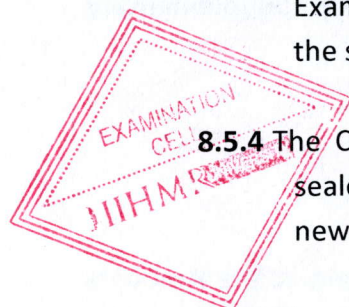
8.5.1 The revaluation of answer books, shall not be permitted in respect of i) Internal Assessment (ii) Summer Training / Summer Internship Programme (iii) Project Report (iv) Dissertation (v) Viva-voce (vi) Supplementary papers, special examination, Improvement Papers etc.

8.5.2 The Controller of Examinations will arrange to get a photocopy of the respective answer sheet. Alternatively, an opaque sticker can be pasted on the marks awarded in the answer sheet so as to hide the original marks obtained for each answer.

8.5.3 The identification on the cover page will also be hidden before getting the answer sheet photocopied. If the original answer sheet is sent for re-evaluation, the cover page of the answer sheet will be removed and replaced by a fresh cover page with a seal and signature of the Controller of



Examinations. A code number will be allotted to represent the roll number of the student.



8.5.4 The Controller of Examinations will arrange to send this answer sheet in a sealed envelope along with the evaluation sheet and a covering letter to the new examiner after entering the details in the Re-evaluation Register.

8.5.5 The examiner will re-assess and return the answer sheet to the Controller of Examinations within seven days of the receipt of the answer sheet. However, if the difference between the award of marks by the re-valuator and the initial evaluator is more than 30 % of the maximum marks prescribed for the paper, the answer book shall be referred to another examiner for second re-evaluation and the average of the two closest awards, out of the three shall be taken into account.

8.5.6 The Controller of Examinations will declare the result within 30 days from the date of the receipt of the application. The result will show either "No Change" or a fresh grade or marks if the student has received more marks than the previous marks.

9. Eligibility for Award of Medals

Gold and Silver medals will be awarded for academic excellence under the regular PG programmes as per the criteria listed below:

9.1 Students will be adjudged for academic excellence and one student, each will be selected from each of the streams for the award of a gold medal and a silver medal.

9.2 The total marks obtained for each credit course, except summer training and dissertation, will be added up to find out the total marks obtained in all the terms. The student who has secured the highest total marks and has no repeat/supplementary in any course will be an eligible candidate for the award of a gold medal. The student who has secured the second highest total marks and has no repeat/supplementary in any course will be an eligible candidate for the award of a silver medal.

9.2.1 If the student has got an answer sheet re-totalled or re-evaluated for the main examination, the higher marks obtained by the student will be considered for totalling up the marks for the eligibility of the award.

9.2.2 If there is more than one student with the same total, the case will be considered in the faculty meeting and voting will be held. The candidate who receives higher number of votes, will be awarded the medal.

9.2.3 If the votes are equal then the President will have the power to select the candidate for the award.

9.2.4 Students who have been punished for breach of discipline will not be considered for the award of a medal irrespective of good academic performance.

10. Examination Performance, Award of Degree and Placement

10.1 A student with pending first-year papers/courses can carry forward a maximum of three papers/courses and get promoted to the second year. Such students will have to clear the pending papers/courses along with the second-year studies.

10.2 No student will be entitled to get grace marks for any course of his/her programme.

11. Promotion and Span Period

11.1 A student with more than three pending papers/courses in the first year will not be promoted to next year and hence will have to lose a year.

11.2 The span period of the programme is four years from the date of registration and all the papers/courses must be cleared/passed during this span period.

11.3 A student has to clear all the papers/courses offered during the two-year programme to be eligible for the award of degree.

12. Reviewing Body for the Regulations:

12.1 Any representation arising on an issue covered under these rules will be reviewed by the Examinations and Credentials Committee.

12.2 The matters which could not be resolved by the Examinations and Credentials Committee will be referred to the President for final disposal of the matter.

13. Fee/Charges – The proposed fee/charges for a Supplementary Examination, re-evaluation, rechecking and re-totalling, issue of additional transcript, duplicate degree attestation/verification, paper setting (two sets), answer sheet evaluation and any other charges will be charged as per the norms fixed by the Fee Fixation Committee (appended as Annexure VI).





Date	Affix Stamp	School	Stream	Course Code	Affix Stamp
Venue		Program	Batch	Course Name	

S No	Roll Number	Name of the Student	Answer Book No.	Signature of the Student	Incident Record
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



(i)

Name and Signature of Invigilators

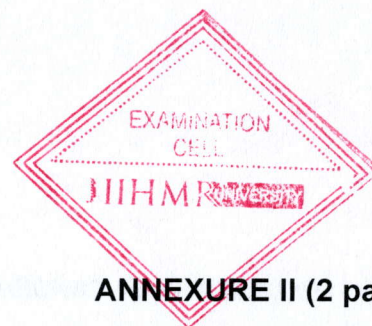


Date	Affix Stamp	School	Stream	Course Code	Affix Stamp
Venue		Program	Batch	Course Name	

Total Students Present	
Total Students Absent	



Detailed Note on incidents (if any)	Administrative Issues (if any)

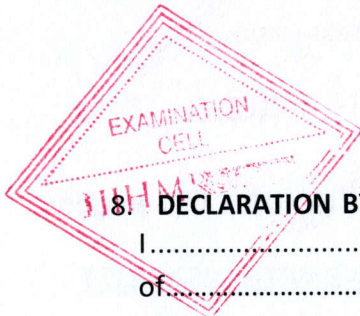


ANNEXURE II (2 pages)

GUIDELINES FOR CONDUCTING AN EXAMINATION FOR PERSONS WITH DISABILITY

The guidelines for conduct of examinations for persons with disability (temporary/permanent) are as follows:

1. A writer may be allowed by the Controller of Examination on the request of a
 - (i) blind, visually handicap candidate
 - (ii) candidate who is suffering from any of the following physical handicaps:
 - (a) dominant hand is in a plaster cast due to fracture or injury.
 - (b) suffering from Arthritis/ other painful conditions of dominant hand.
 - (c) suffering from nerve injuries under paralytic conditions of dominant hand.
 - (d) any condition interfering with writing performance of dominant hand.
2. The request for a writer will be considered only if received at least two working days prior to the Examination, until and unless an untoward injury occurs within those two days. The request must be followed by filling a declaration form (both for candidate and writer). If the declaration by the candidate and the writer or any of the enclosed statements are found to be incorrect, his/her examination may be cancelled.
3. The person allowed as writer for the candidate must be a student of the standard below for which the student is appearing. This means for Post-Graduate Exam writer must be of UG degree or XII standard.
4. The candidate's request for grant of writer must be accompanied by a medical certificate from the Principal Medical and Health Officer/ Principal of a recognized Medical College in the city or district on the basis of the report of the concerned doctor like - (a) Ophthalmologist for visually handicaps (b) Orthopaedic Surgeon/ Junior Specialist in Orthopaedic Surgery/ Senior Specialist in Orthopaedic Surgery for other cases etc.
5. Ordinarily only the same student will act as a writer for an examinee for the whole examination.
6. Extra time will be given as follows
 - (i) One hour extra time shall be given to a blind candidate for answering each question paper.
 - (ii) Half an hour extra time shall be given to only those Physically Handicapped candidates who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the University.
7. **The words "Answers written by the writer" shall be written in red ink by invigilator on the title cover of answer book, and the fact must be noted in Attendance and Incident Sheet.**



18. DECLARATION BY CANDIDATE:

Ison of Shri.....Resident of..... do hereby affirm as under:

- (1) That I have suffered an injury as a result of an accident on.....
- (2) That I was treated by Dr..... and that the Medical Certificate furnished by me as per prescribed norms as above is a genuine one.
- (3) That the writer/amanuensis Shri.....son of.....Resident ofis a student of.....

I understand that the permission granted by the Controller of Examination for writer is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

Signature of the candidate

(With local address)

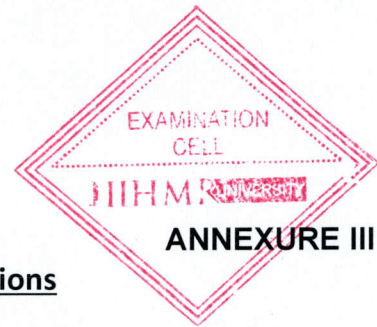
9. DECLARATION BY WRITER:

Ison of Shri..... Resident ofdo hereby affirm as under:

1. That I am a student ofof.....College
2. That I have been asked to act as an amanuensis forSon of.....Resident ofwho is not in a position to write in the examination himself.
3. Shri.....is not related to me.
4. I know the candidate as friend/Relative. If relative please specify.....
5. My postal address is

I understand that if any of the statements made above are found to be incorrect I am liable to legal action which may be taken by the University in this matter.

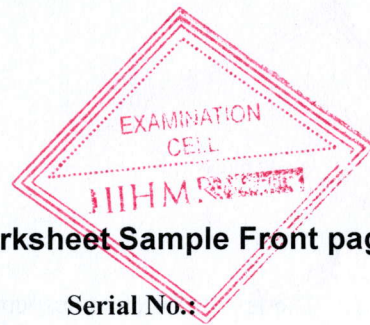
Signature of the writer



List of Unfair Means During Examinations

The following acts committed by the students, during the conduct of examination shall be construed as unfair means / malpractices.

1. Possession of Mobile phone, Digital Watch or any other electronic gadget which was found in a non-communicable/communicable position with the candidate.
2. Possession of any paper or material (blank /printed/rough/written) found with or near candidate's seating.
3. Anything written or signs made on question paper.
4. Chatting/talking with other student or any unauthorized person during examination duration.
5. Found with Fake admit card / admit card not concerned with the given examination.
6. Disclosing his/her identity by writing roll no., name, phone no. etc. on answer book.
7. Borrowing stationary, calculator etc. from other students.
8. Disobeying the instructions of the Invigilator/Flying Squad/other exam officials or misconduct/misbehavior with them.
9. Found with examination related material on paper, on calculator, on stationary, in or on clothes, written on body parts, Admit Cards etc.
10. Copying from fellow candidates.
11. Giving or receiving assistance in answering the question paper from any other person inside or outside the examination hall during examination hours.
12. Communicating or attempting to communicate with the paper setter/exam officials with the object of unduly influencing them in discharge of his exam duties.
13. Influencing an examiner/evaluator in award of marks or tampering with records of examination.
14. Using any obscene or abusive language in his/her answer book.
15. Swallowing/destroying/Run away or attempt to swallow/destroy/Run away with the cheating material or any evidence of unfairness / malpractice.
16. In possession with books, notes or any other study material inside the examination hall or consulting note, books, phone and other material outside the examination hall during examination hours (specially in facility areas etc.).
17. Misuse of washrooms and facility areas during examination duration.
18. Tearing off or mutilating the answer book or Smuggling/replacing a question paper or answer book or part during examination.
19. Impersonating any candidate or getting impersonated by any person for taking the examination.
20. Cheating or attempting to cheat the university in any manner.



ANNEXURE IV (2 pages) – Main Marksheet Sample Front page

Serial No.:



**Institute of Health Management Research
Master of Business Administration
(Hospital and Health Management)**

STATEMENT OF MARKS AND GRADES

Second Year - Term 4, End Term Examinations, November-December 2020

Enrollment No. : IIHMR-U/01/2019-21/0699

Name : Abhay Jain

Father's Name: : Roopa Ram Jain

Mother's Name : Sheela Jain



Batch : 2019-21

Specialization : Hospital Management

Course Code	Course Title	Course Credit	Maximum Marks	Marks Obtained	Grade	Grade Point	Credit Point
CC-601	Health and Development						
CC-602	Principles of Management						
CC-603	Health Policy and Health Care Delivery System						
CC-605	Essentials of Epidemiology						
CC-606	Essentials of Demography						
TOTAL					----	----	

Term Grade Point Average (TGPA) :

Cumulative Grade Point Average (CGPA) :

Date :

Place:

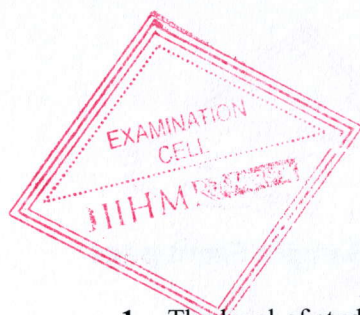
Checked and Verified

Controller of Examinations

QR CODE.....

SEAL

Disclaimer: In case of any error being detected during the preparation of this statement or afterwards, the University is fully empowered to correct the same.



ANNEXURE IV – Main Marksheet Sample Back page

1. The level of student academic performance in each credit course will be reflected by Grades. The Grades will be based on percentage of marks (rounded off to nearest integer), as shown in table below.

Grade	Grade Points	Percentage
O (Outstanding)	10	91-100%
A+ (Excellent)	9	86-90%
A (Very Good)	8	81-85%
B+ (Good)	7	71-80%
B (Above Average)	6	61-70%
C (Average)	5	56-60%
P (Pass)	4	50-55%
F (Fail)	0	Less than 50%
Ab (Absent)	0	—

2. The medium of instruction is English.
3. TGPA is the Term Grade Point Average. Formula for TGPA is:

$$TGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_iG_i + \dots}{C_1 + C_2 + \dots + C_i + \dots}$$

where C_i is the number of credits allotted to the course “i”, G_i is the Grade Point associated to the Grade given to that course “i” ; $i = 1$ to n , n being number of credit courses in the program in that particular term for which it is calculated.

4. CGPA is Cumulative Grade Point Average (CGPA). Formula for CGPA is:

$$CGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_iG_i + \dots}{C_1 + C_2 + \dots + C_i + \dots}$$

where C_i is the number of credits allotted to the course “i”, G_i is the Grade Point associated to the Grade given to that course “i” ; $i = 1$ to n , n being number of credit courses in the program of all terms up to which CGPA is computed.

5. The TGPA and CGPA shall be rounded off to 2 decimal places.

Note: In case of any discrepancy/error, this document should be returned to the Examination Cell within a week from the date of its receipt. No request will be entertained thereafter.

ANNEXURE V – Supplementary Marksheet Sample Front page

Serial No.:



**Institute of Health Management Research
Master of Business Administration
(Hospital and Health Management)**

STATEMENT OF MARKS AND GRADES

Second Year - Term 4-6, End Term Supplementary Examinations, March 2021

Enrolment No. : IIHMR-U/01/2019-21/0699

Name : Abhay Jain

Father's Name : Roopa Ram Jain

Mother's Name : Sheela Jain



Batch : 2019-21

Specialization : Hospital Management

Course Code	Course Title	Course Credit	Maximum Marks	Marks Awarded	Grade	Grade Point	Credit Point
CC-601	Health and Development						
CC-603	Health Policy and Health Care Delivery System						

Date :

Place:

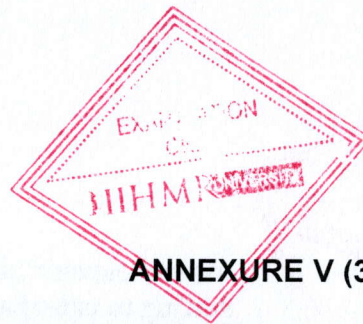
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Controller of Examinations

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Disclaimer: In case of any error being detected during the preparation of this statement or afterwards, the University is fully empowered to correct the same.



ANNEXURE V (3 pages)

ELIGIBILITY and RENUMERATION FOR EXTERNAL EXAMINERS AND INVIGILATORS FOR END TERM EXAMINATIONS

(A). ELIGIBILITY FOR EXTERNAL EXAMINERS

1. Definition

- a) An 'Examiner' is any individual, considered to have required degree of expertise for developing assessment instruments and/or assessing the students' performance on given assessment framework for a course.
- b) An 'External Examiner' is an examiner, as defined in point 1(a) above and neither be in direct benefit relationship with IIHMR University nor be one of the teaching faculty for the respective course.
- c) An 'External Examiner' will be of minimum Assistant Professor rank in a recognized university/ institution in India or abroad, with a minimum teaching experience of 5 years. In case of experts from industry/Non-Governmental Organization (NGO) or Government Department, the examiner will preferably be at the rank of the unit/department head in their respective functions/ departments, with a minimum experience of 5 years at the position.

2. Background & Purpose

Though the principles of trust, autonomy and freedom are supported yet to enhance diversity in the process, external examiners may be appointed as deem fit. Moreover, despite sound quality assurance process in assessment and evaluation of students' academic performance, there are many instances which require external assessment to ensure the bias free assessment of academic performance.

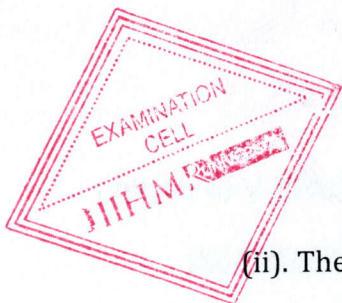
3. Scope/ Coverage of this SOP

It is applicable to the End Term Examination component of courses of any program of the University.

4. Process for Appointment of External Examiner

The procedure for appointment of External Examiner for the end term examination of theory courses, is as below:

- a) The external examiners, minimum two, shall be proposed by course coordinator / teaching faculty to the Dean/BOS of the respective school, in a particular format. The format must clearly contain the details like - name of the examiner, with qualifications, experience, designation, affiliation, contact number and mail id.
- b) In case of any specific requirement or otherwise the Dean/BOS may also add names in the list and forward them to the examination cell.
- c) The examination cell will further work on these panels, attested by the Dean/BOS, for the conduct of said examinations.
 - (i). For setting of question papers: The format of question papers along with the syllabus will be sent to the examiners via speed post / mail, along with



other relevant documents, The maximum time to be given for paper setting to external examiners is 10 days.

- (ii). The answer books along with the evaluation sheets and other relevant documents will be sent to the examiners in person. The maximum time to be given for evaluation of answer books of a complete course will be calculated @15 answer books per day, with a maximum of 20 days. The maximum time limit for a section / subpart shall be calculated proportionately.

(B). ELIGIBILITY FOR EXTERNAL INVIGILATORS

1. An external 'Invigilator' is any individual who is neither in direct benefit relationship with IIHMR University nor is one of the teaching faculty / staff of the university.
2. An 'External Invigilator' can be
 - (i). of minimum Assistant Professor rank, retired or working in a recognized university/ institution in India or abroad, with a minimum teaching experience of 1 year. In case of experts from industry/Non-Governmental Organization (NGO) or Government Department, the invigilator should preferably be at the rank or retired from the rank of an officer or In-charge, with a minimum experience of 2 years at the position.
 - (ii). of minimum Assistant Registrar rank, retired or working in a recognized university/ institution in India or abroad, with a minimum experience of 2 years at the position.
 - (iii). of such a cadre, retired or working which are not below the rank of research officer / academic officer.
3. The invigilators will be appointed only after the approval by the Registrar.
4. The external invigilators will not be assigned independent exam duties and their number should not be more than 50% of the total invigilator strength.
5. The examination cell will maintain a proper record of external invigilators, with their details and signature.
6. The external invigilators will follow all the roles and responsibilities, of an invigilator, as mentioned in the exam regulations of the University.
7. The external invigilator will have to give an undertaking that –

“He / She has read all the instructions and will abide by them. None of their friends, relative or known ones (directly or indirectly) are taking the examination. He / She will perform his/her duties in unbiased manner. “

In case of breach of duties and non-adherence to the undertaking he/she is liable to punishment/disciplinary action.

(C). RENUMERATION

The remuneration for external examiners and external invigilators is as follows:

S.No.	Particulars/Items	Rates (in Rs.)
1.	Answer Copy Checking (External) (for main, re-exam, Supplementary) in full	@40/- per sheet with minimum Rs. 500 per course
2.	Paper Setting charges (External) (for main, re-exam, Supplementary) in full	1500/- per course
3.	Re-evaluation (External)	@50/- per sheet with minimum Rs. 300 per course
4.	Invigilator (External) (for a 3-hour End Term Exam) (exam duty -4 hrs)	500/-



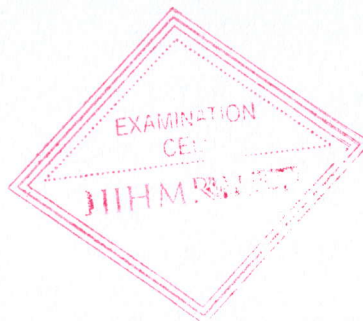


ANNEXURE VI

Miscellaneous Exam Fee / Charges

The miscellaneous fee (exam) for students is being recommended as:

S.No.	Particulars/Items	Proposed Rates (in Rs.)
1.	Re-Totaling	200/- per paper
2.	Re-evaluation	500/- per paper
3.	Supplementary Examination fee	500/- per paper
4.	Duplicate Statement of Marks and Grades	250/-
5.	Duplicate Transcript /Additional Transcript	750/- per copy
6.	Provisional Degree	500/-
7.	Duplicate Degree (on production of FIR)	1000/-
8.	Attestation (national & International (WES, ICAD etc.), only on requirement of hard copies of documents)	500/- + postal charges in actual



ANNEXURE VII

Disposal of Evaluated answer books of End Term/Sem Examinations

The University shall retain answer books of the End Term / Semester Examinations of students of a particular trimester / semester for a period of three years after the declaration of the respective results. Thereafter, if there is no appeal of any student(s) about their results pending and if no legal matter is pending which may require the answer books of some candidate(s), the answer books may be disposed of.

Before disposal, details will be entered in the register for disposal of answer books, including courses, year, exam, batch, and quantity. The answer books will be disposed only after written verification by COE and approval by the Registrar. For disposal of these answer books the vendors must be chosen as per the procedures of the purchase committee.

