



SWARNIM
STARTUP & INNOVATION
UNIVERSITY
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SWARNIM STARTUP & INNOVATION UNIVERSITY

EXAMINATION POLICY
EFFECTIVE FROM (2023-2024)


Registrar
Swarnnim Startup & Innovation University
At : Bhoyan Rathod, Gandhinagar.



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1. Introduction:

The Teaching – Learning processes, Research & Innovation are the most important characteristics of a University. It includes Curriculum Development, Curriculum Transaction and Curriculum Assessment. All the three activities are interlinked and are of equal importance. This manual is prepared with a focus on the Curriculum Assessment.

The faculties are at the forefront of Teaching-Learning process. A faculty's duty is to ensure that learning for the student is framed well by following the right curriculum, correct pedagogy and meticulous assessment.

As per the Gujarat Private University Act 2009, one of the mandates of Swarnim Startup & Innovation University is to confer Doctorate, Degree, Diploma, Grant Certificates and other Academic Distinctions based on the conduction of **Examination or any other Process of Evaluation** in accordance with UGC guidelines. This mandate is the prime component of the University System and widely seen as the principle yardstick evaluating the performance of the University in terms of fulfilling the purpose of its establishment and for accomplishing its long-term Vision and Mission.

The Administration and Conduct of the University Examination need to be very particular, transparent and accurate in executing the entire process taking into consideration every small detail. Considering this requirement, we have prepared this Examination manual to be used as a Guideline/ Reference Document for everyone who are part of various components of the University Examination Process.

Scope:

The scope of this manual includes Planning, Administration & Conduct of Examination, Preparation of all the University Examination's Results (Theory & Practical), Procedure for Degree Conferment (Convocation) and Procedures for enrolment generation and enrolment cancellation for all the candidates enrolled in various courses at the University.





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2. MANUAL FOR CONDUCTING EXAMINATIONS AT SWARNIM STARTUP & INNOVATION UNIVERSITY

We are in the system where the society at large believes that for the advancement of the career, the result of the examinations are the main source. It is also the duty of the University in this context that in addition to imparting the knowledge in the best possible manner, the knowledge gained by the students is assessed in terms of merit most judiciously and in a systematic way.

The University follows a regress system of assessment through multiple methods of assessment to monitor students' academic performance. The assessment is done to measure the knowledge, skills and application ability identified as integrated learning outcomes. The Course component assesses understanding of concepts, theories, practices, applications and discussion in respective courses.

One of the most important functions of the university is to hold examinations and confer the degrees and other distinction on students who fulfill the academic requirements / conditions. The entire work of examinations being governed by provisions in the regulations of Swarnnim Startup & Innovation University.

Therefore, it is very important at every stage right from registering the students to awarding the Degree to them, utmost care is required to be taken and the people working in the administration of conducting the examination should be guided in a organized way.

It is hoped that the adoption of practices in the manual which provides a level of constituency in various procedures in conduct of examinations and assessment practices that results in both quality and university standards.





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2.1 PROCESSES OF EXAMINATIONS:

The whole administration of conducting the examinations at the University level can be bifurcated into four different following processes:

2.1.1. Processes to be undertaken before the conduct of Examinations, which may be named as Pre Examination Processes (PEP).

2.1.2. Processes to be undertaken during the Examinations, which may be named as Concurrent Examination Processes (CEP).

2.1.3. Processes to be undertaken after the Examination, which may be named as Post Examination Processes (POEP).

2.1.4. Processes to be undertaken after the Declaration of Result, which may be named as Post Declaration Result Processes (PDRP).

Further, all sections are bifurcated into sub points as under:

2.1.1 Pre Examination Processes (PEP)

The Pre-Examination Processes are conducted by observing following procedures:-

- i. **Getting the required stationary i.e. Main Answer Books, Additional Answer Sheets (4 pages), Question Paper Bags, Manuscript Cover, Mark sheet Cover, Cloth Cover for keeping Answer Books and other stationeries like Registers, Red Pens, Cello Tapes etc. for Assessment Cell.**

Three months before the commencement of First Semester End Examination, the Deputy Registrar (Examination) will ensure himself about the sufficient stock available for main answer books, additional answer sheets, question paper bags, manuscript cover, mark-sheet cover, cloth cover for answer books with and without gudder. If he feels that the new answer books are to be printed then he will immediately send the indent for getting this answer books along with additional answer sheets printed so that it will be available one month before the date of commencement of First Semester End Examination. For these answer books also the Stationary Stock Register will be maintained. Each main answer





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book and the additional answer sheet will have the number printed and when the answer books are supplied for the Semester End Examinations in to different Institutes, the entry of this will have to be made in the Stationary Stock Register mentioning the number of answer books supplied along with the additional answer sheet.

While issuing the Main answer books and additional answer sheets (4 pages) from the Control Room of the Institute to the Jr. Supervisor, the acknowledgement from the Jr. Supervisor should be obtained and the Jr. Supervisor will also receive these answer books duly verified. The Jr. Supervisor will prepare the report at the end of the Examination and will mention the number of main answer books and additional answer sheets (4 pages) issued to the students concerned against the number of students appeared in the Examination and the same will be cross verified by Sr. Supervisor before Submitting the report to the Control Room of the Institute and ensure that all the answerbooks supplied to the students are received back.

ii. Examination schedules to be prepared for the Semester / Year End Examinations.

The Concern Institute Head will notify the date of Semester/Year End Examination for respective concernedprogrammes of as per Academic Calendar provided by theInstitute, **60 days** before the commencement of the examination. Simultaneously in the same manner, the detailed examinations programme will be prepared and published onemonth before the date of commencement of the examination and it will be notified dulysigned by the Deputy Registrar (Examination). While preparing the programme, he hasto verify holidays. This examination programme will be in conformity with the Examination Scheme prescribed under the Regulations of different Faculties and for different programmes.

iii. Calling a meeting of the Paper Setters and Examiners Committee for appointment of Paper Setters and Examiners from the approved panel of Paper Setters and Examiners and issuance of the Appointment order for Paper Setters/Examiners along with Guidelines/Instructions for preparing the question paper.

As required under regulation for the appointment of the paper setters and examiners, the Deputy Registrar (Examination) will call meetings of all Institutes of such committee 45



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days before the date of commencement of respective examinations.

The invitation is sent to the members who are duly notified for the purpose and the appointment of paper setters and examiners are made only from the panel approved by the Board of Studies concerned. At the end of the meeting minutes will be prepared which will be signed by all the members present in the meeting. This deliberation in the meeting and the list will be considered absolutely confidential and such list should be kept only with Deputy Registrar (Examination) and the appointments will be issued in the prescribed Proforma, and only one or two staff members should be identified from the Examination Section for getting these appointments printed so that the accountability can be established. These appointments should be issued 45 days before the date of commencement of the Examination along with the instructions to be observed by them as given in the appointment order.

2.2 The University Examination Question Paper Set Committee – General Guidelines & Procedure:

- ❖ The faculty who is appointed by the Question Paper Setting Committee will prepare the question paper for end semester / year. The question paper setting committee comprises of the Chairman of Board of Studies, Head of Institute and Controller of Examination.
- ❖ Paper Setter Committee is formed at the start of every end semester / year examination. In the committee meeting, following agendas are discussed and included in its minutes of meeting:
 1. Approval of the list of faculties submitted to the committee by the head of institute for the duty of paper setter by the committee. The list includes both, the faculty from the same institute and an external faculty. For each subject, two faculties from the submitted list will be appointed for setting of a question paper. Out of the two received question papers, one will be selected at random by the Exam Section on the day of exam.
 2. Approving the invitation for the external faculties for setting of question paper as per the guidelines of Board of Studies or the Governing Council for concerned Institute.
 3. Approving the question paper format as per the teaching scheme and the format of Duty Order for setting of question paper.





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4. Finalizing the guidelines for setting of question paper. The guidelines will be included with the appointment order sent to the faculties, both internal and external.

iv. Collection of Question Papers from the Paper setters in sealed cover.

The Deputy Registrar (Examination) will also see that once the appointments are issued 2 sets of question paper are submitted in sealed cover dully signed by the paper setters for the respective examination and of the respective course at least 25 days before the date of Examination. Out of these two sets of question papers, one set will be selected jointly by the Registrar & Controller of Examination on the previous day of Examination. The selected question paper in sealed cover will be signed by both the officials and it will be kept in custody of Deputy Registrar (Examination).

v. Course wise and semester wise list of eligible students will be prepared for appearing in the Semester End Examination.

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,
 - a. The attendance is at least 75% in the semester / year of the course, unless otherwise recommended by the Exam Section and approved by the Provost.
 - b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.
 2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.
 3. Candidate have filled in the examination form within the stipulated time period.
 4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall. In absence of any of the mentioned document, the student will not be allowed to appear in examination.
- ❖ Head of institute will provide the list of eligible students to the exam committee within the time frame decided by the exam committee.





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Block and Room wise Seating arrangement of the students will be prepared by the concerned Institute for appearing in the Examination.

Course wise and Semester wise data of the eligible students for appearing in the examinations will be prepared and verified by the Office Superintendent and signed by the Deputy Registrar (Examination) and same will be sent to the Institute Examination Coordinator for making arrangement of Block wise seating and supervision. These data will also be useful to the Examination Section of the University in deciding the number of question papers to be printed in the different courses.

vi. Appointment of Senior and Junior Supervisors.

15 days before the date of commencement of Examinations, the Deputy Registrar (Examination) in consultation with the Head of the Institution of the respective Institute will list out the names of the faculty to be appointed as Senior and Junior Supervisor and 10 days before the date of commencement of examination, the appointment will be issued. The duties & responsibilities should be followed by the Senior Supervisor and same will be sent to him along with the appointment order. The instructions should be followed by the Junior Supervisor and same will be sent to him along with the appointment order. For every 05 blocks of 30 students each, there will be one Senior Supervisor and for each block of 30 students, there will be one Junior Supervisor. For each 10 Junior Supervisor, there will be one more Junior Supervisor who will be the reliever and two more Jr. Supervisor will be appointed to take care about emergency. So there will be three additional Junior Supervisors appointed for every 300 students.

vii. Getting the marks and grades obtained by the students in component examinations (CE and LPW/PW) from the Institute before commencement of Semester End Examination.

Students are normally assessed course wise based on the following components as approved by the Academic Council from time to time:

- a) Continuous Evaluation (CE)
- b) Mid semester Examination/Laboratory Project Work (LPW) / Project Work (PW)





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c) Annual/Semester /Year End Examinations

- ❖ In the beginning of the semester, course faculty will plan and inform the concerned students about different types of assessment components of a course under continuous evaluation (CE) like Class Test, Term Assignments, Oral, Quiz etc. with its inter-se weightage. The course faculty will continuously evaluate each unit of assessment components of a course and marks will be given accordingly. At the end of the Semester / Year , the respective faculty will aggregates the marks obtained in each component Based on the interse weightage of different sub-components of CE to arrive at the overall percentage of marks under continuous evaluation and it will be submitted to the Examination coordinator of the Institute.
- ❖ During every semester, there will be at least one internal exam with continuous evaluation for all the subject/courses. The weightage of this Internal Exam and Continuous Evaluation will be 50%. This will also be a part of internal evaluation.
- ❖ The duration of the internal examination will be of two hours with a maximum of 5 questions and 50 marks.
- ❖ The internal exam will be compulsory. However, for those students who miss the internal examination for any reason, a remedial examination will be arranged. The student will have to pay Rs. 200 per paper/subject for the remedial examination. The score obtained in this test will be considered as final.
- ❖ The internal and continuous evaluation marks will be shown separately in the internal result issued by respective Department. These marks will be added to the semester/annual examination marks for determining SGPA/CGPA of the student.
- ❖ Internal Exam Seating Arrangements should be decided by the Dean/HOD of the institute and all rights reserved with HOD/Deans for the internal examination.
- ❖ Each institute will submit its internal evaluation marks with continuous evaluation at least one week before the University Examination to the Exam Section.

viii. **Getting the detention list from the Institute.**

Those students who are not meeting with the academic requirements for appearing in the





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Semester End Examination are detained and the **Institute has to provide** the list of such students to the Dy. Registrar (Examinations) before commencement of the Semester End Examination. Detained students are not eligible to appear in the Semester End Examination.

ix. Appointment of Observers.

For smooth conduct of examination, appointment of Observers will be made from the panel approved by the Registrar. One Observer will be appointed for 300 students (10 Blocks) appearing in the examination. Observer will have to visit twice during the examination in the assigned blocks and at the end of the examination, he / she has to submit the report to the Dy. Registrar (Examination) in prescribed format. Based on the Observer's report the Dy. Registrar (Examination) will take action if required for the smooth conduct of examination. Normally it will be the duty of the Sr. Supervisor to observe the smooth conduct of examinations.

x. Provision for providing a writer to the student in case of inability for writing the answers in the examinations.

In case of inability for writing the answers in the examination student has to apply to the Head of Institute with application as per guidelines of the University for getting the writer and Head of Institute will forward the application to the Examination Section.

Guidelines to provide a writer to the examinee in case of inability for writing the answers in the examination.

- ❖ The Concerned examinee who has inability of 40% or more, if so desires to have a writer in the examination then he/she shall make an application before 48 hours of the date of the commencement of the examination, to the Head of the Institutions (HoI) in the prescribed format for allowing him/her to take the help of a writer in any of the examinations.
- ❖ The Head of the Institute concerned will carefully examine the following documents and if found in order, will permit the examinee to take the help of a writer.
- ❖ Documents required:



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- 1) Medical Certificate (showing 40% or more inability of the student concerned) from the duly registered recognized Doctor in the concerned specialization i.e. related to the disease due to which the help of the writer is requested for.
- 2) Name and credentials of the proposed writer along with his/her authorized identity proof and also the qualifications he/she has, as per the satisfaction of the HoI concerned.
- 3) Respective Head of the Institute will examine an application of such student and approve the same and forward its intimation with supporting papers to the Examination section of the University
- 4) Student with such inability can arrange for a writer on his own with his full details and submits the details to the HOI before 48 hours of starting of examinations. Alternatively, student can also seek an assistance of providing a Writer from Institute concerned. In case of a writer provided by the institute, student will be allowed to meet such person before a day to get acquaintance. Student can have more than one writers as may be required for different examinations especially for languages.
- 5) On satisfaction of the HOI, an order of permitting/allowing for a writer to respective student will be issued by the HoI under intimation to the concerned department, student section of the institute, Sr. Supervisor/Jr, Supervisor/invigilator and to the Dy. Registrar (Examination)
- 6) Institute will make a separate seating arrangement of such student and arrangement for Invigilator etc.
- 7) Student with such inability will be provided **20** minutes extra time per hour (i.e. 04 hours in case of 03 hours).
- 8) Answer-books of such students will be required to seal in separate envelope and to send the same to the Dy. Registrar (Examination) with remarks in the Jr. Supervisor reports along with a copy of letter of permission given for writer.

xi. Multiplication of copies of the question papers depending upon the number of eligible students





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students in examination. Course wise and Block wise sealed packets of question paper will be prepared for holding examinations.

After proof reading the question paper same will be given to the senior person of the Examination Section for getting the multiple copies of question paper. Till the time the question papers are distributed in the Examination Hall, the person / persons who is / are involved in getting these question papers ready will be kept comfortable in the Examination Section under the prohibited area. The multiplied copies of the question papers are sealed in the question paper bags by the Office Superintendent himself with the help of the staff of Examination Section. It will also be the duty of the concerned Proof Reader to verify the content printed to avoid any kind of last minute mistake. This process will be a continuous process every day until the Examinations are over. A Register in this respect will be maintained in the Examination Section where the Special Supervisor and Proof Readers will make entry in the Register about the arrival in the Examination Section in terms of time and the date and the departure duly signed by them.

2.1.2 Concurrent Examination Processes (CEP)

The Concurrent Examination Processes are conducted by observing following procedures:-

i. Sealed packets of question paper will be handed over to Sr. Supervisor for distribution in the Examination Hall.

Sealed packets of the question papers will be handed over to the Control Room of the concerned Institute ½ hour before the commencement of the Examination and then the same will be given to the concerned Sr. Supervisor for distributing to Jr. Supervisor Block wise. Before distributing the same it will be the responsibility of the Senior Supervisor to verify whether the packets of question papers supplied to them by the Control Room are in sufficient number required and then they will distribute the question papers to the Junior supervisor block wise. The Junior Supervisor will open sealed cover five minutes before the commencement of the Examination, verify whether the question paper is of the same course for which the examination is scheduled, and start distributing the question papers sharp at the time of commencement of the examination. If any discrepancy arises, he / she

to report to the Deputy Registrar (Examination) immediately through Senior



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Supervisor and will not distribute the Question Papers.

ii. Reporting of the Unfair-means cases noticed during the examination.

All cases of the Unfair-means during the Examination are immediately reported to the Dy. Registrar (Examination). There can be two kinds of cases with regard to unfair-means used in the Examination. One which can be detected by the Junior Supervisor / Senior Supervisor / Observer in the Examination Hall itself and the second may be detected while assessing the answer books by the Examiner.

Unfair Means Practice by student In Examination:

- ❖ If the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on Calculator, Geometry Box, Scale/ Electronic Gadgets, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the senior supervisor.
- ❖ Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the senior supervisor.
- ❖ Invigilator should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Invigilator in the presence of the senior supervisor on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- ❖ The senior Supervisor of the examination block will take related proof of unfair means and along with the prescribed format and that will be handed over to the controller of examinations.
- ❖ **Verification of Answer Books with the report of the Junior Supervisors by the Senior Supervisor(s).**

While receiving the answer books from the Senior Supervisor the senior person of the Examination Section will again verify the number of answer books received and compare it with the total number of answer books of the course mentioned in the Senior Supervisor's



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report.

iii. Collection of Answer Books from the Senior Supervisor in the prescribed format every day after completion of the Examination.

Every day at the end of the Examination the Senior Supervisor will collect the answer books from the Junior Supervisor and verify the same in terms of number of students appeared in the examination. After verification, the Senior Supervisor will submit the Answer Books to the responsible staff members of the Examination Section of the University. The unused answer books will also be returned to the Institute Examination Coordinator by the Senior Supervisor on the same day and it will also be reported in the format to be submitted to the Institute Examination Coordinator.

iv. Dealing with the discrepancies if found while receiving the Answer Books etc., from the Senior Supervisors or Examiners.

If any discrepancy arises while receiving the answer books either from the Senior Supervisor or from the Examiner, the said should be recorded and conveyed immediately to the Senior Supervisor or Examiner and the Senior Supervisor or Examiner should give clarifications in this respect without any waste of time on the spot. In case he wants to verify the same after getting confirmation from the Junior Supervisor then he has to call the Junior Supervisor immediately and if the Junior Supervisor is not available, then the Senior Supervisor will sign the discrepancies pointed out and then on the next day he will submit the clarifications.

v. Arrangements to be made for the assessment of answer books at Central Assessment Cell on the campus.

As per decided schedule Coordinator of Central Assessment Cell will call the examiners in the Assessment Cell for assessing the answer books. Sealed answer book packets will be given to the concerned examiner along with the Instructions for Assessing answer books. Coordinator Central Assessment Cell will maintain the Register of issuing answer books to the examiner. Every day at the end complete or incomplete packets of answer books will be taken back in sealed position to avoid any kind of discrepancy. In cases of External Examiners, the Remuneration, Traveling Allowance and Dearness Allowance will be paid



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as per University Norms. Remuneration bill will be available with the Central Assessment Cell for External Examiners. After the assessment work of External Examiner is over, he will fill - in the bill of remuneration and send it to Concern department through COE approval & file of All External Examiners remunerations sent for payment to the Account Section by the Concern Department. Furthermore in this case summary of Approved TA, DA bill has to be submitted to the Examination Section by the Department.

vi. Observer will submit the Observer's Report to the Deputy Registrar (Examination) everyday at the end of examination.

Wherever the observers are appointed for the Examination, the said observers are supposed to submit the report in the prescribed format appended as Appendix –L everyday evening to the Examination Section. If they do not find any discrepancy or any kind of untoward procedure while examining the examinations system, they would at least report that the “Examination was conducted smoothly”. The observers will have right to catch the students who is using unfair means and give that case to the Junior Supervisor to deal with the cases further as per the procedure. However such observers while submitting the report to the Examination Section will mention these kind of cases in its report i.e. the number of students, the subject under which the case is caught, time and date of catching the student and the brief description about the unfair means used.

2.1.3 Post Examination Processes (POEP)

The Post Examination Processes are conducted by observing following procedures:-

i. Assessment of Answer Books by the appointed Examiners at the Central Assessment Cell on the campus.

Assessment of Answer Books by the Examiner will be done section wise in the Central Assessment Cell. Course wise meeting will be arranged between the Convener and Co-Convener examiners after completing the assessment of the course, they will verify and ensure that the marks entered in each section are correctly carried forward from the answer books to the mark- sheet and also verify the totaling of marks of both the section. A brief minutes in the prescribed Proforma will be prepared where the process is undertaken by the Convener with the help of Co-convener examiner will be recorded and signed by



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both of them.

ii. Payment of TA/DA and Remuneration to the External Examiner.

Immediately after the Assessment is over, the TA/DA and Examination Remuneration will be paid as per Remuneration Policy of University.

iii. Calling a meeting of Examination Reforms Committee to deal with the cases of Unfair- means reported during examination and or assessment of penalty to be imposed on the students as per Swarnim Startup & Innovation University norms.

During examinations, the cases of the unfair means in examination are reported to the Deputy Registrar (Examination). As soon as the examinations are over the Dy.Registrar (Examination) should call the meeting of the Examination Reform Committee and deal with such cases as per the provision of the regulation i.e. issuing charge sheet to the students, calling them before the Examination Reform Committee, examine the relevant documents, showing them to the student concerned, preparation of minutes of such committee along with the recommendations, getting the recommendations approved by the Dean / Head of the Institution concerned and issue a letter of imposing penalty, make entry in such respect in the office register against the name of the student and declare the result of such student accordingly. As far as possible, this process should be completed simultaneously with the process of preparation of result of the respective semester. In case this particular procedure due to certain difficulties is not over before the date of declaration of the results then the result of such students involved in unfair means should be kept as withheld under the notification to be published and as soon as this procedure is over, a supplementary notification is supposed to be issued imposing penalty or declaring their result if they are found innocent and entry in this respect against his name should be made in the Office Register. Copies of this notification imposing penalty should also be sent to all the Institutions, all the Heads of the Department of this University as well as to all the Universities in the State.

iv. Coordinator of Central Assessment Cell send the course wise Dummy sheets of Semester End Examinations to the Dy. Registrar (Examination).

Co-ordinator of Assessment cell will send the course wise **Dummy sheets** of Semester





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Examination and submit it along with answer books to at the end of each day of assessment.

Course wise entry of marks of Semester / Year End Examinations and merging with respective marks of CE, LPW/PW.

After receiving the course wise marks and Grades obtained by the students in component examinations i.e. CE, LPW / PW from the Institute in hard and soft copy and same will be verified by the senior staff of the Examination Section and transfer it into computer. Then after section wise and course wise marks obtained by the student in Semester End Examination will be entered in the Computer. One data entry operator enter the marks of Section I, another will enter the marks of Section II and the entry of totaling of marks of both the section will be made by the senior staff of the examination section so that any discrepancy arises due to typographical error by the previous data entry operator can be rectified.

v. Consolidation of Marks of CE, LPW/PW & SEE according to its weightages and computation of percentage marks for each course.

After completion of the above data entry of marks of CE, LPW / PW and SEE for a particular course, the Conversion Sheet will be prepared and Marks / Grades and weightages will be verified by the senior persons of the Examination Section.

vi. Course wise Conversion of marks into letter grades should be prepared as per prescribed guidelines approved by the Academic Council.

Aggregate marks of the entire group in the conversion sheet are taken into consideration to assign a Grade to the student based on his aggregate percentage viewed in relation to the overall performance of the group. The Co-ordinator / Head Of Institute / Head of Department will decide the cut off percentage of relative group subject to guidelines prescribed by the Academic Council.

vii. Calling a meeting of the Examination Committee for approval of results.

Once the above processes are over and the results are ready of all the course of a particular semester, then a meeting of the Examination Committee as envisaged under the Regulation will have to be called and the course wise data in terms of numbers of students appeared



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and the number of students getting different grades are to be submitted to the Examination Committee and based on the data, the committee will examine the result and decide to declare the same. However, if it is found that there is some abnormality in result then as per the provision of the regulation, the appropriate recommendations of the committee will be submitted to the Academic Dean & Registrar for their approval.

viii. Withholding the result due to administrative / technical difficulty.

In case of exigencies where the result of a particular student can not be declared due to some administrative / technical reasons then the result of such student can be withheld and the results of the remaining students should be declared. However, once the administrative / technical difficulty is removed or solved, the result of such student will be declared under a supplementary notification and the copy of this notification should be sent to all concerned and attached with the concerned office register. The entry in this respect will also be made against the student name in the Office Register Mentioning the notification number and date with signature of Dy. Registrar(Examination).

ix. Preparation of notification for declaration of result.

Once the decision is taken by the Committee to declare the result, a notification of announcing the result course wise will be published and placed on the appropriate place on the campus at notice board and also a copy of the same will be sent to different HODs and Heads of the Institutions. Timeline for declaration of result is 30 days from last scheduled examination.* (* - Date may vary due to Pending paper assessment & various circumstances approved by Registrar.)

Result Declaration, Mark Sheet Printing & Mark Sheet Distribution Procedure:

- ❖ The exam committee will have in its Vigilance committee the members who will be exclusively monitoring the result declaration, mark sheet printing and mark sheet distribution process for the particular semester / year exam process. They may be given special task of critically analyzing any of the other semester / year examination process if required.
- ❖ The committee will comprise of Academic Dean & Professor Cadre faculty from the constituent institutes of the university. The Exam Committee will recommend the names of



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such faculty. The exam committee will submit the recommendation to the Registrar Office for further authorization and approval. The Registrar Office will be submitting their recommendations to the Provost. The Provost will approve the final list of faculties for the Vigilance Committee.

- ❖ After the final approval, exam committee will be issuing official duty orders to the concerned faculty.
- ❖ The member faculties of the vigilance committee will be monitoring result preparation process to maintain transparency and authenticity of the process. Once prepared, the members will be preparing a detailed analysis of the result and present it to the Provost and the Registrar Office for their approval.
- ❖ The committee will be incorporating the suggestions and recommendations made by the Provost and the Registrar before declaring the result amongst the students.
- ❖ Once the result is declared, the exam committee will be initiating the process of getting the mark sheets printed and distributed amongst the students.
- The detailed process will include the following points:
 1. The exam committee will be preparing student data as per the format required for getting mark sheets printed. The committee will also prepare list of students whose data will be sent for mark sheet printing.
 2. The list will be submitted to the vigilance committee for verification. The vigilance committee will be verifying the list with the result declared. The verification process can take up to maximum of 2 working days. Once the verification is completed, the list is returned to exam committee with vigilance committee member signature.
 3. The exam committee will submit this list to the Registrar Office for their verification and approval. Once the exam committee receives the approval from Registrar Office, the same will be submitted to the Provost for final approval. Once the approval is received from the Provost, the data as per format will be sent to the vendor.
 4. The formatted data is sent to the vendor through a single official e-mail ID which will only be accessed by the Controller of Examination (COE).

The approved list by the vigilance committee, Registrar Office and Provost will be



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- submitted to the Registrar Office with a copy to exam committee for further verification of the printed mark sheets.
6. The COE will receive an approval copy of the mark sheet for verifying all the related details before confirming final printing. Once the approval copy is verified for all the mentioned details, COE will give an approval through the same mail for printing the final mark sheet.
 7. The COE will receive the printed mark sheet from the vendor once the confirmation of printing completion will be received from the vendor.
 8. COE will first submit the received mark sheets to Registrar Office for verifying the printed mark sheets received with the list of students approved initially.
 9. The Registrar Office will verify and approve for:- 1. Mark Sheet distribution and 2. Payment to the vendor for the same.
 10. Exam committee will be starting the distribution process by preparing list of received mark sheet department wise, institute wise.
 11. Once the list is prepared, the exam assistant will be sending out the mark sheet with the list to the entire respective Institute. The head of institute will receive the mark sheet and put in the signature against receipt of the mark sheet.
 12. The signature copy from all the respective head of institute is kept in exam section record room of the university under the authority of the exam committee.
 13. At the institute the head of institute will hand over the mark sheet to the institute exam coordinator for distributing it amongst the students.
 14. The institute exam coordinator will maintain the record of the received mark sheet and the signature sheet of the students against the receipt of their respective semester / year mark sheet.

2.1.4 Post Declaration Result Processes (PDRP)

The Post Declaration Result Processes are conducted by observing following procedures:-

i. Rechecking Reassessment Process:

After the declaration of result of the term / semester end examinations as well as the





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sessional / internal test examinations, if any student has any grievance about the marks / grade obtained, he may apply in the prescribed proforma to the Deputy Registrar (Examination) of the University within a **three days** with the fees prescribed for the verification of marks and the said verification will be completed within **7 working days** from the date of the receipt of application and convey the final outcome of the verification to the student concerned. These verifications includes following:

- Whether all questions attempted by the candidate have been assessed and this assessment is included in the overall performance sheet of the candidate for assigning grade.
- Whether there is a totaling / calculation mistake in marks / grade.

ii. Preparation of Semester Grade Reports, Transcripts and Provisional Passing Certificates etc.

As far as possible along with the office register the individual student wise Semester Grade Report should also be prepared and sent to the Institution concerned for giving it to the student concerned. The Provisional Passing Certificate, Semester Grade Report and Transcript will be prepared for the students of final semester after declaration of result and sent to the **student section** of the University for distributing it to the students concerned.

iii. Process related to Award of Degrees.

(a) Preparation of the list of the students who are eligible for award of Degree.

As soon as the results are declared particularly for the final year at Under Graduate and Post Graduate level, a list of eligible students for awarding degree will be prepared. The list will be checked with the original record first by the Office Superintendent, then by the Dy. Registrar (Examination), COE and Dean of the concerned department.

(b) The list of the pass out students of the Programme will be prepared and put before Academic Council and Board of Governors for its approval.

The list of the pass out students of the Programme will be prepared and put before Academic Council and Board of Governors for its approval.

The list of pass-out students will have to be submitted to the Assistant Registrar (Academic) for putting it before the Academic Council and then the Board of Governors





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for approval.

(c) Inviting applications for conferment of Degree.

Along with the registration of courses of the final Semester / Year students, Convocation Form Appendix – O for conferment of Degree will also be got filled in from the student along with the convocation fee where the student will express his desire as to whether he wants to receive Degree in Presentia or Absentia. A separate list of students is prepared who want to receive their Degree in Presentia and Absentia. Depending on the list of the students receiving Degree in Presentia, a preparation of the conferment of Degree in the convocation will be arranged. The students who have desired to receive Degree in Absentia, the Degree Certificate will be posted by Registered A.D. Post Parcel on the address mentioned by the students in the Convocation Form.

(d) Printing of Degree Certificates and affixing Holograms on the Degree Certificates.

As soon as the list of awardees is prepared, simultaneously with the process of getting approval from Academic Council and Board of Governors, the Degree certificate will be printed. The Degree Certificate will be duly certified by using signature stamp of Director General and President. While preparing the degree certificates Hologram of the University will be affixed on the Degree certificate for security check. Such certificates will be handed over to the student in a good folder.

(e) Preparations for holding the Convocation.

The process of convocation will be decided separately and the preparations will be done accordingly.

2.1.4.1. Convocation Procedure:

- ❖ The exam committee will form Convocation Committee. The committee will work out the date, time, dress code and venue for the convocation. The committee will shortlist names of prominent personalities for Chief Guest, Guests of Honour and other special invited guests. The committee will receive the list of students who will be awarded degree.
- ❖ The committee will submit these details before the Board of Management for their approval.
- ❖ The committee will start preparing for the convocation after the approval from the Board





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of Management.

- ❖ Once the approval is received, the committee will first send out convocation forms to the students through website, exam section notice board and institute bulletin boards. The students will be given a choice of receiving degree certificate either “In Person” or “In Absentia”. Exam committee will be declaring circulars from time to time regarding details for the students to follow on the day of convocation along with the convocation fees to be paid.
- ❖ The committee will also send out the invites to the Chief Guest, Guests of Honor and all the guests approved by the Board of Management.
- ❖ The committee will notify the exam committee to prepare data of the eligible students as per format and send it for degree certificate printing to the designated vendor. Once printed, it will be procured by the exam committee and submitted to the convocation committee for further process.
- ❖ The exam committee will be submitting the request to the Registrar for carrying out the process of getting degree certificate printed.
- ❖ Firstly, the design of the degree certificate will be worked upon and approved by the Registrar, Provost and Members of the Board of Management. Once the design is finalized, the Registrar office will issue the authorization.
- ❖ Once the exam committee receives authorization from the Registrar Office, the same will be submitted to Provost for further approval. On receiving final approval from Provost, the exam committee will initiate the process of getting degree certificate printed.
- ❖ The convocation committee will form sub-committees for coordinating the convocation related tasks. The sub-committee will be carrying out all the tasks from selecting the vendor, work design, work plan to delegation of work under the direct supervision of the convocation committee chairperson.
- ❖ Sub-committees will be formed for arranging:
 - a) Decoration of the venue selected for the convocation and seating arrangements for all the invitees for the convocation. The committee will take care of security and discipline throughout the convocation ceremony.

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- b) Dress for University Officers, Members of Board of Management, Chief Guest and the students as per the dress code.
- c) Hospitality of the Chief Guest, Guest of Honour, Members of Board of Management, special invited guests, students getting degree and their family present for the convocation.
- d) Arrangement of the Medals to be awarded at the time of convocation.
- e) Preparation of the convocation flow, speech (by University Authorities, Chief Guest and Members of the Board of Management) and execution plan of the convocation ceremony.
- f) Managing the coming and receiving of the degree certificate and medal by the students and their taking back their seats.

The sub-committees will comprise of the faculties appointed from all the concerned constituent institutes for the convocation.

g) Correspondence with the pass out students of the Programme with regard to Convocation activities.

Once the date of convocation is decided, at the earliest a letter along with full instructions should be sent to such students through email so that they can come well prepared to attend the Convocation.

iv. Disposal of records & written Answer Books.

Normally the answer books of Semester End Examination will be kept in custody for 3 years and all the answer books after the said period is over can be given to a paper mill for crushing the same or given to the paper purchasing company and a certificate is obtained from such mill / company that it will crush the answer books and it will not be sold just as it is or will not be taken in use of any other kind. However, while disposing the answer books, care should be taken that if there are any disputed cases which are under inquiry, are not destroyed and they are separately taken out. Other records related to Examinations will be disposed off as per the circular of Registrar office.



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2.2. University Theory Examination – General guidelines and Procedures:

❖ Once the appointments are completed, exam committee will begin with additional procedures as follows:

1. The Exam Committee will call Question Paper Setter Committee Meeting and Answer book Assessment Committee meeting once the exam schedule has been declared and begin with the procedures involved.
2. The exam committee will prepare remuneration form to be filled by all the invited faculties for discharging exam duties allocated to them. Based on the details filled in the form, remuneration will be disbursed to the faculty.
3. Exam committee will receive the list of eligible students as per the aforementioned guidelines for appearing in the University Examinations from the Head of the Institute.
4. In case of any differently able candidate or a candidate having any major medical problem, exam committee will make provision for special seating arrangement and / or allow a writer during an examination. In such a case, an application is to be made by the candidate through Head of institute at least before 15 days of the examination. Only in case of any unexpected Medical Emergency, an immediate provision will be made with approval from Provost. The required documents to make such an application would be: -
 - a. Application written by the candidate to exam committee undersigned by parent and head of institute.
 - b. Official certificate mentioning the student to be differently able.
 - c. A written statement from a Doctor working in a Government Hospital regarding medical problem.
 - d. Supporting documents related to hospitalization and other medical procedures carried out.
5. Application written by the candidate to exam committee undersigned by parent and head of institute. Official certificate mentioning the student to be differently able. A written statement from a Doctor working in a Government Hospital regarding medical problem. Supporting documents related to hospitalization and other medical procedures carried out.
6. The Exam Committee prepares the seating arrangement for the students going to appear in



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the exam. The students are divided equally amongst the exam halls. In each hall, 30 students are accommodated for maintaining confidentiality. Each exam hall is declared as a block. To each junior supervisor, a block is allotted during the examination. To each senior supervisor, 5 such blocks are allotted during the examination.

7. Each examination hall will be under surveillance by CCTV camera installed in each of them. The access to the monitoring will be at the central examination. It will be used during the examination by the observer. The system comes with a video recording facility. The same can be utilized in case of any malpractice reported.
8. Exam committee will next begin with the preparation of all the documents required during the conduct of the theory examination. These documents include: -
 - a. Student Signature Sheet
 - b. Junior Supervisor Signature Sheet
 - c. Junior Supervisor Signature Sheet
 - d. Stationary usage report for maintaining the usage of the stationary and supporting materials allotted in Exam Hall. The junior supervisor in the exam hall will fill it in.
 - e. Student attendance report for maintaining the number of students present in each of the examination hall during the examinations.
 - f. Compilation report for stationary usage for maintaining compiled data of the stationary and supporting material usage for each day of the examination. The senior supervisor at the end of the examination will fill it in.
9. A circular is declared from the exam committee to head of institutes for submission of the marks of all the internal components as per the BOS approved teaching scheme. These marks are to be submitted by the head of the institute to the exam section within 7 working days from the date of completion of the academic term as per the academic calendar.
10. Exam committee will send marks entry formats to the head of institutes along with the circular. The formats will include: -
 1. Mark sheet to be filled by the head of institute.
 2. Mark sheet to be filled by the examiner conducting Practical and Viva-voce examination.





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11. The same mark sheet formats will be further used by the exam committee to enter the marks of the university examinations for both theory and practical part. The marks entry begins for theory part after the completion of the answer book assessment and for practical part after the completion of practical and viva-voce.
12. For securing the identity of the student appearing for the exam, the university exam committee have put into effect a barcode printing facility. These barcodes are printed before the examinations for each and every student appearing for the examination and are included as a stationary to be carried to the Exam Hall by the Junior Supervisor.
13. The exam committee does the coding of the barcode and its mapping with the actual student enrolment. It is kept confidential and is updated every exam session to avoid pattern or repetition. The coding of the barcode is done in such a manner that other than exam section no one can understand the encoded data. Hence, even if someone can read the barcode data, the number obtained will be of no use.
14. Exam Committee securely stores the received question papers from the appointed faculties. The Exam Committee has a dedicated infrastructure for safe storage of all the Exam related stationary & materials.
15. In case, if any appointed faculty is unable to discharge their duties due to any demanding situation, the exam section will immediately send out revised appointment to any of the faculty member from the list available to the exam committee after the approval from the Provost.

2.3. University Practical and Viva-voce Examination – General guidelines and Procedures

- ❖ The examination committee will conduct university practical and viva – voce examinations in coordination with the respective institutes.
- ❖ The conduct of University practical / viva examinations will be conducted in the institute laboratories. The laboratories will be selected by the head of institute as per the subject for which the examination is scheduled.

Appointment of the Faculties:

The exam committee will be appointing an internal faculty in each course and each



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department for coordinating the practical and viva-voce examinations. Exam committee will hold a meeting with head of institute to receive names of the internal and external faculty for conducting practical and viva-voce.

- ❖ The faculty will be appointed from the list recommended by the head of the institute. The Provost will approve the faculty appointment from the list submitted by the exam committee.
- ❖ The exam committee will be inviting a faculty from other Institute or University as an external faculty for conducting practical / viva examination as per the guidelines of BOS or the Governing Council for concerned Institute.
- ❖ The conduction of the examination by an internal or external faculty will be defined based on the guidelines of BOS for the particular course. Accordingly, faculties will be appointed following the procedure mentioned.
- ❖ Once an approval is received, exam committee will send out request invitation to the external faculties for conducting the practical and viva – voce mentioning date, time and location of conducting the examination. On receiving the confirmation from the faculty, an appointment order is sent to them.

2.4. Duties and Responsibilities of Sr. Supervisor for conducting Semester End Examination of the University.

- ❖ Prepare it list of Jr. Supervisors before two days of commencement of examination.
- ❖ Appointment of Jr. Supervisors should be made at least before two days of commencement of examination and pass on the necessary instructions regarding their duties by calling their meeting.
- ❖ Appointment of stationery clerk, peons etc should be made as services required.
- ❖ Seating arrangement should be prepared as per examination programme and display it on the notice board before one day of the commencement of examination.
- ❖ Receive the sealed packets of question papers before 20 minutes of commencement of examination from the Examination Section of the University.
- ❖ Hand over the sealed packets of question papers to Jr. Supervisor in their respective block before 10 minutes of the commencement of examination and instruct them to open



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before 5 minutes for distribution and if they have any query, immediately they should report to the Sr. Supervisor only.

- ❖ Vigilance should be kept intact during examination hours by constant round of the blocks where examinations are conducted,
- ❖ After half an hour collect the remaining unused question papers and main answer books from each block and keep it with the Sr. Supervisor. upto the end of the examination session.
- ❖ At the end of each examination session, fill-in Senior Supervisor's Report attached herewith and submit it to the Deputy Registrar (Examination) along with remaining question papers and main Answer books.
- ❖ Every day at the end of the examinations, the Sr. Supervisor will collect the answer books along with Jr. Supervisor's Reports from the Jr. Supervisor, verify the same in terms of number of students appeared in the examination and after verification, Sr. Supervisor will submit the answer books to the Examination Section on the same day immediately after the examination is over.

2.5. Duties and Responsibilities of Jr. Supervisor for conducting Semester End Examination of the University.

- ❖ Any sort of material, books, mobile phone, programmable calculator, etc. irrespective of whether it is related to subject or not should not be allowed in the examination hall.
- ❖ It is compulsory to check the examination fee receipt I identity card of the students in the examination hall.
- ❖ Before five minutes of the commencement of the examination open the sealed cover of question papers and count it and then distribute it to the examinees and unused remaining question papers and main Answer Books should be kept with you for initial half an hour of the examination and then hand over it to Sr. Supervisor only. when he comes to collect it.
- ❖ The Jr. Supervisor should instruct the students to write down their Examination/Roll Number on their question papers and answer books. While. giving the main answer book and additional supplementaries, the Jr. Supervisor should ensure that all the columns of the information including Examination / Roll Number are properly written and then sign.





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- ❖ The Jr. Supervisor should ensure that the supplementaries given to the students are complete and intact.
- ❖ The Jr. Supervisor should check that incomplete or torn supplementary are not provided to the students.
- ❖ The Jr. Supervisor should ensure that at the time of receiving the written answer book from the student on completion of the examination, the main answer book plus supplementaries as shown on the main answer book are in proper order and all columns are fully filled in and signed by you.
- ❖ The Jr. Supervisor should fill-in Jr. Supervisor's Report during examination and submit it to the Sr Supervisor.
- ❖ Sr. Supervisor at the end of examination along with written answer books after cross verification of all the entries made in the report by other Jr. Supervisor.
- ❖ The Jr. Supervisor should observe following provision of regulations in case of any student involving in misconduct or using unfair means in the examination.
- ❖ In case involving misconduct, the candidate concerned be forthwith expelled with the approval of the Senior Supervisor or an Officer in Charge of the conduct of Examination or by Heads of the Institution concerned from the Examination hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).
- ❖ In cases involving malpractice, the Senior Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer-in charge will then issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall also be reported to the Deputy Registrar (Examination) with all relevant documents on the same day.
- ❖ The candidate reported as then will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he/she will be expelled from all remaining examinations of that session after taking



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appropriate action for the second act of misconduct or malpractice.

- ❖ The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concern law including filing a police complaint will be taken.
- ❖ The person who has been given the duty of supervision should adhere to their duty positively unless there is absolute genuine case where Head of the Institution has given permission for nonattendance otherwise it will be viewed very seriously and will be considered as gross misconduct.
- ❖ For any query regarding examination immediately call to Sr. Supervisor only.
- ❖ Jr. Supervisor shall announce the following instructions in the examination hall before distributing the question paper:
 - 1) All the students are required to keep receipt and identity card during examination hours.
 - 2) Any type of talk or gossiping with other students in examination hall or outside the examination hall i.e. in water room or toilet is prohibited during the examination hours.
 - 3) The students are not allowed to carry the question paper / answer book / supplementary / graph paper or any exam related documents etc. outside the examination hall during examination hours.
 - 4) Students must bring their own instruments required for examination as they will not be allowed to borrow from / give it to other student under any circumstances.
 - 5) The programmable calculator, mobile phone, electronic devices / written or printed material etc. in any form are strictly prohibited in the examination hall.
 - 6) Exchange of answer book, supplementary, question paper etc. are strictly prohibited.
 - 7) Any type of verbal or non-verbal communication is prohibited in the examination hall.
 - 8) Students are not allowed to leave the examination hall during the last ten minutes of the examination hours.



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Any kind of indiscipline or breach of the above instructions will invite appropriate punishment as provided under the regulations of University.

2.6. Action for Malpractices and lapses on the part of Paper Setter, Examiner, and any other person connected with the conduct of University/College/Institution Examination

Sr No.	Nature of Malpractices/Lapses	Action/Punishment
1	Paper Setter found responsible for leakage of the question set in the University/College/Institution Examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work+ disciplinary action by concerned authorities as per the rules applicable + no remuneration to be paid in respect of paper setting.
2	Leakage of question/question paper set in the university/College/Institution Examination before the time of examination at the University/College/Institution or examination centre by any person/s connected with the conduct of the examination	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities and no remuneration paid for the task
3	Favoring the Examinee by examiner, moderator, in assessment of answer books/dissertation/project report/practical examination/team work/thesis by assigning the student marks to which the student is not entitled at the University/College/Institution examination.	Disqualification from any examination work + no remuneration to be paid and Disciplinary action taken by the authorities
4	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his/her answer books/dissertation/project work, the marks to which the student is entitled to at the University/College/Institute Examination	Disqualification from any examination work + no remuneration to be paid in respect of the number of answer papers/dissertation/Project work so assessed and Disciplinary action taken by the authorities
5	Paper –setter/Chairperson setting question outside the scope of the syllabus.	Disqualification from any examination work for a period of three years + no remuneration to be paid in respect of setting the question paper.





6	Guiding Teacher showing negligence in supervision of dissertation/project work(e.g. use of manipulated data)	As decided by the competent authorities of the university/College/Institution.
7	While assessing answer book examiner showing negligence in detecting malpractices used by the student/s	As decided by the authorities of the University/College/Institution.
8	Senior Supervisor/Chief Conductor Showing apathy in carrying out duties related to examination (e.g. not taking round to the examination hall at examination Center during examination period or opening the packet of question paper before prescribed time)	As decided by the competent authorities of the University/College/Institution.
9	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answer by students when on supervision duty.	As decided by the competent authorities of the University/College/Institution.

2.7. RULES FOR OBSERVING CENTRAL ASSESSMENT ON THE CAMPUS

Centralized Answer book Assessment:

- ❖ Answer book assessment at the university is centralized. Appointed faculties have to come to the centralized assessment hall for discharging their duties. No answer book will be handed over to the faculty outside central assessment hall.
- ❖ Each faculty will be given 15 days* are for completion of the assessment process. If in any case a faculty needs more days, the faculty has to immediately report to the Answer Book Assessment Committee for its recommendation and approval of the Provost of the University.
- ❖ Procedure for centralized answer book assessment:
 1. The appointed faculty will begin the assessment from the next day of the date of the examination and complete the assessment within 15 days. The faculty will inform the exam committee about the time slot (hourly) in which he/she will utilize the central assessment hall of the university. The exam committee will make the time slots available to respective institutes head. The respective institute heads will forward the





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same to the appointed faculties of their institute.

2. At the time of faculty coming to the assessment hall, firstly they will be putting down the details in the register available at the hall for maintaining the record of the assessment on day-to-day basis.
3. The faculty will be counting the answer books handed over to them for assessment and put down the number of answer books received and number of answer books assessed for the day in the register.
4. During the assessment, the exam committee will provide a sheet for entering marks by the faculty. The faculty will be putting a random code on each of the answer book they are assessing. The code can be in form as A1, A2, B1, B2 and so on randomly as determined by the faculty. The faculty have to put the marks obtained by the students in the sheet provided against the random number as per the code.
5. At the time of marks entry, a faculty of the cadre of Professor will be appointed by the exam committee for verification of the marks entered by the exam committee.
6. The faculty will be recommended by head of institute and will be approved by Provost. The faculty will match the entered marks with the marks awarded by the faculty using the mark sheet provided by the faculty after assessment.
7. The random coding is used to maintain confidentiality of the student and transparency of marks entry process.
8. The faculty will daily receive the bunch of answer books of the subject for which he/she is appointed and the faculty will daily return the same to exam committee after assessing the answer books for the day.
9. Daily during the assessment, the faculty will put down the code and respective marks in the mark sheet given. The mark sheet will always be kept on top of the bunch of the answer books.
10. During the assessment the faculty have to also check for any malpractice committed by the student in the answer book. In such a case, the faculty will immediately report the same to the exam committee for further Unfair Mean action.

The Central assessment procedure has to be followed by both, the internal and the external

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faculty appointed for the duty of assessing the answer books.

The Central assessment procedure can be vary as per the rules regulations of apex body of concerned institute.

3. Academic Regulations for admission to the University, Eligibility Criteria, Conduct of Examination, Institution of Faculties, Dean of Faculties etc.

Admission Criteria:

- ❖ Every candidate for admission as a student of this University for different courses shall have to pass the qualifying examinations prescribed for the respective courses in the University including such other test of fitness if prescribed for a particular course.
- ❖ No student seeking admission to this University shall be admitted to any Course of this university after expiry of one month from the date of commencement of any term / semester / Year as the case may be Provided, however, that if the Director General is satisfied that there was sufficient reason for delay on the part of the student seeking admission as aforesaid, he may admit the student to the institution notwithstanding anything contained the expiry of one month, if he has a reason to believe that the student would be able to meet with the academic requirements.

Eligibility Criteria:

- ❖ No student from other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any course of this University shall be admitted without eligibility certificate.
- ❖ Such student shall apply in the prescribed form to the Executive Registrar of this University for a certificate of eligibility and shall submit the required documents including migration certificate or transfer certificate from the University or a Board or any examining body he intends to leave and shall at the same time pay the fee prescribed from time to time.
- ❖ Notwithstanding anything contained above, so far as it relates to the Migration Certificate/ Transfer Certificate, the same will not be required for the students admitted to Executive Diploma Programmes under the Institute of Management.

Provided, however, that-



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The Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his own risk and on condition that he obtains a final certificate of eligibility before the closure of the first term / semester in which the student is provisionally admitted to the University.

The issuance of eligibility certificate does not give guarantee for admission to the respective course;

If the Director General is satisfied that the student admitted in a course is not in a position to provide provisional eligibility certificate before admission for no fault of his own he may allow the student to attend the classes for the number of days which the Director General determines and on production of the provisional eligibility certificate direct that the said eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the course concern so that the days on which such student kept attendance before the Issuance of the certificate can be taken into account; If the Director General is satisfied for the delay on the part of the student to apply for final eligibility certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for which the Director General will be the sole judge for the production of final eligibility certificate.

Attendance Criteria:

The minimum attendance required for the different courses will be prescribed under the scheme of teaching and curriculum for each course/ institution and the students shall attend for these prescribed number of days in the respective course / institutions. However, the minimum attendance requirement in each course shall not in any case be less than 70% of the scheduled classes / practicals etc.

Notwithstanding anything contained above on account of bonafide illness or any other reason deemed sufficient by the Head of the Institution concern, such Head of the Institution can condone the attendance upto 10% in the course or courses. For beyond 10% in any genuine cases, the decision to condone the attendance will be taken by the Director General.



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Date of Examinations:

Within two weeks from the date of the commencement of each academic term / semester, each faculty shall prepare and publish a schedule of examinations - both sessional and term end for each and every course conducted under it.

4. STANDARD OPERATING PROCEDURE FOR EXTERNAL EXAMINATION

- ❖ All Concerned departments are requested to appoint one Exam coordinator to discuss exam related matters, submit the name, Email and contact no by mail on or 60 days before commencement of External Examination.
- ❖ Plan the date/duration/slot of Examination and discuss it with Exam Coordinator in the Examination office. (Principal and Coordinator both)
- ❖ Take Pre Approval of Time Table (Designed and Discussed with Exam Coordinator) at least 45 days Prior from the start date of Examination.
- ❖ After getting final approval from the Registrar office, collect Exam forms from the examination section.
- ❖ Submit the Examination forms of concerned students before the deadline strictly to make sure Each and Every student must have paid Tuition fees. If Student has not paid current semester/year tuition fees, he or she is not allowed to appear in University Examination. If any student has not paid tuition fees and appeared in the examination then Institute Exam coordinator and Principal is responsible.
- ❖ Submit the list of Paper setter and Paper Evaluator and External Practical Examiners as per format given by Exam Section hard copy with Institute seal and sign and Soft copy within 5 days from the date of Approval of Time table from Registrar office strictly.
- ❖ Submit the list of Sr. Supervisors, Jr. Supervisors, and Relievers if any before 30 days from the start date of Examination.

5. University Enrolment procedure:

All the concerned department has to follow below mentioned procedure forenrolment of students in university.



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STEPWISE STUDENT ENROLMENT PROCEDURE

Step- I



Collection of all admission forms of students along with all required documents from Admission cell by the concerned department after due date of admission.

Step- II



Verification of collected documents by the concerned department.

Step- III



Submission of Admission file along with forwarding letter dully signed by concern departmental head to the registrar office for the Purpose of Enrolment.

Step-IV



Collection of Enrolment forms from the Examination Section by concerned department.

Step-IV



Submission of filled Enrolment forms hard copies along with list of Students to be enrolled in soft copy & forwarding letter dully signed by concerned department to the Examination section.

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6. Course Evaluation Pattern of Examination:

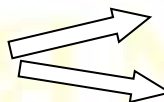
Students are normally assessed course wise based on the following components as approved by the Academic Council from time to time:

- a) Continuous Evaluation (CE)
- b) Mid semester Examination/Laboratory Project Work (LPW) / Project Work (PW)
- c) Annual/Semester /Year End Examinations

In the beginning of the semester, course faculty will plan and inform the concerned students about different types of assessment components of a course under continuous evaluation (CE) like Class Test, Term Assignments, Oral, Quiz etc. with its inter-se weightage. The course faculty will continuously evaluate each unit of assessment components of a course and marks will be given accordingly. At the end of the Semester / Year , the respective faculty will aggregate the marks obtained in each component Based on the intense weightage of different sub-components of CE to arrive at the overall percentage of marks under continuous evaluation and it will be submitted to the Examination coordinator of the Institute.

The assessment of students for the curricula they are studying will broadly be done in two categories: -

• Category 1: Continuous Evaluation*



30% continuous Part

20% Mid semester Theory Part

• Category 2: End Semester Examination/ End of the year Examination

* It may vary as per Apex body of the Institute/Council if Applicable

- ❖ During every semester, there will be at least one internal exam with continuous evaluation for all the subject/courses.
- ❖ The weightage of this Internal Exam and Continuous Evaluation **will be 50%**. This will also be a part of internal evaluation.
- ❖ The duration of the internal examination will be of two hours with a maximum of 5 questions and 50 marks.
- ❖ The internal exam will be compulsory. However, for those students who miss the internal examination for any reason, a remedial examination will be arranged. The



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student will have to pay Rs. 200 per paper/subject for the remedial examination. The score obtained in this test will be considered as final.

- ❖ The internal and continuous evaluation marks will be shown separately in the internal result issued by respective Department. These marks will be added to the semester/annual examination marks for determining SGPA/CGPA of the student.
- ❖ Each institute will submit its internal evaluation marks with continuous evaluation at least one week before the University Examination to the Exam Section.

Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be - Continuous

Evaluation 50%*

University Examination 50%*

*** Course evaluation may vary as per rules & Regulation of Apex body of concerned department & Institute.**

Sr. No.	Segment	Conduction duration	Components	Responsibility	Weightage*
1	Continuous Evaluation	Throughout the Semester	Written tests, MCQs, Quiz, Projects, Assignment, Presentation, Case study, Practical tests, Viva-voce, any other as per Apex body of the Institute	Dean/Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs/ Faculties.	Overall 50% including all internal components



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2	End Semester/Year University Examination	End of the Semester/Year	University Theory Examination, University Practical Examination if Applicable	Dean/Principals/ HOIs/University Examination Department shall be responsible for Smooth conduct, fairness and timely declaration of result.	Overall 50% including Theory Practical components
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7. Procedure for applying for correction in Mark Sheet & issuing any academic university related documents:

- ❖ In case of any correction in the mark sheet, following will be the procedure:-
- ❖ If at the time of receipt of the mark sheet, a student finds out any mistake in the name printed, be it first name, middle name or the last name, the student need to fill in an application form and submit it to the institute exam coordinator. The student will very clearly mention the correction in the mark sheet with the proof of the corrected data and attach a School Leaving Certificate with the application.
- ❖ The student will also return the mark sheet with error to the institute exam coordinator.
- ❖ The institute exam coordinator will further submit such any application to the exam committee for getting the mark sheet for re-printing. The application will be under- signed by the institute exam coordinator, head of department and head of institute before submitting it to the exam committee.
- ❖ If an error is noticed in any other mark sheet detail, like the name of institute, enrolment number, grade point average calculation, name of the subject, subject code or any such typographical or printing error, the exam committee will directly make application for re-printing of the mark sheet to the Registrar Office along with detailed Written justification and investigation report.
- ❖ The Registrar Office will put forward the request to the Provost for further approval. On the approval of the Provost, will the exam committee initiate the process of re- printing of the mark sheet.

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- ❖ On receipt of the corrected mark sheet, the exam committee will submit it first to the Registrar Office for verification. After verification, it will be submitted to the Provost for his approval. On final approval of Provost, the corrected mark sheet will be given to the institute exam coordinator following the same procedure as mentioned above.
- ❖ The institute exam coordinator will give the same to the concerned student taking his / her acknowledgment on the application copy submitted by the student.



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STEPWISE PROCEDURE TO ISSUE UNIVERSITY DOCUMENTS

Step-I



Each student of any department has to contact to Student Section Incharge Dr. Omprakash Pal for the collection of application form (Annexure-I) for issuing the documents mentioned in Annexure-II

Step-II



Collect the Application form of University document from the Student Section.

Step- III



Fill all necessary details mentioned in the Application Form.

Step-IV



Attach self-attested copy of all necessary documents (Eg. to issue Student Transcript – xerox copy of all the marksheets to attached with form as mentioned in Application form.

Step-V



Pay prescribed fees (Mentioned in the form) to the Account section

Step-VI



Collect paid fees receipt from Account section (in case online Transaction – take sign of Account section officer in the filled form)

Step-VII



Submit the dully filled and signed Application form along with all necessary documents to the student section

Step-VIII



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After Submission of the application, compulsory collect the acknowledgement receipt from the Student section

Step-IX



Collect the required documents from the student section after timeline due date as mentioned in Annexure-II

Note: If any required document is not available in the student section after timeline mentioned in Annexure -II, then Student can contact Registrar office.

Annexure-II

(Details of Timeline & fees to issue University Documents)

Sr. No.	Name of University/Departmental Documents	Prescribed Fees (INR)	Time line to collect the documents
1	Transcript	300 (Per copy)	10-12 working days from the date of application
2	Migration Certificate	1000	10-12 working days from the date of application
3	Provisional Degree certificate	500	10-12 working days from the date of application
4	No Backlog Certificate	500	10-12 working days from the date of application
5	Trial Certificate	500	10-12 working days from the date of application
6	Passing Certificate	1000	10-12 working days from the date of application
7	Rank certificate	500	4 working days
8	Language certificate	500	10-12 working days from the date of application
9	Scheme showing conversion of SGPA /CGPA / Grade to Percentage	500	10-12 working days from the date of application



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10	Certificate of Grade sheet, marksheet Authentication	500	4 working days
11	Bonafide certificate	100	4 working days
12	Letter of Recommendation (LOR)	200	4 working days
13	No Objection Certificate	100	4 working days
14	Duplicate Mark sheet (Reprint Mark sheet, Degree certificate)	250 per Marksheet)	45 days
15	Any other documents	500	10-12 working days from the date of application

8. Promotion and Passing Criteria & General guidelines for the students:

- ❖ The students also have to appear in end- semester exam even if he/she secures 40% marks in their internal marks(i.e. Midsemester and CEC).Incase the students does not appear in end semester exam, he/she will be declared fail in the respective subjects and given ATKT in that subject.
- ❖ In case of failure student will have to take ATKT exam for the entire course as and when exam are held by payment of prescribed fees, as per University rules applicable from time to time.
- ❖ In case of ATKT, the marks secured in regular exam (i.e. Mid Term, CEC, End Term) for particular subject shall not be carry forward and marks obtained in ATKT exam shall be consider for the announcement of grade in that particular subject.
- ❖ A minimum cumulative Grade Point Average of 5.00 is required for obtaining the degree. The total time (including the period of withdrawal, if any) (for award of the degree/to earn the degree) is limited to 8 years for 4-year Program, 6 years for 3-years Program and 04 years for 2-years Program.
- ❖ Passing criteria may vary as per Apex body of concern institute or department.
- ❖ Institute has to provide the list of Detained students as per below mentioned criteria for detention & it may vary detention rule as per Apex body of concern institute or





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department.

Sr. No.	Component	Passing Criteria	Remarks
1	Internal Evaluation	40%*	Overall Passing Criteria is 40%
2	External Evaluation	40%*	

* Note: Student must have to secure minimum 40% in individual components.



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Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to Semester – II from Semester – I irrespective of subjects failed in semester – I . He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of Semester – I . If backlog is more than four, he/she will not be promoted to semester – III. (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	Student can have maximum backlog of four subjects of semester – I and Semester – II. He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV. (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V. (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI. (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	He / She must have cleared all the backlogs of semester – III and IV. However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more
	than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester - VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII. (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).



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University UFM Policy & Guideline:

- ❖ If the Invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on Calculator, Geometry Box, Scale/ Electronic Gadgets, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the senior supervisor.
- ❖ Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the senior supervisor.
- ❖ Invigilator should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Invigilator in the presence of the senior supervisor on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- ❖ There shall be not less than four members and not more than seven members in the committee and the Controller of Examinations is authorized to formulate the committee in consultation with the Vice Chancellor as and when necessary.
- ❖ The unfair means enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the Registrar , it is informed to examinee.
- ❖ Controller of Examinations will formulate the structure of Unfair Means inquiry Committee under the guidance of Hon'ble Vice-Chancellor to recommend actions against the students who are caught in Unfair Means Practices in the Examinations as follows:

Chairman- Preferably Senior Professor from constituent institutions from which no student is booked for malpractice.

Members- Deans/Principals of the institutions from which the students are booked for malpractice.

Member Secretary- Controller of Examinations



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- ❖ The unfair means enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the Vice-Chancellor, it is informed to examinee.

Table : Nature of malpractice & Quantum of Punishment

Sr No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material.(Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students)
IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
	Smuggling-in of written answer-book and forging signature of the invigilator there on.	Exclusion of the student from Deemed to be University / College examination for four additional examinations.





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VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations.
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).
	(b)Impersonation examinations.	Exclusion of the Impersonator from Deemed to be University / College examination for five additional Examinations.
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.



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XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.
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*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but does not include performance at internal examinations, term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used there at. In view of Pharmacy council of India considering theory and practical of the same subject as separate entities to pass, it was resolved to annul the performance of the student at the Final examination in all theory papers if caught in theory malpractice and in all practicals if caught in practical malpractice and the other punishments accordingly depending on the nature of malpractice.)

University Overall Grading Pattern*:

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to a 10 point scale as per following scheme:-

Total Marks (%)	>80	>75- 80	>70-75	60-70	>50 - <60	>45-50	40-45	<40	Absent
Corresponding Letter Grade	O	A+	A	B+	B	C	P	F	AB
Numerical Point (Grade Point) corresponding to letter grade	10	9	8	7	6	5	4	0	0

SGPA/CGPA: The student’s performance in any semester will be assessed by the Semester Grade Point Average (SGPA). Similarly, his/her performance at the end of two or more consecutive





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semesters will be denoted by the Cumulative Grade Point Average (CGPA). The SGPA and CGPA are calculated as follows:-

(i) $SGPA = \sum C_i G_i / \sum C_i$,

where C_i is the number of Credits of course i

G_i is the Grade point earned by student for course i & $i = 1$ to n , n = number of courses in semester

(ii) $CGPA = \sum C_i G_i / \sum C_i$,

where C_i is the number of Credits of course i

G_i is the Grade point earned by student for course i & $i = 1$ to n , n = number of courses of all semesters upto which CGPA is calculated.

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

Distinction:	$CGPA \geq 8.0$
First Class:	$CGPA \geq 7.0 < 8.0$
Second Class:	$CGPA \geq 5.0 < 7.0$
Pass Class:	$CGPA \geq 4.0 < 5.0$
Fail:	CGPA less than 4

Formula for Conversion of SGPA/ CGPA to Percentage: An equation to find equivalency between SGPA/CGPA may be obtained as:

$$\text{Percentage Marks} = (SGPA/CGPA - 0.5) \times 10$$

* Grading pattern & award of class can be varied as per Apex body of Institute & council if applicable


Registrar
Swarnim Startup & Innovation University
At: Bhoyan Rathod, Gandhinagar.

