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SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

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

Section I - Introduction

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

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

A separate booklet will be issued and notified for the programmes B.Arch., under SSPAD, Certificate & Diploma programmes under SSODL & M.B.B.S. under SMCW.

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

I-1 CONSTITUENTS OF THE UNIVERSITY:

Faculty of Law

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

Faculty of Management

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

Faculty of Computer Studies

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

Faculty of Health Sciences

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

Faculty of Media and Communication

1. Symbiosis Institute of Media and Communication, Pune (SIMC, Pune)
2. Symbiosis School of Media and Communication, Bengaluru (SSMC, Bengaluru)
3. Symbiosis Centre for Media and Communication (SCMC)
4. Symbiosis School of Photography (SSP)

Faculty of Humanities and Social Sciences

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

Faculty of Engineering

1. Symbiosis Institute of Technology (SIT)
2. Symbiosis Institute of Geoinformatics (SIG)

Faculty of Architecture and Design

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

I-1.1 DEPARTMENTS OF SKILLS AND CONTINUING EDUCATION:

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

I-2 DEFINITIONS OF TERMS AND ROLES

I-2.1 Terms

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

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

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

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

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

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

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

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

Assessment: The assessment includes continuous and term-end assessment. Continuous assessment in general, is formative while the term-end assessment is summative in nature.

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

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

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

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

Examination Season: Each academic year is divided into two examination seasons. Generally, one will be called as October season and the other will be April season. All examinations held between September to December will be counted as held in October season. All examinations held between

January to June will be counted as held in April season. Unless change occurs due to unforeseen circumstances.

Term Not Granted (TNG): Minimum 75% attendance in aggregate is mandatory for all the students to be eligible to appear for the term end examination of all courses of the term. If the aggregate attendance and attendance in each and every course is below 75% then the student will not be granted the permission to appear for the term-end examination. (Please refer to section III-1.1 A)

Course Not Granted (CNG): If a student falls in TNG category (i.e. aggregate attendance is less than 75%), then the CNG rule is applied, by checking course wise attendance. In the course/ s where the student has more than 75% attendance, he/ she may be allowed to appear for the examination and the remaining courses are termed as 'Course Not granted'. (Please refer to section III-1.1 A)

Backlog Examination: A student who had failed in continuous/ term-end assessment of a course shall appear in subsequent examinations as backlog examination. Backlog examination will not be conducted for Audit Course/ s.

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

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

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

Credit: A credit is defined as follows:

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

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

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

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

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

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

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

Average Grade Point (AvGP): The ideal range of GPA of each course (continuous as well as term end) should be between 6.85 and 7.1

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

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

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

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

Section II – Examination Process

II-1.1.5 Registration for Examination and distribution of hall tickets

- Examination forms will be released for eligible students who have cleared all their dues and have submitted all required documents.
- The eligible students should register online for regular as well as backlog examinations (if applicable). **Please see Rule No. III-1 for eligibility, Rule No. III-3.1 for examination fees.**
- The Director shall submit the list of students appearing for regular and backlog examinations to the University at least one week prior to commencement of term end examinations.
- University shall incorporate the photographs of the students in the various documents issued to the students.
- University shall provide access to Constituent/ Department to generate and print the Hall Tickets of eligible students. Appendix II-1.1.5

Section III – Governance

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

III-1 ELIGIBILITY

III-1.1 Eligibility for candidate to appear for examination (examinee): The list of candidates eligible to appear for the examination will be provided by the eligibility department.

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

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

III-1.1B Allowed To Keep Terms (ATKT)

ATKT Rules for 3 Year to 5 Year Programmes

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

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

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

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

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

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

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

However, a student who is eligible to appear for a later semester will also be permitted to appear for all the previous semesters irrespective of the ATKT rule applicable to that semester. (e.g.: A student

having CGPA less than 4 at the end of semester 5, but having a CGPA greater than 4 at the end of semester 6 will be eligible to appear for Term End Examinations of Semester - 8 and Semester - 9)

ATKT rule for 2 and 2 ½ Year Programme

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

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

He/ she cannot appear for Term End Examination of **Semester-5** if he/ she has CGPA less than 4.00 up to **Semester-3**.

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

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

III-1.1C Validity of Terms for Programmes

Post Graduate Degree Programmes

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

Under Graduate Degree Programmes

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

Diploma, Post Graduate Diploma and Post Graduate Executive programmes

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

Expiry of Validity

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

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

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

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

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

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

III-2 EXAMINATION SCHEDULE AND REGISTRATION

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

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

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

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

III-2.2 Backlog Examinations

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

III-2.3 Time slot for Term End Examinations:

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

III-3 EXAMINATION FEES

III-3.1 Examination Fees: For PG / UG and Diploma Programmes

Particulars	Amount of fees
Examination Fee for regular students, to be collected as a part of tuition fees every year	AY 2020-21: Rs. 4,800/- (Rs. 2,400/- per semester) AY 2021-22 onwards: Rs. 6,000/- (Rs. 3,000/- per semester)
Backlog examination fees of all Degree/ Diploma programmes	Rs. 700/- per course + Rs. 700/- Processing fee per semester
Practical Fee for Regular and Backlog examinations	Rs. 1,000/- per course
Examination fee for MDP programme	AY 2020-21: Rs. 3,000/- for the programme AY 2021-22 onwards: Rs. 4,000/- for the programme
Re-evaluation Fees	Rs.700/- per course
Late Fee	Rs.1,000/- per semester
Super Late Fees	Late Fees + Rs. 500/- per day per semester, subject to an upper limit of Rs. 5,000/- per semester
Review of Answer Script	Rs. 3,000/- per course
Convocation Fee (Applicable in final year of the programme, to be collected as a part of tuition fees)	Rs. 4,000/- for Degree Programmes Rs. 2,000/- for Diploma Programmes USD 100 (International Students)

* TNG / CNG / ATKT students to pay backlog exam fees for the immediate as well as further subsequent attempts.

** GIP students **need not** pay examination fees only for the immediate subsequent attempt.

III-3.2 Fees for issue of duplicate documents:

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

III-3.3 Other Fees:

Particulars	Amount of Fees
Issue of Transcripts	(1) Rs. 750/- per set + postal charges, as applicable (Indian Students) (2) USD 20 per set towards transcript & USD 20 per set in Equivalent Indian Rupees towards Postal charges (International Students)
Academic Document Verification	Rs.1,500/- (per candidate)
Academic Document Attestation	Rs.150/- per certificate per copy
Postal Charges	Rs. 250/- within India Rs.1,750/- Outside India (International Speed Post)

III-5 GRADING AND RESULTS

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

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

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

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

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

- CGPA will be calculated up to two decimal points
- **Conversion of CGPA to percentage marks:** Percentage = CGPA / 10 * 100
- There is no provision to appear in examination to improve marks or grade.
- **Standard of passing:** A student has to pass Continuous Assessments, Term End Examinations and/or Practical (as applicable) separately i.e. obtain minimum GP of 4.00. GP less than 4.00 will be treated as grade F (fail).
- **Award of Degree/ Diploma:** A student (UG/ PG) will be awarded the degree only if he/ she has a CGPA of minimum 4.00 on the completion of programme and has cleared Integrated Disaster Management Programme and/ Core Environmental Studies UG only applicable from 2018

onwards. Publishing a Research Paper in recommended journal viz. Scopus/ Web of Science indexed is mandatory for award of degree for Post Graduate students admitted from Batches 2019. Completion of course, Fitness for Life, is mandatory for award of degree for Under Graduate students admitted from batch 2020.

- **Award of Certification Programmes:** The following non-degree academic programmes commenced from the academic year 2018 will be awarded Certificate by SIU. The award of these academic certifications would require successful completion of the number of credits and it will be signed by the authorities as shown in the table below.

Certification Programmes (UG/ PG/ Executive)

Certification	Minimum Credits	Signature on the Certificate
Certificate	10	Controller of Examinations
Diploma	30	Vice Chancellor
Advanced Diploma	45	Vice Chancellor

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

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

III-5.1.2 Courses based on absolute grading:

- The absolute grading system is applicable to Projects/ Dissertations/ Thesis/ Internships Courses under all Faculties from the October 2020 season, as per the requirement of assessment.
- Absolute grading system shall also be applicable for all the courses where the student number is 15 or less.
- Absolute grading system courses (if any) during each semester be informed to the Controller of Examinations during the respective Board of Examination (BoE) Sub-Committee meeting.
- Absolute grading system courses shall be marked with a **symbol (~)** on the grade sheets.

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

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

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

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

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

Award of Class as per INC Rules & Regulations:

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

III-5.2 Credit Equivalence Policy:

Global Immersion Programme (GIP):

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

way that a student can choose the courses of his/ her choice which are equivalent to the regular courses at SIU.

To be eligible for GIP the student should have obtained more than 7 CGPA/ GPA out of 10 in the previous semester or as an average across all previous semesters, with good conduct. The student should not have any backlog or Terms Not Granted (TNG) in any semester (they must have 75% attendance in each semester).

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

The grade conversion table:

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

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

III-6 RULES FOR GRACE MARKS AND AMENDMENT OF RESULTS

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

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

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

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

III-6.2 Rules for Condonation:

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

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

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

III-7 ISSUANCE OF TRANSCRIPTS AND OTHER CERTIFICATES

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

III-7.1 Issuance of Duplicate Documents (Hall Ticket, Statement of Marks/ Grade Sheet, Consolidated Statement of Marks/ Grade Sheet, Certificate of Passing)

- The candidate has to apply to the respective Constituent/ Department along with the prescribed fees.
- Duplicate documents will be sent to the respective Constituent/ Department within 15 days from the receipt of application.

III-7.2 Issuance of Duplicate Degree/ Diploma Certificate

- With the application candidates should attach:
 - Attested copy of any one of the following documents: a) Consolidated Statement of Marks b) Consolidated Grade Sheet c) Certificate of Passing d) Degree/ Diploma Certificate.
 - Affidavit, duly notarized.
- Duplicate degree or diploma certificate will be sent to the candidate within one month from the receipt of application along with the requisite fees.

III-7.3 Issuance of Transcripts

- The SIU alumni shall visit SIU website for obtaining transcript.
- The transcript procedure will be completed within 30 working days from the date of receipt of application along with the requisite fees.
- Transcript softcopy can only be forwarded to the Indian/ Foreign University by SIU (if required).
- Application form is available on SIU website for the alumnus applying to WES/ LSAC/ IQAS/ CES etc., to make **combined request for Transcript & Attestation** of documents.

III-7.4 Attestation of Certificates

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

III-7.5 Verification of Documents

- Concerned person/ agency shall visit SIU website for availing verification services
- The verification procedure will be completed within 10 working days from the date of receipt of application along with the requisite fees.

III-8 RE-EVALUATION

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

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

- Candidate whose result is withheld due to non-fulfilment of eligibility criteria due to non-submission of non-academic documents such as Transfer/ Migration/ Gap/ Ragging Certificates etc., can apply for re-assessment of Semester-I fresh examination. The Constituent/ Department may communicate the grades to these students and **not the marks**. The ledger details are only for constituent/ department records.
- A candidate may apply for re-evaluation in any number of papers per semester in which he/ she has appeared at the term end written examination. The entire answer script (including MCQs) will be re-evaluated in case of physical answer scripts mode. Re-evaluation is not permitted for online mode of examination in MCQ format.
- The re-evaluation includes the process of verification of total marks. In case of any error in total marks, the verified marks, if more, shall be considered.
- The re-evaluation of answer scripts shall not be permitted in respect of scripts of Practical Examination/ Continuous Assessment/ Dissertation/ Project/ Thesis/ Viva-Voce etc.
- A candidate shall apply online for re-evaluation, by paying the requisite fees within the prescribed date.
- The Director of the Constituent/ Department shall forward the list of students who have applied for re-evaluation of theory paper/ s along with the prescribed fee to the University.
- A candidate applying for re-evaluation should note that the result of the re-evaluation of his/ her answer script of the theory paper/ s shall be binding on him/ her and that he/ she shall accept the revised marks/ grades to his/ her theory paper/ s after re-evaluation.
- There will be no change in result if increase in revaluated marks is below 10% of the maximum marks.
- The revaluated marks will be accepted if increase is between 10% and 20% of the maximum marks.
- If the increase in revaluated marks is between 21% and 50% of the maximum marks, then the average of original marks & re-evaluated marks will be considered for declaration of re-evaluation result.
- If revaluated marks increase by more than 50% of the maximum marks then the answer script is sent for 2nd re-assessment and the average of original marks, 1st re-assessment marks and 2nd re-assessment marks will be considered for declaration of re-evaluation result.
- However, in extreme cases, the Vice Chancellor may use his/ her discretion for getting second opinion for re-evaluation. In such case the answer script shall be re-examined by a separate examiner of the choice of the Vice Chancellor.

- Re-evaluation of answer scripts of the theory paper/ s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination.
- If, as a result of re-evaluation, a student attracts the provision of condonation of deficiency, the same shall be applied to him/ her only for regular attempt.

III-8.2 Procedure for Review of Answer Scripts

- If student is not satisfied with the re-evaluation result, he/ she may submit an application for review of answer script to the Director of the Constituent/ Department after paying the requisite fees within one week from the date of declaration of re-evaluation result. If the student does not apply for re-evaluation, then he/ she loses the right for an answer script review.
- The respective Constituent/ Department will forward this application to the Controller of Examinations within two working days of the receipt of such application.
- The Controller of Examinations shall arrange a meeting of the faculty who has assessed/ re-evaluated the answer script and the concerned student. The answer script is reviewed in the presence of the student. The remarks/ observations of the concerned faculty and the student are noted and signed by both. (Appendix III-8.2)
- The decision of the process is communicated to the Director of the Constituent/ Department and the student.
- In case of increase in marks by at least 10% of maximum marks, revised grade sheet is issued and the answer script review fee will be refunded to the student.
- Instructions/ clarifications to be given to student seeking review of answer script:
 - Student should submit the feedback on the review process and sign the form.
 - Students are not allowed to carry the mobile/ electronic devices with them during the course of review of answer script.
 - Parents are not permitted to attend the process.

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

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

III-10.1 Definitions

Unless the context otherwise requires:

a) 'Un-fair Means' means and includes one or more of the following acts or omissions on the part of the students during the examination period: As mentioned in III 10.4

b) "Un-fair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him / her or to any other person or causing wrongful loss to other person/ s.

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

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

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

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

- I. The material produced as evidence, any material in written, etched, carved, printed or in electronic form which is certified as related to the course of the examination by a competent person such as the examiner or external examiner or any expert / teacher with at least two years' experience of teaching or consulting in that course.
- II. If the material is not produced as evidence or has become illegible for any reason including attempt to destroy the material, the presumption shall be that the material did relate to the course of the examination.

g) Competent Authority:

- I. The Board of Examinations constituted by the University shall be competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding abetting, instigating or allowing to use un-fair means at the examination conducted by the University.
- II. The Head of the concerned Constituent/ Department shall be the competent authority to make appropriate disciplinary action against the student/ s using, attempting to use, and aiding abetting instigating or allowing to use un-fair means at the examination conducted by the Constituent/ Department on behalf of the University.

d) Procedure to be followed by the Un-fair Means Committee:

- I. The Controller of Examinations of the University/ Head of the constituent / department or the officer authorized by them, as the case may be, shall inform the student concerned, in writing of the act of un-fair means alleged to have been committed by him/ her.
- II. He/ she shall ask him/ her to show cause as to why the charge/ s levied against him/ her should not be held as proved and the punishment stipulated in the show cause notice as imposed.
- III. The student may appear before the committee on a day, time and place fixed for the meeting with written reply/ explanation to the show cause notice served on his/ her therein.
- IV. Only the student himself/ herself shall present his/ her case before the committee.
- V. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/ s against the student should be shown to him/ her by the committee. The evidence if any should be recorded in his/ her presence
- VI. Reasonable opportunity including oral hearing shall be given to the student in his/ her defense before the committee. The reply/ explanation given by the student to the show cause notice shall be considered by the committee before making final recommendation in the case.
- VII. The committee should follow the above procedure in the spirit of the principle of natural justice.
- VIII. After serving a show cause notice, if the said student fails to appear before the committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the committee in his/ her defense only under exceptional circumstances.
- IX. If the concerned student fails to appear before the committee, the committee shall take the decision in his/ her case in absentia on the basis of the available evidence/ documents, which shall be binding on the student concerned.
- X. The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment.

III-10.4 Punishment:

- a) On finding of any breach of ethical standards, or commission of a crime, or adoption of un-fair means by any student, such incidence shall first be reported to, and investigated by, the Director of respective Constituent/ Department.
- b) All minor/ major cases are to be resolved at the respective Constituent/ Department itself and the report along with all relevant documents of each case be sent to the Controller of Examinations for information and placing before the Board of Examination
- c) Only severe and very severe cases are to be forwarded to the Controller of Examinations to place before the un-fair means committee.
- d) On finding of any breach of ethical standards, or commission of a crime, or adoption of un-fair means by any student, his/ her answer script shall be confiscated and marked as "Suspected un-fair means case" and a fresh set of answer scripts duly marked as "Suspected un-fair means case – Not to be evaluated" shall be issued to him/ her at the examination.
- e) Un-fair means committee constituted at SIU may call upon any students, staff, faculty members or any other person for its scrutiny, and shall pass such orders as it deems fit, including but not limited to, granting the student a benefit of doubt, issuing warning, exonerating him/ her from the charges, or shall impose any one or more of the punishments as specified under 'Broad categories & quantum of punishment' on the student/ s found guilty.
- f) Student concerned shall be informed of the punishment imposed on him/ her in writing by the competent authority or by the officer authorized in this behalf, under intimation to the Constituent /

Department the student belongs to and a copy of the action taken report to be sent to the Controller of Examinations by the Head of the Constituent / Department.

- g) Students using un-fair means at Practical / Dissertation/ Project Report examination shall be dealt with the same punishment as provided for the theory examination.
- h) A warning letter to be issued by the Head of the Constituent / Department to all punishment awarded students. The students who are awarded the punishment of termination of studentship the termination letter will be issued in such cases.

Cases mentioned below will be forwarded to the University with proper evidence after due scrutiny at the constituent level. These cases will be presented to the Unfair Means Committee constituted by the University for further verification and recommended decision. The decision of the Unfair Means Committee is binding on the student.

III-10.4.2 Broad Categories and Quantum of Punishment for Un-Fair Means resorted to by Students at the University/ Constituent Examinations

Sr. No.	Nature of Un-Fair Means	Recommended Category
1.	Possession of copying material of the concerned course in any form (Print/ Electronic/ body parts/ clothes etc.)	Minor (*)
2.	Revealing identity in any form in the answers or in any other part of the answer book by the student at the University Examination.	
3.	Possession of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct as specified by the University from time to time.	
4.	Actual copying from the copying material – Print / Electronic / body parts / clothes etc.	Major (**)
5.	Use of any other Un-Fair Means not covered in the aforesaid categories and other means amounting to academic misconduct as specified by the University from time to time.	
6.	Possession of another student's answer script with or without actual evidence of copying therefrom or any other form of mutual copying.	
7.	Mass copying. (Minimum 50% of the student appeared for the examination in a block resorted to Un-Fair Means)	Severe
8.	I. Smuggling in/ out of blank or written Answer Script–main or supplement as copying material. II. Smuggling of the above and insertion thereof.	
9.	Forging signature of the Junior Supervisor on the answer script - main or supplement.	
10.	Insertion of currency notes in answer script or attempting to bribe any of the person/ s connected with the conduct of examination	
11.	Using obscene language/ violence/ threat at the examination centre by a student at a University Examination to Junior Supervisor/ Chief Conductor/ Examiners/ other students.	
12.	Impersonation at the University Examination.	
13.	A student resorting to Un-Fair Means at multiple times within same examination season.	Very Severe

14.	A student against whom a disciplinary action was taken previously for any Un-Fair means is involved again in any of the above.	
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Recommended Quantum of Punishment as per the category mentioned above:

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

Notes:

- i) The term "Annulment of Performance" includes annulment of performance of the student at the theory as well as Annual Practical examination. It does not include performance at term work, project work with its term work, oral or practical and dissertation unless un-fair means used thereat.
- ii) Constituent/ Department should incorporate clauses mentioned as per Letter No. SIU/ EXAM/ 608/ 540 dated 7th February 2012 regarding 'Reporting cases of Un-Fair Means.
- iii) Constituent/ Department should investigate all un-fair means cases first and forward the major, severe and very severe cases to the University.
- iv) All minor and major cases **should be handled by the** Head of the respective Constituent/ Department and punishment should be levied as per the prescribed quantum.
- v) **Minor and major cases details to be informed to the Controller of Examinations, SIU along with the copy to the warning letter issued to them.**

III-10.5 Grievance redressal:

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

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

III-11.1 Chancellor's Gold Medal

Chancellor's Gold Medals are awarded every year to the 'Best Outgoing Student' completing the Full Time Post Graduate and Under Graduate Degree Programmes of SIU and are eligible for award of Degree at the convocation of that year.

Every year Four (4) Gold Medals are awarded as under:

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

Other Awards:

- Nani A. Palkhivala Memorial Trust Gold Medal to the topper in LL.M. Programme, SLS, Pune
- Late Jayatee Deshmukh Award for the Best Out Going Girl Student from SIU.
- Late Chetan Dattaji Gaikwad Gold Medal to the topper in B.Tech. (Civil Engineering) Programme, SIT, Pune.
- Late Shri Dajikaka Gadgil Gold Medal to the topper in MBA (IB) programme, SIIB, Pune.
- Late Satpal P. Malhotra Gold Medal of Excellence in Business Management by Weikfield Foundation.
- Certificate of Merit is awarded for Best Academic Performance in each of the Post Graduate & Under Graduate degree programmes.

III-11.1A Eligibility:

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

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

The Head of the Constituent/ Department will forward the eligible students' applications (maximum 2 per programme) every year in the month of January after due verification and scrutiny at their end (Appendix III-11.1A). The applications of the students with extraordinary achievements (softcopy) should be forwarded to the University before specified date of submission. Applications received late shall not be considered. NIL report to be submitted by Head of the Constituent/ Department if there is no candidate with extraordinary achievements.

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



डॉ. जी. एस. चौहान
संयुक्त सचिव

Dr. G. S. Chauhan
Joint Secretary

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

The Registrar,
All Universities



विश्वविद्यालय अनुदान आयोग
University Grants Commission

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

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

Phone : 011-23604695

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

February, 2019

21 FEB 2019

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

Sir/Madam,

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

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

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

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

Yours faithfully,

(Dr. G. S. Chauhan)
Joint Secretary

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

(Dr. G. S. Chauhan)
Joint Secretary



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

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

Office Memorandum

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yours faithfully,


(D.K. Panda)

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

To

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

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

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

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

Signature

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

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

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

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

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

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

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

(Signature of the candidate with Disability)

Place:

Date:



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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

Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

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

APPLICATION FOR NOMINATION FOR AWARD OF CHANCELLOR'S GOLD MEDAL CATEGORY - POST GRADUATE / UNDER GRADUATE (PLEASE ✓)

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

PART I: TO BE FILLED BY THE STUDENT

- 1) Name of the Student: _____
- 2) Name of the Constituent, Programme & PRN : _____
- 3) Batch, current Semester : _____
- 4) Exam season & CGPA of last result declared with date of result : _____
- 5) Category : Indian / International (Please ✓)

A) ACADEMIC ACHIEVEMENTS: (Select from the category given, attach supporting documents)

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

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

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

C) SPORTS REPRESENTATION AT INTERNATIONAL AND NATIONAL MEET

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

D) ANY OTHER ACHIEVEMENTS (IF ANY):

- 1) _____
- 2) _____

Signature of the Student: _____

Date: - - -



PART II: TO BE FILLED BY THE CONSTITUENT / DEPARTMENT SCRUTINY COMMITTEE

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

REMARKS:

Tick (✓) appropriate box

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

Sign: Sign: Sign:

Name: Name: Name:.....

FACULTY INCHARGE DY. DIRECTOR DIRECTOR

PART III: TO BE FILLED BY SCIE (FOR INTERNATIONAL STUDENT ONLY)

REMARKS:

Tick (✓) appropriate box

- (1) To be kept at the SCIE for record. :
- (2) To be forwarded to the Vice Chancellor for consideration for Chancellor’s Gold Medal due to extraordinary achievements during the tenure of current programme. :

Sign: Sign:

Name: Name:

EXECUTIVE - SCIE DY. DIRECTOR - SCIE

PART IV: TO BE FILLED BY THE UNIVERSITY

REMARKS:

Tick (✓) appropriate box

- (1) Forward to Faculty wise Selection Committee :
- (2) To place before the Gold Medal & Other Awards Selection Committee :
- (2) To be forwarded to the Vice Chancellor for consideration for Chancellor’s Gold Medal due to extraordinary achievements during the tenure of current programme. :

Name: Sign:

CONTROLLER OF EXAMINATIONS