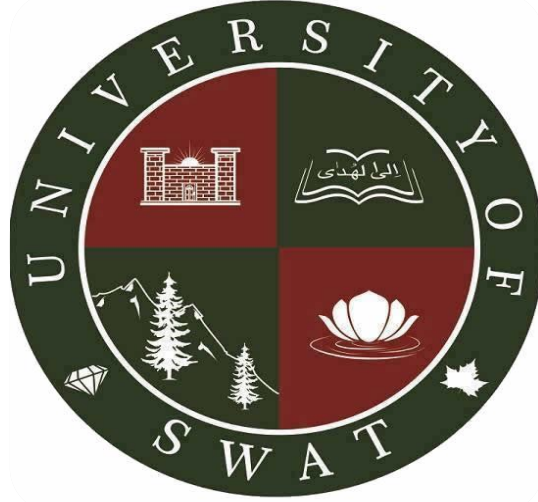


# UNIVERSITY OF SWAT

Khyber Pakhtunkhwa Pakistan



## Evaluation Scheme for Associate Degree Program 2020 and onward

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**1. Short Title, Commencement and Application**

- (1) The “Associate Degree” (02-Year) programs shall be offered in the Affiliated Colleges and sub-campuses of University of Swat.
- (2) The Associate Degree program shall come into force with effect from Fall Semester 2020 and onward.

**2. Definitions**

- (1) In this document, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:
  - (a) “Controller of Examinations” means Controller of Examinations of the University;
  - (b) “College” means an affiliated college of the University;
  - (c) “Focal Person” Means Principal of the concerned affiliated college or his nominee;
  - (d) “Principal” means Principal of the affiliated college;
  - (e) “University” means the University of Swat.
- (2) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
- (3) All other terms shall have the same meaning as assigned to them in the Khyber Pakhtunkhwa Universities Second Amendment Act 2020, statutes, rules and regulations framed thereunder.

**3. Total Duration of Study**

- (1) The normal duration for the Associate Degree Programs shall be 02 years (04-Semesters). Each academic year shall comprise of two semesters i.e. Fall and Spring Semester.
- (2) In case of valid reasons, the normal duration of the program may be extended to further 02-years (i.e. four semesters) to a maximum duration of 04 years (08 semesters).
- (3) A student, who failed to complete the degree requirements in maximum duration, shall lose all the credits earned and his name shall be struck off from the roll of the concerned college.

**4. Schedule of Semesters**

- (1) There shall be two semesters in an academic year, to be called Fall Semester and Spring Semester.
- (2) Each semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching and two weeks for Mid & Final semester examinations. Final examination shall be conducted by the University at the end of each semester. Schedule (Date Sheet) of final examination of each semester shall be issued by the office of the Controller of Examinations.
- (3) If teaching is suspended due to some exigency, the time lost shall be covered by offering additional teaching/contact hours per week during the remaining part of the semester.
- (4) A semester shall be considered as valid if 80% lectures are delivered.

## **5. Admissions**

- (1) Admissions shall be made for Fall Semester only.
- (2) Admissions shall be announced within a week of the declaration of results of Higher Secondary School Certificate (HSSC) annual examination and the process of admissions shall be completed within one month prior to commencement of the semester.
- (3) The affiliated Colleges and Sub-campuses shall follow the minimum eligibility criteria i.e. HSSC or equivalent with at-least second division.
- (4) The colleges shall submit the registration return of the admitted students complete in all respect and prescribed fee for the allotment of Registration numbers in accordance with the schedule announced by the Office of the Controller of Examinations.

## **6. Credit requirements for the Award of Degree**

- (1) A minimum of 60 credit hours are required for the Associate Degree (02-Year) program. The said credit hours shall normally be earned in 04 semesters.
- (2) The credit hours in a course shall be governed by the approved curriculum / syllabi of the University of Swat.

## **7. Credit Hour**

- (1) 'Credit Hour' means teaching a theory class for 01 hour or laboratory / practical work of 02 hours or a field work of one day every week throughout the semester.
- (2) The number of credit hours for a degree program is inclusive of credit hours assigned to Internship / Research project / Thesis etc.
- (3) The credit hours are denoted by two digits within bracket with a hyphen in between. The first (left side) digit represent the theory class while the digit (right side of hyphen) represent the Lab work/Practical. Thus 03(3+0) means three credit hours of theory class, while 03(2+1) means a total of three credit hours, of which two are for theory class while one credit hour is for laboratory.
- (4) The weekly **contact hours of a 3(3+0) course** shall be **three**, while the **contact hours of a 3(2+1) course** shall be **four** that is **two contact hours for theory** and **two contact hours for Lab work**.
- (5) A course that shall be counted in calculation of GPA/CGPA is called '**Credit Course**' while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called '**Non-Credit Course**'.

## **8. Attendance Requirements**

- (1) A minimum of 75% attendance of the lectures delivered in each course shall be prerequisite to appear in Final examination.
- (2) In case a student remains absent from classes for seven days consecutively without leaves, his name shall be struck off from the college roll. Such a student can be re-admitted on proper request and justified reason(s) within 15 days of the issuance of struck off notice by the college administration.
- (3) Students having less than 75% class attendance in a particular course shall not be eligible to appear in the final examination of that course and shall be required to register himself in that course whenever offered again, attend the classes regularly and appear in the Sessional-Work, Mid-Semester and Final examination of the course.

**9. Course Evaluation and Grade Distribution**

- (1) The Students shall be evaluated on the basis of two examinations, to be called Mid-Semester Examination and Final Examination, and sessional work including, quizzes, assignments, presentations, Lab work etc.
- (2) These evaluation instruments and their respective percent weightage shall be as follows:

S.No.	Item	Maximum Marks for Courses without Laboratory Work	Maximum Marks for Courses with Laboratory Work
1.	Mid Semester Examination	20%	20%
2.	Sessional Work Quizzes/Assignments/ Presentation/Laboratory Work	20% { Quizzes/Assignments / Presentation } =20	20% { Quizzes/Assignment/ Presentation } = 10 Laboratory work = 10 marks
3.	Final Examination	60%	60%

- (3) The number and nature of tests, assignments, lab work etc. shall be determined by the Course teacher keeping in view the nature and requirement of the course.
- (4) Mid-Semester paper shall cover the course taught up to Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be as under:

<b>Maximum time: 01 Hour</b>		<b>Maximum marks =20</b>
<b>Nature of questions</b>	<b>Section-A</b>	<b>Marks allotted</b>
No. of MCQ's	05	01 mark each
No. of fill in the blanks	05	01 mark each
	<b>Section-B</b>	<b>Maximum marks 10</b>
Essay Type	2 out of 3 questions shall be attempted	05 marks per each question

- (5) Final Examination paper shall cover the whole course of the respective subject and the pattern of questions shall be as under:

<b>Maximum time 3 hours</b>		<b>Maximum marks: 20</b>
<b>Nature of questions</b>	<b>Section-A</b>	<b>Marks allotted</b>
No. of MCQ's	10	01 mark each
No. of fill in the blanks	10	01 mark each
	<b>Section-B</b>	<b>Maximum marks: 40</b>
Short questions	5 out of 6 questions shall be attempted	02 marks per each question.
Essay Type	3 out of 4 questions shall be attempted	10 marks per each question

- (6) There shall be no Grace Marks of any sort.
- (7) To pass a course a student shall be required to earn at least 50% both in Mid and Final Term Examinations as a whole.
- (8) A student must pass theory and lab work/practical examination of a course separately, otherwise he will be awarded "F" grade. Such a student shall be required to repeat the course i.e Mid, Final Terms Examinations and Lab/Practical work if any.

## **10. Evaluation Procedure**

### **(1) Mid-Semester Examination**

- (a) The Mid-Semester Examination shall be conducted after eight weeks of the commencement of semester according to the schedule (i.e. Date Sheet) displayed by the College.
- (b) The concerned college shall evaluate student work and assigning marks for Sessional and Mid-Semester Examination through the respective course teacher. The course teacher shall be responsible for the evaluation of Sessional Work/Mid-Semester examinations of the students of his class and for the award of marks to them on the basis of such evaluation.
- (c) The course teacher shall show the Answer Scripts of Mid-Semester examination, quizzes etc. to the students concerned and take them back immediately in accordance with the schedule announced for the purpose by the teacher.
- (d) In case a student is not satisfied with his marks, he may submit an application in this regard to the Principal stating the valid reasons for his dissatisfaction with the award. Such an application shall be submitted within a week of the notification of Mid-Semester Examination result. The Principal shall refer his case to the College Semester Committee for appropriate action.
- (e) The College shall submit the marks for Sessional Work and Mid-Semester examination to the Office of the Controller of Examinations one week before the end of a semester. The marks shall be submitted in the manner provided in 'Annexure-I & II'.
- (f) Answer books and other relevant stationary shall be provided by the college concerned.

### **(2) Final Examination**

- (a) The Final Examination shall be conducted at the end of semester according to the schedule (i.e. Date sheet) announced by the University.
- (b) University of Swat shall be responsible for the conduct (appointment of paper setters, examiners, supervisory staff etc.) and evaluation of the Final Semester Examinations at the end of each semester through the Office of Controller of Examinations.
- (c) Office of the Controller of Examination shall be responsible for preparing/declaring semester results and issuing provisional transcripts (incomplete) of each semester. In addition, a consolidated transcript shall be issued to the student(s) after successful (and clearance of all dues) completion of the degree program.
- (d) There shall be no re-checking of Final Examination paper, however, a candidate may apply within a week (of the notification of the result of each semester) to the office of the Controller of Examinations for retotaling/recounting of marks awarded to him in any paper of the Semester Final Examination.
- (e) Answer books and other relevant stationary shall be provided by the office of Controller of Examinations, University of Swat.

(3) **Viva-Voce/Practical Examination (where applicable)**

- (a) Viva-voce/Practical examination shall be conducted by a committee comprising.
- i. **Internal Examiner:** Course teacher of the relevant subject proposed by the Principal of the college concerned.
  - ii. **External Examiner:** A panel of at least three examiners (subject experts) shall be forwarded by the Principal of the concerned affiliated college before the commencement of final examination of the respective semester, out of which one shall be appointed as external examiner for conduct of viva voce examination of Lab work/Thesis/Internship report etc by the Controller of Examinations of the University.
- (b) The award lists and attendance sheets of viva-voce/Practical/Lab work/Thesis/Internship report examination duly signed by the external examiner along with the Attendance Sheets of the students shall be submitted to the Controller of Examinations within a specified time after the termination of examination failing which Rs.10/- per day shall be deducted from the remuneration of the external examiner concerned.
- (c) For the programs/degrees where research/Internship is mandatory, the students will be required to submit/complete Research/Internship, preferably within two months after the termination of the final semester examination. In case a student fails to submit/complete his Research/Internship within due date, such a student will have submit/complete his Research /Internship whenever offered again. This will be reflected on the transcript of the student concerned.

**11. Grading System**

- (1) The grading shall be done on a scale of 1 – 4.
- (2) Equivalence between Letter grading and Numerical grading shall be as follows:

Grade	Grade Points	Percentage obtained in a Semester System
A	3.67 - 4.00	85 and above
A-	3.34 - 3.66	80 – 84
B+	3.01 - 3.33	75 – 79
B	2.67 - 3.00	71 – 74
B-	2.34 - 2.66	68 – 70
C+	2.01 - 2.33	64 – 67
C	1.67 - 2.00	61 – 63
C-	1.31 - 1.66	58 – 60
D+	1.01 - 1.30	54 – 57
D	0.10 - 1.00	50 – 53
F	0.00	Below 50

- (a) Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60, while 49.5 or more is to be considered as 50.
- (b) Grade Point Average (GPA) is an expression for the average performance of the student in the courses he has taken during any semester, thus GPA may be calculated for 1<sup>st</sup> semester, 2<sup>nd</sup> semester or any other semester.
- (c) GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.
- (d) GPA shall be calculated in the following manner:

GPA =  $\Sigma GP / \Sigma CH$  (for all the courses offered in a single semester), where:

GP = Numeric value of % marks obtained in a course multiplied by credit hours of the course.

$\Sigma GP$  = Sum of all the Grade Points of courses offered in a semester.

$\Sigma CH$  = Sum of all credit hours of courses offered in a semester.

- (e) Cumulative Grade point average (CGPA) is an expression for the average performance of the students in all the courses he has taken during all the previous semesters, thus at the end of 1<sup>st</sup> semester, CGPA shall be the same as GPA, while CGPA at the end of 2<sup>nd</sup> or any subsequent semester shall be calculated by taking into account all the courses taken by the student in all the previous semesters.
- (f) Both GPA and CGPA shall be rounded to two decimal places.

**Example-1: Calculation of GPA of Semester-I:**

Course Code	% age marks obtained	Grade	Value	Credit Hours (Cr.Hr)	Grade Point (GP)
Ew-1	64	C+	2.01	3	6.03
QR-1	70	B-	2.66	3	7.98
CC-1	80	A-	3.34	3	10.02
NS-1	54	D+	1.01	3	3.03
SS-1	42	F	0.00	3	0.00
Total				<b>12</b>	<b>27.06</b>

GPA =  $\Sigma GP / \Sigma CH$  (for all courses offered in a semester) =  $27.06/12=2.255$ , and by rounding to two decimal places, the GPA will become 2.26

**Example-2: Calculation of GPA of Semester-II:**

Course	%age of marks obtained	Grade	Value	Credit Hours (Cr.Hr)	Grade Point (GP)
Ew-2	61	C	1.67	3	5.01
QR-2	74	B	3.00	3	9.00
CC-2	80	A-	3.34	3	10.02
NS-2	57	D+	1.30	3	3.90
SS-2	S.F/Absent		-	-	-
Total				<b>12</b>	<b>27.93</b>

GPA =  $\Sigma GP / \Sigma CH$  (for all courses offered in a semester) =  $27.93/12 = 2.3275$ , and by rounding up to two decimal places, the GPA will become 2.33

- g. A student shall be awarded incomplete grade represented by 'I' in the following cases:
- (i) If a student fails to complete any assignment, Mid-semester paper or presentation assigned to him by the teacher for the purpose of internal assessment.
  - (ii) Such a student will overcome "I" grade by repeating the assignment, Mid-semester paper or presentation whenever the course is offered again.

## **12. Promotion**

- (1) The minimum passing marks for each course shall be 50%. Obtaining 50% marks separately in Lab work/ Practical is also mandatory. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course and will be reflected by "F" grade. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks/ calculation of GPA/CGPA.
- (2) If a student's **GPA/CGPA** falls below 2.0 he shall be promoted (conditionally) and will be put on 1<sup>st</sup> probation **in the next semester**.
- (3) If the student does not come out by increasing his CGPA to 2.0 in the succeeding semester, he will go on last probation.
- (4) If the student who was earlier on last probation, does not come out by achieving the minimum desired CGPA, he shall be dropped from the college/Institute roll.
- (5) If a student fails to qualify at least 50% of the courses offered in a semester, he shall not be promoted to the next semester and will be required to repeat the semester whenever offered again.
- (6) Whenever a student fails or get 'F' grade, he has to repeat the course (**Mid semester, final examination and Practical/Lab work (if any)**). However, marks awarded on quizzes/Assignments/Presentations shall remain the same.
- (7) A failed course(s) shall be repeated whenever offered.
- (8) The maximum number of courses that a student may be allowed to repeat will be four (04) throughout the degree program, otherwise the student shall be dropped from the roll of the college. This will be reflected in the transcript of the student.
- (9) A student having grade "C" or below in a course can avail the opportunity of Improvement of Grade up to four (04) courses whenever offered and will not be counted as repeat course. A student shall be allowed to improve the grade of a course(s) during the degree program. In case of Improvement, the better of the two grades/marks obtained in that course(s) shall be counted for calculation of GPA/CGPA and shall be reflected by "Imp" in the transcript. The pattern of paper shall be as per clause 9(5).
- (10) After the termination of final examination of each semester, the college concerned shall commence their classes as per academic calendar. However, promotion of the students to the next semester shall be as per declaration of results by the office of Controller of Examinations, University of Swat preferably within a month after the termination of final term examination.



## **12. Award of Degree**

Minimum requirement for the award of degree shall be that:

- (1) A candidate shall qualify, in accordance with the existing Rules in each one of the Semester from 1<sup>st</sup> to 4<sup>th</sup> by securing at least a 'D' grade in all the courses and overall 'C' grade so as to fulfill sub-clauses (2) and (3) below:
- (2) He shall have earned the prescribed number of credit hours required for the degree, i.e. at least 60, as the case may be for a particular degree program.
- (3) He shall have obtained a minimum Cumulative Grade Point Average (CGPA) of 2.0

## **14. Award of Gold Medal / Merit Certificate**

- (1) Consolidated merit list of all the passed out students of Associate Degree of each batch shall be determined for all the affiliated colleges of the University of Swat.
- (2) 'University Gold Medal' shall be awarded to a student, in each discipline/program of studies, who fulfills the following conditions that: "He secured highest overall CGPA in a program of study in all the affiliated colleges and has passed all semester examinations in at least 'B' grade in first attempt without failing/absenting/repeating in any course. CGPA, shall be rounded-off to two decimal places. In case of tie occur CGPA shall be calculated up to any decimal places for the determination of merit positions(s)".
- (3) Merit certificates shall be issued to the candidates securing 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> positions in Associate Degree. Merit positions shall be determined in a manner prescribed in (1) and (2) above for the award of Gold Medal.
- (4) A student who availed 'semester freezing' shall not be entitled for the award of Gold Medal and/or Merit Certificate.

## **15. Unfair Means (UFM) Cases**

- (1) The course teacher shall report the unfair means cases in quizzes/test and Mid-Semester Examination to the Principal who shall forward the cases to the College Semester Committee within one week for necessary action as under:  
"Any student detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other student to copy his answer book, or using or attempting to use these or any other unfair means (UFM), shall be dealt as per approved UFM penalties"
- (2) UFM cases pertaining to Final Examination shall be dealt by Examination Discipline Committee (EDC) of the University as per approved penalties (Annex-I)
- (3) All those students who have been reported in unfair means shall be given the opportunity of hearing. They will appear before the Examination Discipline Committee on the date and venue fix by the Controller of Examination of the University.
- (4) Students penalized/charged by the Examination Discipline Committee as per Annex-I shall have the right to appeal against the decision of Examination Discipline Committee in writing on payment of prescribed fee. Such cases of appeal shall be placed for consideration before Appellate Committee.

### **16. Semester Freezing/Leave of Absence**

- (1) Semester freezing will be granted by the Controller of Examinations on the recommendations of the Principal of the college concerned.
- (2) A student can freeze his semester on genuine ground maximum up to One Year (i.e. 02-Semester) during the entire period of a respective program of studies.
- (3) No freezing during the semester shall be allowed, i.e. whenever semester freezing is granted on the request of the student it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, mid-semester etc taken so far in the semester by the student would be deemed as not have taken place in respect of the student concerned.
- (4) At the end of semester freezing the student concerned shall apply for re-assuming the semester/studies to the Controller of Examinations through the Principal of the college concerned one week before the commencement of semester. The student concerned shall have to opt for courses in place.
- (5) The maximum duration allowed for completion of degree shall be extended due to freezing of semesters.
- (6) Semester freezing shall not be allowed in First Semester, however, under special circumstances (Iddat, Maternal leave) the Vice Chancellor may allow semester freezing on the recommendation of Principal of the college concerned.

### **17. Organization of Teaching**

- (1) Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, fieldwork, project, and any other method of instruction approved by the University.
- (2) Teaching shall be conducted by the College teachers or such other persons as may be declared to be teachers by the competent authority.
- (3) The college shall offer every required course at least once in an academic year.
- (4) English shall be the medium of instruction and examinations for all courses except where otherwise approved by the competent bodies.

### **18. Course File**

Maintenance of Course Files is mandatory for all the course teachers. It shall have a complete record of every academic activity during the semester. The Course File shall contain:

- (1) Description of Course/ contents.
- (2) Course Coding.
- (3) Weekly Teaching Schedule.
- (4) Copy of each assignment, quiz and lab work
- (5) Results of mid semester examinations.
- (6) Grading sheets of the Course detailing statistical data on the grades obtained by students.
- (7) Difficulties, problems faced during classroom/course delivery.

### **19. Record Keeping**

- (1) All the record related the Sessional Work and Mid-Semester Examinations (Mid-Semester question papers and answer sheets, quizzes, assignments, presentations, Lab work, attendance etc) shall be kept by the concerned college for two years after declaration of final result of each batch.
- (2) Answer Books of Final Examination (of each semester) shall be kept by the office of the Controller of Examinations, University of Swat as per policy of the University.

### **20. College Semester & Research Supervisory Committee**

The Head of every Affiliated College shall constitute Semester and Research Supervisory Committee, comprising of Head of the College as the Convener, Three Senior Faculty Members, Subject Expert (Relevant) and Semester Coordinator (of the respective degree program) as member/secretary to perform the following functions:

- (1) Periodic assessment of the progress of different courses being taught.
- (2) Investigation of any irregularity in the assessment of any course taught.
- (3) Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
- (4) The committee shall prepare annual report on the academic performance and assessment of students.
- (5) The committee shall also prepare a report, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Quality Enhancement Cell of the University of Swat. This evaluation shall be performed by the QEC of the college concerned.
- (6) The committee shall deal the students who were reported in using unfair means(UFM) during the Sessional Work and Mid-Semester Examination as per approved UFM penalties.
- (7) Allotment of research topics and supervisors to students, where applicable.
- (8) All the proceeding of the Committee shall be recorded and approved by the convener.

### **21. University Semester Committee**

University Semester Committee shall perform the following functions:

- (1) Provide consultation and support to the affiliated colleges regarding implementation of semester system.
- (2) Monitor and report on the implementation of Semester Regulations and address various issues arising thereof.
- (3) Recommend necessary amendments in these Regulations, if needed.

### **22. Registration and Examination Fee**

- (1) All the affiliated colleges shall submit Registration Forms along with fee slip of the enrolled students as per schedule announce by the University.
- (2) All the students shall submit prescribed examination fee for each semester as per schedule issued by office of the Controller of Examinations.

**23. Fee and Remuneration Rates**

As per approved rates of University of Swat.

**24. Miscellaneous**

- (1) Notwithstanding anything repugnant to these Rules and Regulations, in all cases the decision of the Vice Chancellor of the University of Swat shall be final.
- (2) These rules are subject to change(s) from time to time by the competent bodies of the University; however, such a change when occurs shall be notified by the University.

**ACTS OF UNFAIR MEANS AND PENALTIES FOR SUCH ACTS**

**1. Acts of unfair means in Examinations**

A candidate appearing in an examination who makes himself responsible for any of the categories of reprehensible conduct enumerated below shall be liable to such punishment/Penalties as mentioned in the relevant sub section.

- (1) Giving or receiving assistance or copying from any book, paper of memorandum or another candidate's answer book or allowing any other candidate to copy from his answer-paper or using or attempting to use these or any other unfair means;
- (2) Deliberately changing previous arrangements for cheating in the examination, smuggling of answer-book, or impersonation or misconduct of a serious nature;
- (3) Obtaining admission to an examination on a false representation made in his application or admission form.
- (4) Using abusive or obscene language in his answer-book.
- (5) Tampering/ forging another person's signature on his application or admission form.
- (6) Refusing to obey the lawful orders of the supervisory staff/ Inspector of the examination center in the examination hall/room or changing his seat or Roll number card with another candidate or creating disturbance of any kind during the examination or otherwise misbehaving in or around an examination center.
- (7) Being found in or around an examination center in possession of firearms or anything ordinarily used as a weapon of offence.
- (8) Any one helping the candidate in cheating outside the examination hall.

**2. Penalties for acts of unfair means in Examinations**

<b>ACT</b>		<b>Penalty</b>
1.	Possession of cheating material but not copied.	Fine of Rs.1000/- per paper
2.	Possession of cheating material and Copied.	Fine of Rs.800/- per paper with cancellation of the particular paper(s).
3.	Making appeals of serious nature to examiners for undue favour in the paper.	Fine of Rs.1000/-
4.	Removal of sheets from script or continuation sheet.	Fine of Rs.2000/- per paper & cancellation of paper(s).
5.	Using abusive or obscene language in answer books.	Fine of Rs.1000/- with cancellation of the particular paper.
6.	Staging a walkout or persuading others to do so.	Fine of Rs.5000/- with cancellation of the particular paper.

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7.	Writing wrong Roll No. to deceive inspector or supervisory staff.	Fine of Rs.1000/- per paper with cancellation of the particular paper(s).
8.	Smuggling of Question paper outside the hall.	Fine of Rs.2000/- per paper with cancellation of the particular paper(s)
9.	Refusing to handover cheating material.	Fine of Rs.2000/- and cancellation of the paper.
10.	Disobeying supervisory staff.	Fine of Rs.2000/- and cancellation of the paper.
11.	Cheating by force.	Fine of Rs.2000/- and cancellation of the current examination.
12.	Smuggling of his or other's answer book or sheet out of examination hall.	Fine of Rs.5000/- cancellation of current examination & disqualification for the next examination.
13.	Creating disturbance and misbehaving with the supervisory staff or Inspector	Cancellation of current examination & disqualification for the next examination and a fine of Rs.3000/-
14.	Possession or Display of fire arm or weapons of offence	Cancellation of current examination & disqualification for the two examinations and a fine of Rs.3000/-
15.	Photo changing on examination admission or Registration form or Roll No. Slip to deceive the examination or supervisory staff	Cancellation of current examination, disqualification for next examination and fine of Rs.5000/-
16.	a. Mobile phone possession.	Fine of Rs.1000/-
	b. Use of Electronic device(s) for cheating.	Fine of Rs.2000/-
17.	<b>Impersonation:</b>	
	a. Real Candidate	Cancellation of current Examination, disqualification for the next examination and fine of Rs.5000/-
	b. Impersonator, if the impersonator is regular student of the university or college	Cancellation of current examination, disqualification for the next examination and fine of Rs.5000/-
	c. Impersonator, outsider (not a student)	The case may be referred to police for treating under the law.
18.	Threatening to and assault on Supervisory staff or Inspector	Cancellation of current examination, disqualification for the next three examinations and fine of Rs.5000/-
19.	If any member of the supervisory staff or Inspector is found guilty of an act	a. If detected and found guilty at the course of examination he may be removed from

*Recommended by the Academic Council in its 3<sup>rd</sup> meeting held on December 17, 2020 and approved by the Syndicate in its 36<sup>th</sup> meeting held on January 01, 2021*

	inconsistent with the fair discharge of his duty.	his duty immediately, by the Controller of Examinations and his case may be referred to the disciplinary committee for a decision as provided in “b” below.
		b. If reported after the termination of the examination his case may be referred to the discipline committee, which may disqualify him for a period up to ten years from the university examinations duty.
	If a member of the supervisory staff performing duty and his near relative (Brother, Sister or their children, Spouse, Paternal and Maternal Uncle or their children, Son/ Daughter in law etc) is found to appear in examination hall/center.	Disqualification from examination duty/assignment for a period of Five years and confiscation of remuneration/ TA/DA.

**Note: In case of cancellation of mid semester paper/examination on account of using UFM, the students concerned will disqualified for final examination of the semester. Similarly, if the final semester examination paper of a student is cancelled on account of using UFM, his mid semester paper will also be considered as cancelled. In such a case the student concerned will repeat the mid and final semester course/paper(s) as per clause 12(7)**







