

SRI BALAJI VIDYAPEETH

(Declared to be University u/s 3 of UGC Act, 1956)

(Accredited by NAAC with “A” Grade)

Pondy-Cuddalore Main Road,
Pillaiyarkuppam, Pondicherry – 607 403.



**SBV Examination Manual
2017 (Revised)**

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SBV Examination Manual 2017 (Revised)

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SBV Examination Rules:

Remember to follow the regulations detailed in the handbook when responding to any situation during the exam:

Exam Schedule: Please refer to the time table and schedule of exams, including the timing of exams.

Candidate ID: All examinees should carry the Identity cards provided by the SBV exams. Candidates not possessing the necessary ID will not be permitted to take the exams.

Other rules:

- a. Refer to the SBV exams handbook if a candidate arrives late or if anything unexpected happens.
- b. Your invigilators should make the student aware of any suspected malpractice that takes place during the exam. You should then report the suspected malpractice to SBV exam wing using 'Exam Day – Malpractice Form'
- c. Only answer question regarding information on the front of the paper.
- d. Do not give any advice to candidates about the content of the question paper.
- e. If a candidate needs to leave the room temporarily, make sure they are accompanied by a guide / invigilator and sign in the 'Break record'.
- f. If a candidate leaves the room, without intending to come back, make sure you collect their answer scripts.

Permissible Equipment's: Only writing materials – Pens, Pencils. etc. is permissible. No electronic equipment of any sort is permissible (eg. mobile phones & Electronic watches)

Running exams with access arrangement: See our SBV examinations guide to help you prepare for exams that involve candidates using access arrangements and candidates with disabilities.

Key time:

The Key Time is a time, when all candidates taking timetabled exams must be in the exam. [i.e. First half hour after the start of the exam]

If a candidate finishes early and wants to leave the room, he / she should wait for the key time, to be over.

Permission to enter the Hall:

Candidates can enter the exam hall 45 minutes prior to the actual time and permitted only for the first 30 minutes after the start of the exam. Anyone trying to enter the room after that period will not be allowed inside, whatever be the reason.

Communication with the candidate should be on administrative and safety issues only.

If a candidate experiences any difficulties during the exam, communicate directly with him / her. If it is something that affects all the candidates, you may make an announcement as long as the security or integrity of the exam is not compromised. The supervisor should make a note of this in their report.

If there appears to be a problem / defect in the question paper, open the spare and original question paper packet and verify. Make corrections if needed. Any changes should be recorded in your report.

The supervisor's report must be signed and sent to SBV exams with the scripts, attendance sheets and flying squad report.

EXAM RULES AND REGULATIONS - INSTRUCTIONS TO CANDIDATES

The following instructions must be read carefully noted and scrupulously followed/observed in every detail.

1. **Ticket of Admission:** Candidates should bring their Hall Ticket to the exam. Admission to the Examination Hall shall strictly be upon possession of a Valid Hall Ticket and Institutional ID Card. Candidate should keep it throughout the exam time and Practicals / Clinical exams. No exceptions will be entertained.
2. **Presence in the Exam Room:**
 - i) The exam room will be open for entry 45 minutes prior to the commencement of the exam.
 - ii) Candidates should note their seating place from the seating plan displayed outside the exam hall.
 - iii) Candidate should be seated in the allotted space **30 minutes prior to the start of the exams** after check – in procedures.
3. **Exam Duration :**
 - Once check-in procedures and verbal instructions are completed, the exam shall begin. Exam times do not include check-in, reading of instructions, or the collection of exam materials at the conclusion of exams.
 - No one will be admitted more than thirty minutes after a session commences.
 - No candidate will be allowed to leave the exam hall for the first 30 minutes after the start of Examinations.
 - No additional time will be given to candidates who are absent for part of the exam, regardless of the reason for their absence.
4. **Personal Belongings :**
 - Please bring your own pens – blue or black ball – point pens only and APSARA extra dark HP pencils.
 - Hats, caps & earphones should not be worn during the exam.
 - All electronic devices (particularly cell phones, smart watch, etc.,) are prohibited. If found in your possession, it is a punishable offence.
5. **Rest room breaks:** Only one break of 5 minutes is permitted while the exam is in progress. Candidates are asked to sign in the break record book kept in the hall before leaving for and after coming back from the break.
6. **Answer Booklets:** One answer booklet (24 pages) will be provided.
7. **UIN Number:** Appears on the Hall Ticket. The number must be written on the cover sheet and shaded in the OMR area and not be written anywhere else. Writing their name, number or writing or drawing religious content in any

place including additional sheets will result in **disqualification** of the Exam paper.

8. **Exam Code:** Appears in the question paper and also in the hall ticket. Please shade code in the OMR Sheet with pencil.
9. **Defective Questions:** Occasionally, through an inadvertent error or a difference in interpretation, an exam question is found to be defective. Examples of defects might include typographical errors and ambiguities in question framing. Candidates, who believe that a question is defective, should bring to the notice of the invigilator for any clarification regarding the questions, **within 30 minutes** of the commencement of the exam. They shall be cleared by the Chief Superintendent. However, the candidates are not permitted to ask the Invigilators for the meaning / interpretation of questions.
10. **Sign the cover page:** Candidates must sign only on the cover page. Do not sign anywhere else. Candidates who do so will have their exam papers disqualified.
11. **Activities necessitating disciplinary action:** Candidates must not give or receive assistance of any kind during the exam. Any cheating, impersonation, any attempt to cheat, assisting others to cheat, or participating therein, or engaging in such improper conduct as listed below is a serious violation and will generally result in the disqualifying the candidate's paper, and such other disciplinary action as may be deemed appropriate.
12. **Check Out:** The Invigilator will announce when 15 minutes and 5 minutes are remaining for completion time of the Exams.
13. For MCQ based examinations, strictly follow the instruction given in the MCQ instruction sheet (Provided at the start of exam).

Before handing over their exam books, candidates should ensure they have correctly written and shaded their **UIN** exam code & date and have signed the cover sheet in the appropriate places.

Exam Duration:

Once check-in procedures and verbal instructions are completed, the exam shall begin. Exam times do not include check-in, reading of instructions, or the collection of exam materials at the conclusion of exams.

No one will be admitted more than thirty minutes after a session commences.

No additional time will be given to candidates who are late for appearing in ~~part~~ of the exam, regardless of the reason for their late arrival.

Personal Belongings:

Please bring your own exam materials like pens –**blue or black ball – point pens only** and **APSARA extra dark HP pencils**.

Hats, caps, and earphones should not be worn during the exam.

All electronic devices (particularly cell phones, smart watches) are prohibited.

Rest room breaks: Only one break of 5 minutes is permitted while the exam is in progress. Candidates are asked to sign in the break record book kept in the hall before leaving for and after coming back from the break.

Answer Booklets: One answer booklet (24 pages) will be provided for 40 & 50 marks papers and two booklets for 60 marks papers.

UIN Number: Appears on the Hall Ticket. The number must be written on the cover sheet and shaded in the **OMR** area and not be written anywhere else. Writing their name or number in any place will result in disqualification of the Exam paper.

Exam Code: Appears in the question paper and also in the hall ticket. Please shade **code** in the **OMR** Sheet.

Defective Questions: Occasionally, through an inadvertent error or a difference in interpretation, an exam question is found to be defective. Examples of defects might include typographical errors and ambiguities in question framing. Candidates, who believe that a question is defective, should bring to the notice of the invigilators any clarifications regarding the questions, within 30 minutes of the commencement of the exam. They shall be cleared by the Chief Superintendent. However, the candidates are not permitted to ask the Invigilators for the meaning of/interpretation questions.

Sign the cover page: Candidates must sign only on the cover page. Do not sign anywhere else. Candidates who do so will have their exam papers disqualified.

Activities necessitating disciplinary action: Candidates must not give or receive assistance of any kind during the exam. Any cheating, impersonation, any attempt to cheat, assisting others to cheat, or participating therein, or engaging in such improper conduct as listed below is a serious violation and will generally result in the disqualifying the candidate's paper, and such other disciplinary action as may be deemed appropriate.

Check Out: The Invigilator will announce when 15 minutes and 5 minutes are remaining for completion time of the Exams. Candidates shall not leave the examination room from the time the 15 minute announcement is made until time has expired.

Before handing over their exam books, candidates should ensure they have correctly written and shaded their **UIN** exam code & date and have signed the cover sheet in the appropriate places.

Duties of The Chief Superintendent

1. The Chief Superintendent should report himself / herself on duty 45 min before the commencement of the examination at the Venue.
2. He / She shall remain in the Examination Hall during the time allotted for each session and shall not leave the hall.
3. He / She will help in the distribution of question papers, answer books etc. to the candidates and in collection of answer books from the candidate at the close of examination by the group of invigilators.
4. The Chief Superintendent should mark attendance in the respective Examination Hall and send the Attendance Record half an hour after the commencement of Examinations to the Office of the Controller of Examinations.
5. If any candidate is found to resort to unfair-means at the Examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Chief Superintendent should investigate the matter and act accordingly.
6. The Chief Superintendent should clarify any complaint or difficulties pointed out by any candidate regarding the question paper of the Examination by cross checking the original paper [within the first half an hour of the examination] and should bring the matter to the notice of Controller of Examinations.
7. Chief Superintendent should ensure that the invigilators check the particulars entered by the candidates in the cover page & sign them.
8. Exam Officers are requested not to use Cell Phones during the Invigilation work.
9. Read out instructions to the candidate aloud before the commencement and at the end of the examinations.
10. He / She should submit the Chief Superintendent's report at the end of the Examinations every day.
11. He / She should ensure that the examinee information in the cover page of the answer booklet is torn and sent to the in the sealed Envelopes provided for that purpose.
12. He / She should ensure the answer booklets are arranged in the appropriate order and are placed in the sealed envelopes / boxes provided for that purpose.

Duties of the Additional Chief Superintendent:

The duty of Additional Chief Superintendent is to assist the Chief Superintendent in all his / her duties towards the proper conduct of examinations.

He / She should assist the Chief Superintendent to submit his / her report at the end of the Examinations every day.

Duties of Invigilators

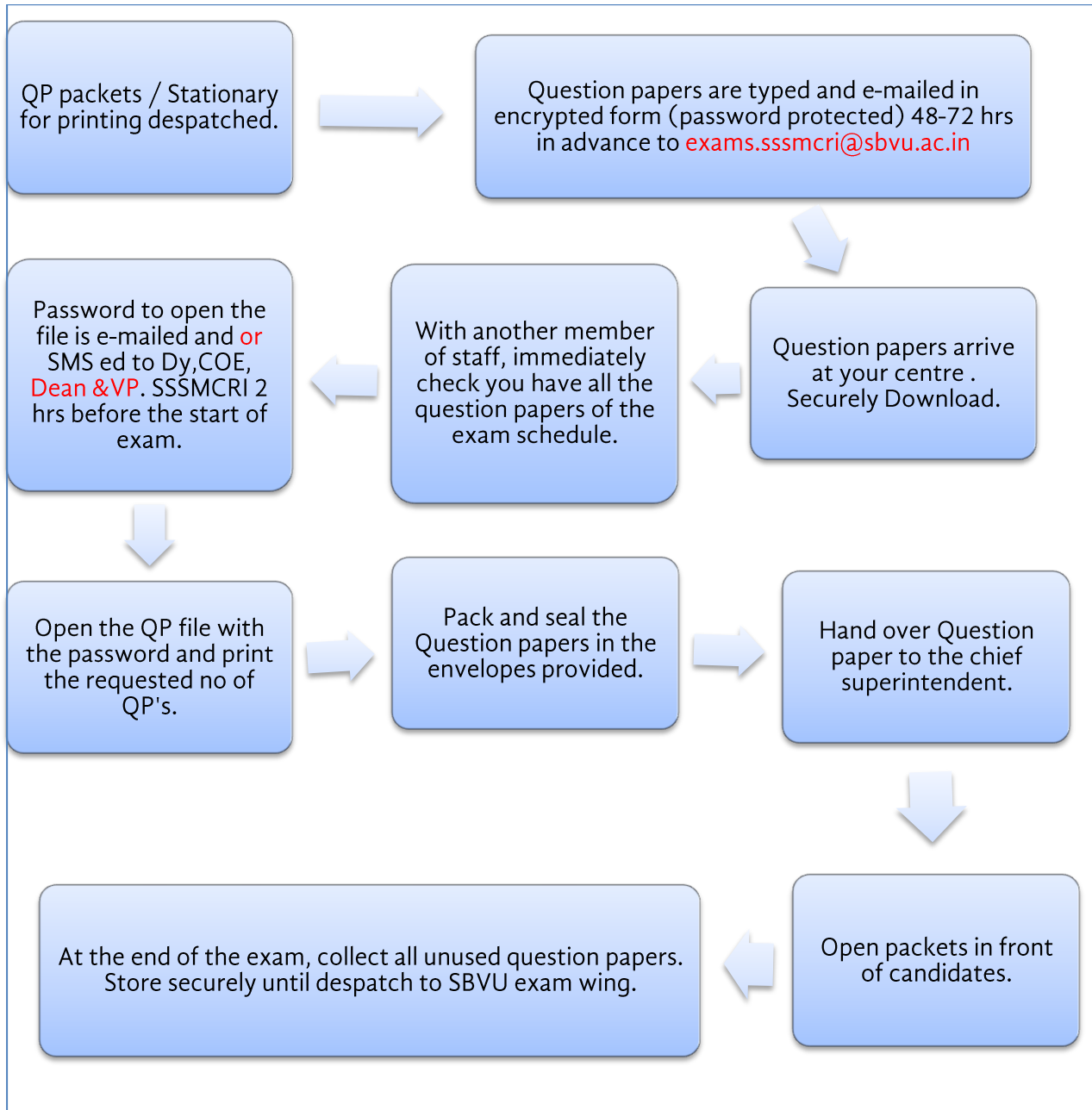
1. An Invigilator should report himself / herself on duty 45 minutes before the commencement of the examination at the Venue.
2. He / She shall remain in the Examination Hall during the time allotted for each session and shall not leave the hall.
3. Invigilators are expected to help the Chief Superintendent in the distribution of Question Papers, answer books etc. to the candidates and in collection of answer books from the candidate at the close of Examination
4. The invigilator should ensure marking of attendance in the respective student group allotted in the Examination Hall and submit it to the Chief Superintendent.
5. During the conduct of Examination, the invigilators are expected to invigilate and should not engage themselves in Private reading or conversation or visit to other Examination Halls.
6. If any candidate is found to resort to any unfair-means at the Examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the invigilator should at once report the matter to the Chief Superintendent.
7. The invigilator should also bring to the notice of the Chief Superintendent any complaint or difficulties pointed out by any candidate regarding the question paper of the examination.
8. If any doubt or clarification is needed in the Question Paper, Invigilator should clarify only before first half an hour of the respective session.
9. The invigilator should sign on the Answer Books at the first page in the space provided after checking the details entered and shaded by the candidates. And also sign on additional sheets taken by the candidate.
10. Invigilators are expected to direct the students for check-in procedure 30 minutes before the commencement of the Examinations.

11. The Invigilators should not use Cell Phones during the Invigilation work.
12. The invigilators are expected to help the Chief Superintendent in any other matter connected with the conduct of Examination.
13. Read out instructions to the candidate aloud before the commencement of examinations.
14. He / She should ensure that the examinee information in the cover page of the answer booklet is torn and sent to the in the sealed Envelopes provided for that purpose.

He / She should ensure the answer booklets are arranged in the appropriate order and are placed in the sealed envelopes / boxes provided for that purpose.

Before the exams

Pre-exam dispatches



SBV and the centre are jointly responsible for security of question papers. Examination materials should be sent 48 – 72 hours before the examination period begins.

List of materials to be sent

- Answer booklets
- Covers for packing the answer scripts (1 cover/25 Scripts)
- Boxes/ suitcase for packing the answer scripts (1 box or suitcase / day / Centre)
- Question paper covers
- OMR cover page covers (1 course / 1 day)
- Sealing wax / seal
- Stationary
- Candidates' Attendance report
- Instruction to the candidates – What to say
- Chief Superintendent's Checklist for exam day
- Malpractice Form

A check must be made on arrival by the exams officer (Dy.COE) in the presence of another senior member of staff. The authorized person must also check the deliveries carefully and keep them under secure conditions as soon as they are received.

This check must be made on arrival by the exams officer (Dy.COE) in the presence of another senior member of staff.

Records of this check to be kept and materials listed in the dispatch note should be received.

Records must be dated and signed by the exams officer and by the member of staff who witnessed the delivery being checked.

Notify the examination wing immediately if there are any problems, for example:

If there are discrepancies between the materials received and the dispatch note.

If material does not appear to meet Centre requirements.

If any of the question paper packets are missing, listed on the dispatch note, please inform us.

Check question paper packets against the examination timetable and arrange them in exam timetable order to reduce the possibility of using a packet at the wrong time.

Storing confidential materials

1. Store exam stationary securely and in full compliance as per regulations.
2. Store in a place of high security, ideally in a lockable, reinforced metal cabinet.
3. A minimum of two senior authorized people must be key holders, for example the Head of Centre (Dean) and exams officer (Dy.COE). Only key holders should have access to the secure room and to the secure container holding the confidential materials.
4. Tell us immediately if the security of the confidential materials is put at risk by fire, theft, loss, damage, unauthorized disclosure or any other circumstances.
5. Do not open packets of question papers and other examination materials until the time set for the examination concerned.
6. When answer scripts are kept in storage before dispatching, they must be sealed and kept under the same secure conditions as question paper packets and other confidential examination material.

Preparing the exam room:

Examination venue:

All candidates must sit in the examination hall identified. Special seating requirement for candidate who is ill / disabled will request for the permission of the Centre Head.

Examination room:

Examination rooms must be provided to candidates with appropriate conditions. Pay attention to such matters as access, ventilation, lighting and outside noise.

Clock and Bell:

A reliable clock must be directly visible to all candidates in the examination room. A bell should be available outside the hall.

Notice to candidates/candidate warning poster and displaying information

You must display the Exam rules and poster outside the examination room.

You must clearly display to all candidates:

The exam code

The start and finish times of each examination.

Seating arrangements:

Seating arrangements must prevent candidates from viewing the work of others, intentionally or otherwise. The minimum distance in all directions from the centre of one candidate's chair to the centre of another's must be 1.25 meters. Where this is not the case due to space requirements, the exams officer must use an alternative method. This may be achieved by:

- Increasing the space between candidates' desks.
- Seating alternating rows of candidates taking different examinations.
- Using extra invigilators.
- For all written examinations:
 - All candidates must face in the same direction.
 - Each candidate must have their own desk or table of sufficient size to accommodate question papers, writing equipment and answer booklet(s).

Invigilator requirements:

1. Invigilators in the examination room are responsible for the conduct of a particular examination.
2. The Head of Centre (Dean) must make sure that suitably trained and experienced staffs carry out invigilation. He / She should make sure that invigilators are fully briefed and trained before carrying out invigilation.
3. Invigilators must give their whole attention to the proper conduct of the examination and must not perform any other task (for example: marking, using cell phone, laptop etc.) in the examination room. Invigilators must be present, mobile and attentive throughout the examination.
4. At least one invigilator must be present for every 25 candidates. Arrangements are made such that the invigilators can observe each candidate in the examination room at all times.
5. Ensure that both male and female attenders are available to accompany candidates to the washroom, if required.
6. A teacher who has prepared the candidates for the subject under examination must not be the invigilator at any time.
7. Invigilators must be familiar with the SBV exam regulations.
8. Apart from a single phone or computer to summon assistance, invigilators must not have access to any other form of external communication while in the exam room.
9. Signed records of exam invigilation and supervision arrangements must be maintained.

Exam day

At the beginning of the examination

Ensure that candidates take their SBV exams in the correct timetabled sessions. He / she should start the examinations on time.

Identifying candidates

- The Head of Centre (Dean) must make sure that procedures are in place to enable invigilators to carry out thorough identity checks.
- All candidates must present evidence of their identity (photo ID card). Each time they attend a session you must check that they are the same person who was registered for the examination.

Candidate numbers (UIN)

These are unique 10 digit number and are provided in the hall tickets.

Attendance registers

The attendance register is a formal record of all the candidates registered to take each exam. A pre-printed attendance registers will be send in advance to the relevant exam. Use the attendance register to record whether the candidates listed are present or absent and return the same to SBV exams.

Seating plan

A seating plan is a diagram that outlines how the exam room is set up. It shows the position of candidates where they are seated in the exam room. It should also show the position of the invigilators desk and the direction the candidate are facing. The template of seating place is provided. You must keep signed records of the seating plan for each examination.

Unauthorized materials

It is essential to ensure that the candidates do not bring unauthorized materials into the exam room. Unauthorized materials are those that potentially enable candidates to conceal or access information in the exam room. Candidates can only take writing instruments into the exam room.

Having unauthorized material in the exam room is a serious breach of regulations and may result in cancellation of the examination. You and your invigilators must be alert to candidates attempting to bring unauthorized materials into the exam room and must report all instances to us. Unauthorized materials include:

- Calculators (scientific)
- Instruction leaflets
- Bags
- Non – transparent pencil cases
- Any packaging with images or text on it

- Computers of any sort
- Electronic or radio communication devices
- Any recording device
- Mobile, telephones& Electronic watches
- Tablet, computers
- E-readers
- Any other electronic device that enables external communication or the storage and retrieval of data
- Cameras
- Bluetooth headsets
- Portable music players
- The above list does not include every possible item that would be considered ‘unauthorized’.

All electronic items, including mobile phones, Electronic watches and Bluetooth devices, must be switched off and left outside the examination room. Other types of unauthorized materials must either be left outside or handed to the invigilator before the examination starts. Materials handed to the invigilator must be placed out of reach of the candidates before and throughout the examination.

Stationary, materials and other equipment

Before each examination please verify

Candidates must bring their own pens, pencils, ink, drawing instruments, including rulers, and erasers. They must write their answer legibly in black / blue ball pen. Candidates must not use red or green ink or correcting fluid during the exam. They must use soft pencils (**type 2B/ HB is recommended**) for OMR sheet. They may use pencils or pens in other colors for diagrams. Candidates should not use highlighter pens on the answer booklets.

Starting the examination

- An examination is in progress from the time the candidates enter the examination room until all the scripts have been collected.
- Before candidates are allowed to start the examination, the invigilator should read aloud the ‘starting the examination’ section from our document ‘What to say to candidates in an exam’.

Chief Superintendent Checklist

Please ensure and comply with the exam day check list (to be filled in by the chief superintendent) and to be submitted at the end of the exam to SBV exam division.

Defective Questions

Occasionally, through an inadvertent error or a difference in interpretation, an exam question is found to be defective. Examples of defects might include typographical errors and ambiguities in question framing. Candidates, who believe that a question is defective, should bring to the notice of the invigilators any clarifications regarding the questions, within 30 minutes of the commencement of the exam. They shall be cleared by the Chief Superintendent. However, the candidates are not permitted to ask the Invigilators for the meaning of/interpretation questions.

Leaving the room while the exam is in progress

1. Candidates who leave the examination room temporarily must be accompanied by a member of staff. In cases where special consideration is applied for (for example, illness), you may allow such candidates extra time to compensate for their temporary absence.
2. If a candidate has finished their exam early, wants to leave the exam room and not return the following regulations apply:
3. Before the key time: the candidate cannot leave the exam room before the key time is elapsed (First 1 hour after the start of the exams)
4. After the key time: the candidate can leave the exam room
5. Please collect their scripts before they leave the room

Leaving the room at the end of the exam

- Candidates must remain in the exam room until they are told otherwise by the invigilator.
- You must collect and account for all answer scripts before candidates leave the room. Candidates cannot leave the exam room for half an hour after the start of the examination

At the end of the examination-

Finishing the examination

At the end of the exam to help ensure a consistent approach, the invigilator should read aloud the 'finishing the examination' section from our document what say to candidates in an exam.

Collecting answer scripts

- All answer scripts and question papers must be collected and accounted for before candidates are allowed to leave the room.
- Invigilators must sort answer scripts into the order shown on the attendance register (candidate UIN order), and check that all answer scripts are present and that candidates have used the correct exam code, candidate number and date and shaded the appropriate circles.

- They must tear the OMR cover page – examinee information, place it in the special envelope provided and seal it in the presence of Chief Superintendent. The answer scripts should be placed in bunches of 25, in the same sequence of UIN no (as in attendance) in the dedicated envelope provided should be sealed and placed in the secure storage boxes. These boxes should be locked and the keys should be sealed. They should be stored in secure storage until transferred to SBV exam division.

Unused stationery

All unused stationery in the examination room must be collected and returned to secure storage.

Irregular conduct

- Wherever possible, the invigilator must remove and keep any unauthorized material discovered in the possession of a candidate in the examination.
- It is the duty of the Head of Centre (Dean) to make sure that they tell us about all cases of irregularity or misconduct in connection with the examination as soon as possible. The Head of Centre (Dean) can expel a candidate from the examination room, but they should only take such action when it is felt to be essential or when the presence of a candidate would cause disruption to others.
- Any infringement of the regulations may lead to the disqualification of the candidate. The decision on disqualification rests with us.

Opening the wrong question paper packet in error

1. If any wrong question paper packet is opened in error follow the steps below in the presence of the Head of Centre (Dean).
2. Take photographs of the opened packet
3. Reseal the packet securely
4. Sign over the seal to show you have both witnessed the packet being resealed
5. Store the question paper packet in your secure area.
6. Inform COE, SBV exam.

Malpractice

Introduction

Malpractices are those actions that may threaten the integrity of examinations and certification. The Head of Centre (Dean) is responsible for immediately reporting all cases of suspected malpractice.

This section:

- Establishes the regulations with which examinations must comply
- Defines malpractice in the context of examinations
- Sets out our right and responsibilities, and those of Centre staff and candidates in relation to such matters
- Describes the procedures you must follow in cases where there is reason to suspect that the regulations have been broken.
- Heads of Centre must inform candidates and Centre staff of their individual responsibilities as set out in these guidelines.

Procedures for dealing with suspected malpractice

The receipt of reports of malpractice will be acknowledged. Malpractice issues will be dealt with by the duly constituted malpractice committee formed under the aegis of the Registrar.

The examination wing reserves the rights to withhold the issue of results during ongoing investigations.

Following review, the action to be taken will be decided by the malpractice committee. Each case will be considered on an individual basis in the light of all the information available at the time.

The following penalties may be imposed:

- Issue a warning
- Deduct marks or award no marks for a component
- Disqualify candidates from the subject in which the malpractice took place (in serious cases the disqualification may extend to all subjects taken in a series)
- Ban a candidate from entering SBV examinations for up to 1 year
- Other financial penalties may also be imposed at the discretion of the malpractice committee.
- The Head of Centre (Dean) will be informed of decisions in writing as soon as possible after decisions are made. The Head of Centre (Dean) must communicate the outcome to the individuals concerned.

Suspected candidate malpractice

The following are examples of malpractice by candidates. Other instances of malpractice at our discretion may also be considered:

- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Disruptive behavior in the examination room (including the use of offensive language)
- Bringing unauthorized material into the examination room (for example, notes, study guides and personal organizers, own blank paper, calculators, dictionaries (when prohibited), mobile phones or any other electronic devices)
- Obtaining, receiving, exchanging or passing on information which could be examination related (or attempting to) by any means.
- Impersonation; pretending to be someone else, or arranging for another person to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Collusion; working collaboratively with other candidates.
- The deliberate destruction of another's work.
- Failure to abide by the instruction of an invigilator.
- Failure to abide by the conditions of supervision designed to maintain the security of the examinations.
- Any attempt to remove or reveal the content of the examination outside the examination before the examination has concluded.

Suspected malpractice that you discover

If suspected malpractice is discovered, complete and submit exam day form at the earliest.

If the conduct of a candidate is such that their continued presence in the examination room would cause disruption to other candidates, the candidate may be removed from the examination room. Information about all the cases of disruption behavior, whether or not the candidate was removed from the examination room should be given.

Report of a case of malpractice in written examinations, that have been identified, must include:

- Statement from the Head of Centre (Dean) (a detailed account of the circumstances surrounding the suspected malpractice including, in the case of disruptive behavior, an indication as to whether the behavior continued after warnings were given, and a report of any investigation you carried out).
- Statements from the invigilator(s) and other staff concerned.
- Handwritten statements from the candidates concerned.
- Any unauthorized material found in a candidate's possession.
- Seating plans.

- Details of the procedures you followed for advising staff and candidates of our regulations for the conduct of examinations.
- Details of any investigation you carried out.
- Any statement of mitigating circumstances provided to us, as well as any recommendation about the penalty you consider appropriate. We will make all final decisions concerning the case.

Procedures for investigating alleged malpractice

Full facts and circumstances of any alleged malpractice and, where appropriate, information about the individual's conduct in other examinations will be established. In certain circumstances, for example, when a candidate's account of events is different from yours, we may deal directly with the candidate or the candidate's representative.

Sanctions and penalties applied against candidates

1. Sanctions and penalties against candidates found to have broken the regulations may be imposed at the discretion.
2. Heads of centres retain sole discretion to take any further action that they deem appropriate in cases of candidate irregularity.
3. Sanctions in order to reflect the particular circumstance of each case and any mitigating factors will be applied.
4. Intended actions, penalties are only based on the evidence presented.
5. All penalties must be justifiable, reasonable in their scale and consistent in their application.
6. Penalties will only apply to the series in which the offence has been committed and possible future series. (If evidence comes to light some considerable time after the offence, we may still apply a penalty to the series in which the offence was committed and to a later series.

Appeals against decisions of the SBV malpractice committee

The Head of Centre (Dean) must send any appeal in writing within 28 days from the date of notification of the decision. The following reasons, in isolation are not enough to merit an appeal:

1. The individual did not intend to cheat
2. The individual has a good academic record
3. The individual could lose a place
4. The individual regrets his / her actions.
5. When making an appeal, you must provide us with any extra information or evidence you would like the Appeals Committee to consider.
6. Once an appeal has been submitted, all communication relating to the case must be in writing.
7. Any communication about an appeal with candidates or their parents will not be interfered.

8. The outcome of the appeal will be informed within 28 days of the date of the appeal.
9. Exam day checklist (To be completed by the Chief Superintendent)
10. This is a guide for exams officers and their invigilators. Use it to check you are ready for each exam and that you are following all our regulations.

Before the exam starts make sure:

The exam room is set up properly

The invigilators are fully briefed

Ensure availability of materials the candidates need (Question paper packets / Answer booklets) are ensured

Ensure availability of necessary stationary and equipment for packing the answer booklets and examinee information sheets (Covers, boxes, seal, etc.,)

Use the checklist below to make sure you and your invigilators are fully prepared. If you are unsure about any of the points below, please contact. Officials present.

- The examination is correctly scheduled.
- The conditions in the exam room are suitable (heat, light, noise).
- The SBV notice to candidate's posters is displayed both inside and outside the exam room.
- The desks are correctly placed and the spacing in between is correct.
- Candidate numbers are displayed on the desks.
- The time can be seen from each candidate's desks.
- There is a copy of the SBV Examinations Handbook in the exam room.
- The number of invigilators for the number of candidates sitting in the exam and they have a means of calling for assistance if needed without disturbing candidates. (regulations 1 invigilator / 25 candidates)
- All the invigilators have been trained and are clear about what they need to do.
- Availability of correct question paper packet(s) and other materials for the exam and understand that question paper packets and other confidential materials must be kept unopened in secure storage until just before the exam.
- Availability of special envelopes ready to pack the OMR – Cover Sheets.
- Availability of answer script packet envelopes ready to pack the scripts into at the end of the exam.
- Availability of necessary boxes and seals for packing the answer script envelopes, and facilities to seal these boxes.
- Rejection of materials not permitted in the exam. (Mobiles and other electronic equipment)
- Availability of copy of the relevant instruction to candidates' document ready to read aloud to the candidates at the start of the exam.

- If you are using multiple exam rooms make sure that the above requirements are in place in each room.
-

Before the candidates enter the room

1. Ensure the identity of all the candidates and make sure that they do not bring any unauthorized materials into the exam room.
2. The necessary no. of answer booklets are kept on the table for each candidate.
3. Ensure the identity of each candidate.
4. All candidates have handed in any unauthorized materials and these have been stored outside the exam room.
5. After assessing above requirements, ask the candidates to enter the exam room in silence and sit at their desks.

Once the candidates are seated

1. Once the candidates are seated you can open the question paper packet and hand out the papers. To make sure all SBV candidates have the same exam experience, you must read aloud a specific set of instructions at the start and end of the exam. The instructions are provided to you.
2. Open and distribute the question papers in front of the candidates.
3. Check the instructions on the front of the question paper and read aloud the same to the candidates.
4. Read aloud the instructions to candidates just before the commencement of exam.

During the exam

1. During the exam all invigilators must be vigilant, move around the room and watch the candidates to make sure they do not cheat or distract other candidates. There are a few tasks you need to complete during the exam:
2. Complete checking the Examinee information in the cover page and sign the sheet.
3. Complete the attendance register.
4. Complete the seating plan. It shows how the room is set up, including the position of the tables, chairs and invigilator's desks and the direction the candidates are facing.
5. Inform candidates that only five minutes remain until the end of the exam.
6. Provide the necessary details and assisted the flying squad team.

At the end of the exam (Candidates are still seated)

1. There are a number of tasks you need to complete at the end of the exam:
2. Read aloud the instruction to candidates.
3. Check and sign the attendance register.
4. Collect and account for all question papers, answer booklets and unused booklets.

5. Check the answer booklets to make sure that:
6. The candidates should write their UIN number, Exam code and date of the exam on the cover page and shaded the appropriate circles.
7. The candidates and invigilators should sign the examinee information.
8. Inform the candidates, “they can leave the room, after collecting the answer booklets”.

At the end of the exam (After candidates have left the room)

- Arrange the answer scripts in the order candidates appear on the attendance register.
- Tear the Examinee information sheet and packed it in the special envelope.
- Pack the answer booklets into the answer booklet packet envelopes provided, and seal the packet and place them in the box provided and also seal the box.

Date

Signature of Chief Superintendent

What to say to candidates in the exam

To make sure all SBV candidates have the same exam experience you must read aloud our instruction at the start and end of the exam. This guide tells you exactly what to say and when.

Extra guidance: Our Exam Day Checklist will help you check you are ready for each exam and that you are following our regulations. Make sure you have read and understood our regulations for running the exams.

Starting the Examination

- Place the required no. of answer booklets facing upwards on the desks before the candidates enter the room.
- Make sure candidates are seated according to the seating plan.
- Check that they have the items they need for the exam.
- Make sure that the question paper packets are the correct ones and that they are intact. If any of the question paper packets are damaged or open, you must return them immediately to the Officials.
- When the candidates are seated open the question paper packets in front of them and place one question paper per candidates upwards on each desk.
- Read aloud the following instruction in order. Enter specific information into the interactive fields provided, for example, the name of the exam. The black text in brackets is for your information and should not be read aloud.

Starting the Examinations.

What to say

You are now under exam conditions and must follow the rules detailed on the 'Instruction to candidate's given to you. You must not communicate with, ask for help from, or give help to any other candidates in the exam room. If you have a question at any time, you must raise your hand and wait until an invigilator comes to you. Invigilators cannot answer any question about the content of the question paper.

If you have any unauthorized items, including mobile phones, Electronic watches or any kind of electronic device you must hand them in now. If you do not, your results may be cancelled.

You are here to take, Name of exam _____, Exam code _____

You should have answer booklet(s) on your desk. Check the no. of pages in the answer booklet. It should be 24. Please note that extra booklets will not be provided. Read through and comply with the instructions on the cover page of the answer booklet.

Write clearly in blue or black ink using a ballpoint pen.

Do not use any kind of correcting fluid or tape / highlighters.

Please do not write your name / no. anywhere else other than the cover page.

Check your candidate details on the Examinee ID and then write the following on the cover page of the answer booklet using blue / black ball pen.

UIN no, Exam Code, Date of the Exam (DD-MM-YY format).

Shade the circles completely using 2B/ APSARA HP extra dark pencils.

Enter the details correctly. Wrong entry can lead to the disqualification of your answer book.

After completion of this task, sign in the space provided.

Key time : You cannot leave the hall for the first 30 minutes after the start of the exam and during the last 15 minutes. Break: One rest room break of 5 minutes will be provided for each candidate. Enter the time of leaving and returning back to the hall in the 'Break Register' and sign it.

Write the question no clearly in the margins as well as in the Index Tabs.

You have _____ minutes to complete this exam. The Start time is _____ and the finish time is _____. I will let you know when there are five minutes of the exam left. You may open your question papers and begin.

Five Minutes warning:

You must let your candidates know when there are five minutes of the exam remaining.

You have five minutes left until the end of the exam

Finishing the examination.

At the end of the exam read aloud the following instructions in order.

Candidates must stay seated until you have collected, and accounted for, all the answer booklets.

If the Key Time has passed, candidates can leave the room when you have collected all the answer booklets.

If the Key Time has not passed, candidates must be kept under Supervision in the exam room.

What to say

The exam has finished, stop writing and put your pens down. You are still under exam conditions, so please remain silent and stay seated at your desks.

Please :

Check you have entered all the necessary information on the cover page of your answer booklet.

Make sure your answers are clearly and correctly numbered and also entered in the Index tab.

Stay seated and silent until you are told that you can leave the room.

MALPRACTICE

– Form

Read the guidance notes at the end of the form before you fill it in. Centre name

Candidate number

Candidate name

Course

Subject

Exam code

Date (DD/MM/YY)

Candidate statement(s) attached: Yes /No

Invigilator statement attached Yes: / No

Chief Superintendent Statement attached: Yes/ No

Nature of Malpractice:

Copying

Disruptive behavior

Collusion

Mobile phone

Electronic watches

Offensive language

Unauthorized material

Other

Centre report (See guidance notes for details of what should be recorded in this box)

--

Signed (Head of Centre)

Name

Date (DD/MM/YY)

Return this form SBV, Exam division.

Guidance Notes

Background

Malpractice are those actions that may threaten the integrity of the SBV examinations and certification. You can find the malpractice regulations and examples of malpractice in our SBV exams Handbook. The head of centre must make sure that the Centre complies with the regulations and report all cases to us.

Completing the form

Before completing the form read through the instructions below.

The instructions detail what you must include in the 'Centre report' section of the form.

Complete each field and make sure the form is signed or the signature box is ticked by the Head of Centre. Mail it separately to SBV Exam marked candidate.

Do not send this form back in the script packet or with the coursework sample.

Suspected malpractice discovered by a centre during an exam:

1. Collect and return all candidate scripts to SBV as normal (do not keep any scripts at your centre).
2. Return the suspected candidates scripts in a separate envelopes included Malpractice
3. The Centre report must include:
4. A detailed account of the incident or circumstances surrounding the suspected malpractice.
5. When the candidate was removed from the exam room (if appropriate)
6. Details of the investigation you have carried out.
7. Any actions you have in place to reduce the risk of malpractice occurring (if appropriate)
8. You should also attach scanned copies of the following documents:
9. Candidate Statement(s)
10. Invigilator Statement(s)
11. Scanned copies or photographs of any unauthorized materials found in the candidate's possession
12. Photographs of any other evidence (if appropriate)
13. A copy of your seating plan.
14. Please store the original documents securely at your Centre.

Regulations for Medical Degree

Regulation for undergraduate degree (MBBS)

Essentialities for qualifying to appear in professional examinations.

The performance in essential components of training are to be assessed, based on:

Attendance

80% of attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non lecture teaching. i.e. seminars, group discussions, tutorials, demonstrations, practicals, Hospital (Tertiary, Secondary, Primary) postings and bed side clinics, etc.

For appearing at the University Examination, student should have 80% attendance in each subject. Even if shortage is seen in one subject, he/she will be detained for the entire examination. Students cannot appear separately the individual subjects during the first appearance at the professional examination.

Internal Assessment

- i) It shall be based on day to day evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- ii) Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations is left to the institution:
- iii) Day to day records should be given importance during internal assessment
- iv) Weightage for the internal assessment shall be 20% of the total marks in each subject
- v) Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

Note: Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated.

Some examples are as follows:

- i) Preparation of subject for students seminar.

- ii) Preparation of a clinical case for discussion.
- iii) Clinical case study/problem solving exercise.
- iv) Participation in Project for health care in the community (planning stage to evaluation).
- v) Proficiency in carrying out a practical or a skill in small research project.
- vi) Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

University examinations

Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should preferably be of short structured/objective type.

Practicals/clinicals will be conducted in the laboratories or hospital wards. Objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases / practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.

Viva/oral includes evaluation of management approach and handling of emergencies. Candidate's skill in interpretation of common investigative data, X rays, identification of specimens, ECG, etc. also is to be evaluated.

The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-

First Professional:-

In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio Chemistry.

Second Professional:-

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.

Third Professional:-

Part I- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Otorhynolaryngology and Community Medicine.

Third Professional:-

Part II-(Final Professional) – At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

Note: Results of all university examinations shall be declared before the start of teaching for next semester.

Grace Marks:

The grace marks up to a maximum of five marks may be awarded at the discretion of the University Vice-Chancellor to a student who has failed only in one subject but has passed in all other subjects of the same Phase.

Distribution of marks to various disciplines:**(A) First professional examination: (Pre-clinical Subjects):**

(a) Anatomy: Theory-Two papers of 50 marks each	
(One applied question of 10 marks in each paper)	100 marks.
Oral(Viva)	20 marks
Practical	40 marks
Internal Assessment	
(Theory-20; Practical-20)	40 marks
Total	200 marks

(b) Physiology including Biophysics: Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper)	100 marks
Oral (Viva)	20 marks
Practical	40 marks
Internal Assessment	
(Theory-20; Practical-20)	40 marks
Total	200 marks

(c) Biochemistry: Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper)	100 marks
Oral (Viva)	20 marks
Practical	40 marks
Internal Assessment	
(Theory-20; Practical-20)	40 marks
Total	200 marks

Pass: In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practical.

(B) Second professional examination; (Para-clinical subjects):

(a) Pathology: Theory-Two papers of 40 marks each	
(One applied question of 10 marks in each paper)	80 marks
Oral (Viva)	15 marks
Practical	
Internal assessment	
(Theory-15; Practical-15)	30 marks
Total	150 marks

(b) Microbiology: Theory-two papers of 40 marks each

(One applied question of 10 marks in each paper)	80 marks
Oral (Viva)	15 marks
Practical	
Internal assessment	

(Theory-15; Practical-15)	30 marks
Total	150 marks

(c) Pharmacology Theory-two papers of 40 marks each

Containing one question on clinical therapeutics	80 marks
Oral (Viva)	15 marks
Practical	25 marks
Internal assessment	
(Theory-15; Practical-15)	30 marks
Total	150 marks

(d) Forensic Medicine

Theory-one papers	40 marks
Oral (Viva)	10 marks
Practical/Clinical	30 marks
Internal assessment	
(Theory-10; Practical-10)	20 marks
Total	100 marks

Pass: In each of the subjects, a candidate must obtain 50 % in aggregate with a minimum of 50% in Theory including oral and minimum of 50% in Practical/clinical.

(C) Third professional

(i) PART 1 (Clinical subjects)

Part 1: To be conducted during end period of seventh semester.

(a) Ophthalmology:

Theory : One paper	40 marks
(should contain one question on pre-clinical and para-clinical aspects, of 10 marks)	
Oral (Viva)	10 marks
Clinical	30 marks
Internal assessment	20 marks
(Theory-10; Practical-10)	
Total	100 marks

(b) Oto-Rhino-Laryngology:

Theory: One paper	40 marks
(should contain one question on pre-clinical and para-clinical aspects, of 10 marks)	
Oral(Viva)	10 marks
Clinical	30 marks
Internal assessment	20 marks
(Theory –10 Practical-10)	
Total	100 marks

(c) Community Medicine including Humanities:

Theory: Two papers of 60 marks each 120 marks
(includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).

Oral (Viva)	10 marks
Practical/Project evaluation	30 marks
Internal assessment	40 marks
(Theory -20; Practical-20)	
Total	200 marks

Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in practical/clinical.

PART-II

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

(a) Medicine:

Theory- Two papers of 60 marks each	120 marks
Paper 1- General Medicine	
Paper II- General Medicine (including Psychiatry, Dermatology and S.T.D.)	
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva) Interpretation of X-ray ECG, etc.	20 marks
Clinical (Bed side)	100 marks
Internal assessment	60 marks
(Theory-30; Practical-30)	
Total	300 marks

(b) Surgery:

Theory-Two papers of 60 marks each	120 marks
Paper-1-General Surgery (Section 1)	
Orthopaedics (Section 2)	

PAPER II-General Surgery including

Anesthesiology, Dental diseases and Radiology.

(shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data	20 marks
Clinical (Bed Side)	100 marks

Internal assessment	60 marks
(Theory-30; Practical-30)	60 marks
Total	300 marks

Paper 1 of Surgery shall have one section in Orthopedics. The questions on Orthopedic Surgery be set and assessed by examiners who are teachers in the Orthopedic surgery.

(c) Obstetrics and Gynecology

Theory: Two papers of 40 marks each	80 marks
Paper I- Obstetrics including social obstetrics.	
Paper II – Gynecology, Family Welfare and Demography (Shall contain one question on basic sciences and allied subjects)	
Oral (Viva) including record of delivery cases(20+10)	30 marks
Clinical	60 marks
Internal assessment (Theory-30; Practical-30)	
Total	200 marks

(d) Pediatrics: (Including Neonatology)

Theory : One paper	40 marks
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva)	10 marks
Clinical	30 marks
Internal assessment (Theory-10; Practical-10)	20 marks
Total	100 marks

Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practical/clinical.

Appointment of examiners

No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.

There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.

Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream

External examiners shall not be from the same university and preferably be from outside the state.

Internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.

A university having more than one college shall have separate sets of examiners for each college, with internal examiners from the concerned college.

External examiners shall rotate at an interval of 2 years.

There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

Regulations for Post Graduate (MD/MS)

Examinations

The examinations shall be organized on the basis of grading or marking system to evaluate and certify candidates level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S., M.D, M.Ch shall be held at the end of 3 academic years (six academic terms) and for diploma at the end of 2 academic years (four academic terms). The academic terms shall mean six months training period.

Examiners

All the Post Graduate Examiners shall be a recognised Post Graduate Teachers holding recognized Post Graduate qualifications in the subject concerned.

For all Post Graduate Examinations, the minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognized universities from outside the State. Two sets of internal examiners may be appointed one for MD/MS and one for diploma.

Under exceptional circumstances, examinations may be held with 3 (three) examiners provided two of them are external and Medical Council of India is intimated the justification of such action prior to publication of result for approval. Under no circumstances, result shall be published in such cases without the approval of Medical Council of India.

In the event of there being more than one centre in one city, the external examiners at all the centers in that city shall be the same. Where there is more than one centre of examination, the University shall appoint a Supervisor to coordinate the examination on its behalf.

Number of candidates

The maximum number of candidates to be examined in Clinical / practical and Oral on any day shall not exceed eight for M.D/M.S. degree, eight for diploma and three for D.M./M/Ch examinations.

Number of examinations

The university shall conduct not more than two examinations in a year, for any subject, with an interval of not less than 4 and not more than 6 months between the two examinations.

Doctor of Medicine (MD)/Master of Surgery (MS)

MD/MS examinations, in any subject shall consist of Thesis, Theory Papers, and clinical/Practical and Oral examinations.

(a) Thesis: The guidance of a recognized Post Graduate Teacher, the result of which shall be written up and submitted in the form of a Thesis. Work for writing the thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. Thesis shall be submitted at least six months before the theoretical and clinical / practical examination. The thesis shall be examined by a minimum of three examiners; one internal and two external examiners, who shall not be the examiners for Theory and Clinical; and on the acceptance of the thesis by two examiners, the candidate shall appear for the final examination.

(b) Theory:

(i) There shall be four theory papers.

(ii) Out of these one shall be of Basic Medical Sciences and one shall be of recent advances.

(iii) The theory examinations shall be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the Clinical/Practical and Oral examination.

(c) Clinical/Practical and Oral

Clinical examination for the subjects in Clinical Sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/Teacher, for which candidates shall examine a minimum one long case and two short cases.

Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.

The Oral examination shall be thorough and shall aim at assessing the candidate knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the speciality, which form a part of the examination. A candidate shall secure not less than 50% marks in each head of passing which shall include Theory, Practical including clinical and viva voce examination.

General Objectives of Post - Graduate Training

At the end of the postgraduate training in the discipline concerned, the student shall be able to;

1. Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section.
2. Practice the speciality concerned ethically and in step with the principles of primary healthcare.
3. Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
4. Identify social, economic, environmental, biological and emotional determinants of health in a given case and take them into account while planning therapeutic, rehabilitative and preventive strategies.
5. Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately select and conduct investigations.
6. Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.

7. Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
8. Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behavior in accordance with the societal norms and expectations.
9. Play the assigned role in the implementation of national health programme, effectively and responsibly.
10. Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
11. Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
12. Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature
13. Develop skills in using educational methods and techniques as applicable to the teaching of medical / nursing students, general physicians and paramedical health workers.
14. Function as an effective leader of a health team engaged in health care, research or training.

Components of the postgraduate curriculum

The major components of the Postgraduate curriculum shall be:

1. Theoretical knowledge
2. Practical and clinical skills
3. Attitudes including communication skills.
4. Dissertation
5. Training in research methodology.

Educational & Training Programs

1. Training programmes for the award of various Post Graduate degree and diplomas shall include the following:-
 - a. Participation in the teaching and training of undergraduate students and interns.
 - b. Training in Medical Audit, Management, Health Economics, Health Information System, basics of statistics, exposure to human behavior studies,

knowledge of pharmaco–economics and introduction to non-linear mathematics shall be imparted to the Post Graduate students.

2. In the basic sciences, the training of the students will include Lectures, Seminars, Journal Clubs, Group Discussions, participation in laboratory and experimental work, involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.
3. In the clinical disciplines, training of the students will include graded responsibility in the management and treatment of patients entrusted to their care. The level of Entrustable professional activity (EPA) will be assessed at periodic intervals.
4. The level of competence will be judged in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico - Pathological Conferences, practical training in diagnosis and medical and surgical treatment using feedbacks. Training will include exposure in the Basic Medical Sciences, as well as in allied clinical specialties.
5. In the higher specialties (DM / M.Ch), the training programme will be on the same pattern as like M.D. / M.S. in clinical disciplines; with practical training including advanced diagnostic, Therapeutic and Laboratory techniques, relevant to the subject of specialization. The Postgraduate Degree / Diploma / Super specialty Residents in Surgical Specialties shall participate in surgical operations as well.
6. For postgraduate diplomas, the teaching and training of the students will include graded clinical responsibility; Lectures, Seminars, Journal Clubs, Group Discussions and participation in clinical and Clinico-Pathological Conferences, practical training to manage independently common problems in the specialty; and training in the Basic Medical Sciences. The level of Entrustable professional activity (EPA) will be assessed at periodic intervals.

Dissertation

Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written up and submitted in the form of a Dissertation. Work for writing the dissertation is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature.

The topic for the dissertation would be finalized by the Department within three months of admission. This is to be submitted as a protocol, in the proper format, to the Institute Research Committee by **1st September** of the year of admission. Necessary corrections would be made by the candidate after review by the IRC and the corrected protocol resubmitted for approval by the Institute Human / Animal Ethics committee by **1st of November**. The **project will commence only after approval of the IHEC / IAEC**.

The candidate shall be allowed to appear for the Theory and Practical / Clinical examination only after the acceptance of the Dissertation by the examiners.” In case the dissertation is returned with comments by the examiners, the candidate shall resubmit the dissertation after making suitable corrections. In case the dissertation is rejected by the examiner (s), the university will send it to a third external examiner. The dissertation would be deemed to be accepted if two of the three external examiners and the internal examiner approves the same.

The students are expected to work on their dissertation and submit the completed project report, in the prescribed format, duly approved by the faculty guide, to the SBV University **6 months before the completion of MD/MS/DM/MCH courses**.

A detailed discussion of the dissertation will be undertaken during the Viva-Voce / Oral University examinations by the panel of examiners.

Requirements for being sent up for the university examinations

MCI requires that all postgraduate degree students should fulfil the following requirements to be eligible to appear for the examination.

1. During the period of training they shall attend not less than 80% (Eighty percent) of the imparted training during each academic year including assignments, full time clinical / teaching / service / assessed full time responsibilities and participation in all facets of the educational process.
2. One poster and one oral paper presented at National, Regional conferences with the postgraduate student as the first author.
3. One scientific paper sent for publication during the course. For this purpose proof of submission of paper to an indexed journal / journal of National Association would be sufficient and it is not necessary that the paper should have appeared in print. The candidate should again be the first author.
4. In addition as per our university norms, proof of submission of one paper based on the dissertation is required before issue of hall tickets to the candidates.

II. Doctor of Medicine (D.M.)/Magister of Chirurgiae (M,Ch.)

The examination shall consist of: Theory and Clinical/Practical and Oral.

(a) Theory

There shall be four theory papers; one paper out of these shall be on Basic Medical Sciences, and another paper on Recent Advances. The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

(b) Clinical / Practical and Oral

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy. M.Ch candidates shall also be examined in surgical procedures. Oral examination shall be comprehensive to test the candidate's overall knowledge of the subject. A candidate shall secure not less than 50% marks in each head of passing which shall include (1) Theory (2) Practical including clinical and viva voce examination.

III Post Graduate Diploma

Diploma examination in any subject shall consist of Theory, Clinical and Oral.

(a) Theory

There shall be three theory papers. One paper out of these shall be on Basic Medical Sciences. The examination shall be held sufficiently earlier than the clinical examination, so that the answer books can be assessed before the start of the clinical examination.

(b) Clinical and Oral

Clinical examination for the subject in clinical Science shall be conducted to test /aimed at assessing the knowledge and competence of the candidate for undertaking independent work as a Specialist / Teacher for which a candidate shall examine a minimum of one long case and two short cases. The oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the speciality, which shall form a part of the examination. The candidate shall secure not less than 50% marks in each head of passing which shall include (1) Theory (2) Practical including clinical and viva voce examinations.

Post graduate examination guidelines on appointment of post graduate examiners

1. No person shall be appointed as an internal examiner in any subject unless he/she has three years experience as recognized PG teacher in the concern subject.
2. There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause – 1 above shall ordinarily be invited from another recognized university, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result shall be published in such a case with the approval of Medical council of India.
3. An external examiner may be ordinarily been appointed for not more than two years consecutively.

4. The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.

5. There shall be a Chairman of the Board of paper – setters who shall be an external examiner and shall moderate the question papers.

6. Where there is more than one centre of examination, there shall be Coordinator appointed by the University who shall supervise and Co-ordinate the examination on behalf of the University with independent authority.

Regulations for Dental Degree

Regulations for Under Graduate (BDS)

Evaluation is achieved by 2 processes

Formative or internal assessment

Summative or university examinations

Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the University through examinations conducted at the end of the specified course

Methods of evaluation:

Evaluation may be achieved by the following tested methods

Written test

Practical examinations

Clinical examinations

Viva voce

Scheme of examinations

The University shall conduct two examinations annually at an interval of not less than 6 months as notified by the university from time to time.

The scheme of examination of B.D.S. course shall be divided into 4 professional examinations, viz., I.B.D.S. Examination at the end of first academic year, II B.D.S. at the end of second academic year, III B.D.S. at the end of third academic year and Final year B.D.S. examination at the end of fourth academic year.

A pass in all 8 subjects is mandatory for completion of the final year BDS course before undergoing internship program.

Any student who does not clear the BDS course in all the subject within a period of 9 years, including one year Compulsory Rotatory paid Internship from the date of admission shall be discharged from the course.

Eligibility criteria to appear in university examinations

A candidate who satisfies the requirement of attendance, progress and conduct as stipulated by the university shall be eligible to appear in the University examination. Certificate to the above effect should be produced from the Head of the Institution along with the application for examination and the prescribed fee.

University shall organize admission timings and the admission process in such a way that the teaching starts from the 1st day of August in each academic year

1. Attendance percentage requirement:

a. Each academic year consist of 240 days of teaching for 8 hours including 1 hour of lunch break. Every candidate shall have attendance of 80% in theory classes and 80% individually in Practical / Clinical in each subject in each year.

b. In case of subject in which the instructional program extends more than one academic year and hence there is no University Examination in the subject during that year (i.e. non- exam going subjects), the attendance requirement shall not be less than 80% in Lectures and 80% in Practical / Clinical classes. At the time of appearing for the professional examination in the subject the candidate should satisfy the condition as above.

Candidate who is declared failed in any year, will be continuing their classes till the next exam to gain similar attendance percentage. This is however not applicable for a candidate who has carry-over subject.

Internal assessment marks requirement:

Formative assessment in the form of internal assessments will done throughout the program. Quarterly internal assessment exams will be held. A minimum of three internal assessments will be held. The average of these three tests will be taken for the internal assessment marks. Apart from this a model exam will be conducted. Clinical or practical exams, clinical records and periodic assignments will also be assessed. Ten percent of the total marks in each subject separately for theory and practical / clinical examination separately should be set aside for the internal assessment examination.

A minimum of 50% of internal assessment marks in theory and clinical individually is mandatory to be eligible to appear in the final exam.

Candidate who has failed in a particular subject or subjects should take the internal assessment examination in failed subject/s. If this new internal assessment marks is better than the previous it will be given due consideration.

University written examination

The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.

The theory paper will be evaluated by one internal and one external examiner

Syllabus with system weightage, and blueprint of the question paper as per the must know / desirable to know and nice to know, topic distribution will be provided to the paper setter.

Each theory paper will consist of two sections with the following marks distribution:

Section A	1 Long answer question 10marks	2 Short answer questions 5 marks each	5 very short answer questions 2 marks each	Total 35 marks
Section B	1 Long answer question 10marks	2 Short answer questions 5 marks each	5 very short answer questions 2 marks each	Total 35 marks
Grand Total				70 marks

University practical and clinical examination

The specific scheme of clinical and practical examinations, the type of clinical procedures / experiments to be performed and marks allotted for each are to be discussed and finalized by the Chairman and other examiners and it is to be published prior to the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examiner appointed from other universities preferably outside the state. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination.

Record book: The candidate should be given credit for his records based on the scores obtained in the record.

University oral examination

Oral examination will be conducted by both examiners individually. Twenty marks is allotted for viva voce and that can be divided equally amongst the examiners

University examinations subjects

I BDS exams will be on the following subjects

1. General anatomy including embryology and histology
2. General human physiology
3. Bio chemistry, Nutrition and Dietetics
4. Dental anatomy, embryology and oral histology

II BDS exams will be on the following subjects

1. General pathology
2. General microbiology
3. Dental material
4. General and dental pharmacology and therapeutics
5. Pre-clinical conservative – only practical and viva voce
6. Pre-clinical prosthodontics – only practical and viva voce

III BDS exams will be on the following subjects

1. General medicine
2. General surgery
3. Oral pathology and microbiology

IV BDS exams will be on the following subjects

1. Public Health dentistry
2. Periodontology

3. Orthodontics and Dentofacial orthopedics
4. Oral Medicine and Radiology
5. Oral & Maxillofacial Surgery
6. Conservative dentistry and endodontics
7. Prosthodontics and crown & Bridge
8. Pediatric & Preventive Dentistry

Marks distribution in examination subjects:

Each subject shall have a maximum of 200 marks.

Theory : 100
 Practical /Clinical : 100

University examinations that include theory and Practical / clinical

THEORY	Internal assessment	10 marks
	Written exam	70 marks
	Viva voce	20 marks
	Total	100 marks
PRACTICAL / CLINICAL	Internal assessment	10 marks
	Practical/ clinical	90 marks
	Total	100 marks

Practical and viva only in University examination (Pre-clinical Prosthodontia and pre-clinical Conservative Dentistry examinations)

Each subject shall have a maximum of 100 marks.

Internal assessment	20 marks
Practical	60 marks
Viva voce	20 marks
Total	100 marks

Pass/ fail criteria in university examinations:

For declaration of pass in a subject, a candidate shall secure 50% marks in the University examination both in Theory and Practical/Clinical examinations separately, as stipulated below:

For pass in Theory, a candidate shall secure 50% marks in aggregate in University theory examination i.e. marks obtained in University written examination, viva voce examination and internal assessment (theory) combined together i.e. fifty out of One hundred marks.

In the University Practical/clinical examination, a candidate shall secure 50% marks in aggregate i.e. Practical /Clinical and Internal Assessment combined together i.e. 50/100 marks.

In case of pre-clinical Prosthetic Dentistry and Pre-clinical Conservative Dentistry in II BDS, where there is no written examination, minimum for pass is 50% of marks in Practical and Viva voce combined together in University Examination including Internal Assessment i.e. 50/100 marks

Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.

Any student who fails in one subject in an examination is permitted to go to the next higher class and appear for the said subject and complete it successfully before he is permitted to appear for the next higher examination.

Any student who fails in more than one subject in an examination will not be permitted to go to the next higher class until he completes it successfully. However they should continue to attend the classes of the same year to gain adequate attendance percentage and attend all the internal assessment exams that are conducted regularly, to improve upon their previous internal assessment marks.

Moderation: Moderation process will award only up to 5 marks to candidates who fail only in one subject, provided they have appeared in exams for all the subjects in that year.

Re-Totaling & Re-Evaluation: Candidates can apply for Re-totaling and Re-evaluation of the theory paper after paying the stipulated fee within the prescribed time as determined by the university norms.

Regulations for Post Graduate (MDS)

Eligibility: The following requirements should be fulfilled by every candidate to become eligible to appear for the final examination

Attendance: Every candidate should have fulfilled the minimum attendance prescribed by Dental Council of India and respective University (80% of the attendance during each academic year of postgraduate course).

Progress and conduct: Every candidate should have participated in seminars, journal review meetings, symposia, conferences, case presentations, clinics and didactic lectures during each year as designed by the concerned department.

Work diary and log book:

Every candidate shall maintain a work diary and log book for recording his/ her participation in the training programs conducted by the department. The work diary and log book shall be verified and certified by the Head of the department and Head of the institution. The certification of satisfactory progress is based on the work diary and log book.

Dissertation: The Dissertation work should have been accepted by the University which appoints the examiners.

University examination: There shall be one examination at the end of 3 years

Dissertation: Every candidate appearing for the MDS degree examination for the first time shall submit with his application for the admission to the Examination, four typewritten copies of a Dissertation of a research topic undertaken by the candidate and prepared under the direction and guidance and to the satisfaction of his University teacher. The Dissertation should be submitted 6 months prior to the MDS examination. The Dissertation shall be referred to the examiners for the MDS examination and acceptance of it by the examiners shall be a precondition to the admission of the candidate to the written part of the examination A candidate whose Dissertation has been accepted by the examiners, but who is declared to have failed at

the examination will be permitted to reappear at the subsequent MDS examination without having to prepare a new Dissertation, if, however, the Dissertation is rejected, the authorities shall give reasons thereof and suggestion for the improvement of the same and the Dissertation thus improved will have to be resubmitted to the examiners and accepted before appearing in MDS Examination.

Written examination: The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay. Each paper shall be of 3 hours duration

Clinical /practical examination: It should aim at examining clinical skills and competence of candidates for undertaking independent work as a specialist. The actual format of clinical examination in various specialties could be worked out by the University making sure that the candidate is given ample opportunity to perform various clinical procedures and the actual format is made known to the students prior to the examination well in advance by the University.

Viva voce examination: Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills. Two set of examiners shall conduct the viva voce at a time as two teams, each team for 20 minutes. When one examiner is conducting the viva, the other examiner could make a note of the questions asked and the performance level to enable proper assessment and award of marks.

Distribution of marks at the university examination

Theory:

Paper – I 75 marks

Paper – II 75 marks

Paper – III 75 marks

Paper – IV 75 marks

Total 300 marks

Practical & clinical examination: 200 marks

Viva voce: 100 marks

A candidate who wishes to study for MDS in a second speciality shall have to take the full course of 3 years in that speciality.

Examiners: There shall be at least 4 Examiners in each subject, out of them two shall be External Examiners, the qualification and teaching experience for appointment of an examiner shall be as laid down by the Dental Council of India and the SBV University.

Valuation of answer books: All the answer books shall be valued by 4 examiners, 2 internal and 2 external and the average marks will be computed.

Criteria for declaring as pass: To pass in the University examination, a candidate shall secure in both theory exams and in practical/ clinical including viva voce independently an aggregate of 50% of total marks allotted (150 marks out of 300 allotted for theory and 150 out of 200 for clinical + 100 for viva voce together). A candidate securing less marks than as described above shall be declared to have failed in the examination. A candidate who is declared successful in the MDS exams shall be granted a degree of Master of Dental Surgery in the respective speciality.

Qualification & experience for examiners

1. He should possess qualification and experience not less than that recommended for teacher for Postgraduate degree program
2. No person who is not an active PG teacher in the subject can be appointed as examiner.
3. 50% of the external examiners shall be from outside the state.
4. Reciprocal arrangement of examiners should be discouraged, in that, the internal examiners in a subject should not accepted External Examinership for a college from which External Examiner is appointed in his subject.
5. No person shall be an external examiner for the same institution for more than 2 consecutive years. However, if there is a break of one year the person can be reappointed.

Migration

- a. Under no circumstance, Migration/transfer of student undergoing any Postgraduate Degree/ Diploma course shall be permitted by any University / Authority.
- b. However, if any student requesting for issue of Migration certificate after the completion of their courses, as other Universities are insisting upon it, the same may be issued on payment of prescribed charges fixed by the University after obtaining written request from the student.

Syllabus distribution among 4 papers in various specialities

Prosthodontics and Crown & Bridge

Paper – I - Applied basic sciences: applied anatomy, embryology, growth and Development genetics, immunology, anthropology, physiology, nutrition and biochemistry, pathology & microbiology, virology, applied pharmacology, research methodology and biostatistics. Applied dental anatomy & histology, oral pathology and oral microbiology, adult and geriatric psychology. Applied dental materials

Paper – II - Removable prosthodontics and implant supported prosthesis, geriatric Dentistry and cranio facial prosthodontics

Paper –III - Fixed prosthodontics, occlusion, TMJ and esthetics

Paper – IV - Essay

Periodontology

Paper – I - Applied Basic Sciences: Applied Anatomy, Physiology, & Biochemistry, Pathology, Microbiology, Pharmacology, Epidemiology, Research methodology and Biostatistics.

Paper – II - Normal Periodontal structures, Etiology & Pathogenesis of Periodontal diseases, Epidemiology as related to Periodontics & Peri-implant disease

Paper –III - Periodontal diagnosis, therapy, oral implantology, Periodontal LASER therapy & Microsurgery

Paper – IV - Essay (With emphasis on recent advances in Periodontics)

Oral & Maxillofacial Surgery

Paper – I - Applied basic sciences: applied anatomy, physiology, biochemistry, general and oral Pathology and microbiology and pharmacology

Paper – II - Minor oral surgery and trauma

Paper –III - Maxillofacial surgery

Paper – IV - Essay

Conservative Dentistry and Endodontics

Paper – I - Applied Basic Sciences: Applied Anatomy, Physiology, Pathology Including Oral Microbiology, Pharmacology, Bio statistics and Research Methodology and Applied Dental Materials.

Paper – II - Conservative dentistry

Paper –III - Endodontics

Paper – IV - Essay

Orthodontics & Dentofacial Orthopedics

Paper – I - Applied Basic Sciences: Applied anatomy, Physiology, Dental Materials, Genetic Pathology, Physical Anthropology, Applied Research methodology, Bio-Statistics and Applied Pharmacology.

Paper – II - Orthodontic history, Concepts of occlusion and esthetics, Child and Adult Psychology, Etiology and classification of malocclusion, Dentofacial Anomalies Diagnostic procedures and treatment planning in Orthodontics, Practical management in Orthodontics.

Paper –III - Clinical Orthodontics

Paper – IV - Essay

Oral Pathology & Microbiology

Paper – I - Applied Basic Sciences: Applied anatomy, Physiology (General and oral), Cell Biology, General Histology, Biochemistry, General Pathology, General and systemic Microbiology, Virology, Mycology, Basic Immunology, Oral Biology (oral and dental histology), Biostatistics and Research Methodology

Paper – II - Oral pathology, Oral Microbiology & Immunology, Forensic Odontology & Oncology

Paper –III - Laboratory Techniques and Diagnosis

Paper – IV - Essay

Public health dentistry

Paper – I - Applied Anatomy, Physiology, Pathology and Research Methodology

Paper – II - Public Health

Paper –III - Dental Public Health

Paper – IV - Essay

Paedodontics & Preventive dentistry

Paper – I - Applied basic sciences: applied anatomy, physiology, pathology, microbiology, nutrition and dietetics, growth and development and dental plaque, genetics.

Paper – II - Clinical Paedodontics

Paper –III - Preventive and community dentistry as applied to pediatric dentistry

Paper – IV - Essay: Recent Advances

Oral Medicine and Radiology

Paper – I - Applied basic sciences: applied Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Pharmacology & Research Methodology

Paper – II - Oral and maxillofacial radiology

Paper –III - Oral Medicine, therapeutics and laboratory investigations

Paper – IV - Essay

Regulations for Nursing Degree

Regulations for Under Graduate (BSc Nursing)

Attendance required for appearing in examination

- a. Examination will be conducted in both theory and practical as prescribed.
- b. Candidates will be permitted to appear for the university examinations in the subject only if they secure not less than 85% of attendance in theory and 90% in practical in each subject of the respective years.
- c. A candidate must complete 100% of hours notified in each of practical areas before award of degree.

Condonation for shortage of attendance:

Condonation of shortage of attendance in aggregate upto 10% (between 75% - 85%) in each Year may be granted by the college Academic Committee and as per the regulations of university.

Internal assessment

Internal assessment will be done in each subject according to the scheme of examinations. The IA marks will be on the basis of the performance in the assignments, class tests, and practical test in the clinical areas. The methods can be followed by taking from 3 theory and 3 practical examinations from sessional and model practicals.

Examinations

1. The university examinations will be conducted in Annual pattern for all the 4 years.
2. The particulars of subjects for various examinations and distribution of marks are detailed in the scheme of examination.
3. The examination for the main subjects will be conducted by the university and the marks for the internal examination will be awarded by the concerned Head of the Department and the same will be forwarded by the Principal, College of Nursing to the university.
4. The university practical examinations shall be jointly conducted by one internal & one external examiner duly appointed by the university.

5. The university examination will be scheduled in the month of August - September.
6. Supplementary exam will be held in the month of February.
7. The maximum number of attempts has been waived off. However to appear for the final year examination, the student should have cleared all the paper in previous examination.
8. Anatomy & physiology question paper will consist of sec-A – Anatomy of 37 marks & B – Physiology should be of 38 marks.
9. Nutrition & Bio-chemistry & question paper will consist of section-A: Nutrition of 45 marks and section-B of Bio chemistry of 30 marks.
10. Pharmacology, Pathology, Genetics: Pharmacology with 38 marks, Pathology with 25 marks and Genetics with 12 marks.
11. Nursing Research & Statistics – Nursing Research should be of 50 marks & statistics of 25 marks.
12. Minimum pass marks shall be 40% only for English.
13. Minimum pass marks for all other subjects shall be 50% in each of the theory & practical papers separately.
14. Theory & practical examinations for Introduction to Computer to be conducted as college examination and marks to be sent to the University for Inclusion in the marks sheet.
15. A candidate must complete 100% of hours notified in each of the practical areas before award of degree.
16. A candidate has to pass in theory and practical exam separately in both internal & external of each paper.
17. If a candidate fails in either theory or practical paper he/she has to reappear for both the papers.
18. Maximum numbers of attempts are permitted for each paper with a condition that a student completes her/ his course within 8 years.
19. Maximum number of candidates for practical examination should not exceed 20 /day for all the subjects except Community Health Nursing (15 / day).
20. All practical examinations must be held in the respective clinical areas.
21. No institution shall submit internal marks of students more than 75% i.e if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks.

22. An examiner should be a lecturer or above in a college of nursing with M.Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for nursing foundations course faculty having M.Sc (N) with any specialty shall be considered.

Eligibility/maximum duration for the award of the degree

1. The candidates shall be eligible for the degree of bachelor of nursing when they have undergone the prescribed course of study for a period of not less than four years in an institution approved by the university and have passed the prescribed examination in all subjects.
2. The maximum period to complete the course successfully should not exceed 8 years.

Marks required for pass

1. 50% of marks in the university Theory examination.
2. 50% of marks in the university Practical examination.
3. 50% of marks in the internal examination both in each theory, practical & Viva-Voce examination.
4. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers.

Declaration of class

1. A successful candidate obtaining 75% and more marks in the grand total aggregate in the first attempt shall be declared to have passed with distinction.
2. A successful candidate obtaining 60% and more but less than 75% of marks in the grand total aggregate shall be declared to have passed with first class.
3. A successful candidate obtaining 50% and more but less than 60% of marks in the grand total aggregate shall be declared to have passed with second class.
4. A Candidate who has not appeared for examination in the first attempt, but has obtained more than 60 % in the grand total aggregate shall be awarded second class.
5. Ranks shall be declared on the basis of the aggregate marks obtained by the candidate in the university examination subjects of the course. Only those candidates who have passed all the subjects in all examination in the first attempt shall be eligible for the award of rank.

Revised - Course of Instruction

Duration

Course Duration	-	4 Years
Weeks available per year	-	52 weeks
Vacation	-	6 weeks
Gazetted holidays	-	15 days (2 weeks)
Examination (including preparatory)	-	4 weeks
Available weeks	-	40 weeks
Hours per week	-	40 hours
Practical	-	30 hours / week
Theory	-	10 hours / week
Internship Practical	-	48 hours / week
Hours available per academic year	-	1600

Course of Instruction

FIRST YEAR

Sl.No	Subject	Theory (In Hrs) (Class and Lab)	Practical (In Hrs) (Clinical)	In Hrs
1	English	60		
2	Anatomy	60		
3	Physiology	75		
4	Nutrition	60 + 2*		
5	Biochemistry	30		
6	Nursing Foundations	265+200	450	
7	Psychology	75		
8	Microbiology	75		
9	Introduction to Computers	45		
10	Hindi/Regional Language**	30		
11	Library work/self study			
12	Co-curricular activities - introduction to yoga			
Total		977	450	100
Total hours=1527				

** Optional *EVS Hrs

Note: 73 Hrs Allotted for Unit Test / Sessional Exams

SECOND YEAR

Sl. No	Subject	Theory (In Hrs) (Class and Lab)	Practical (In Hrs) (Clinical)	In Hrs
1	Sociology	60 + 16*		
2	Pharmacology	52		
3	Pathology	38		
4	Genetics	15 + 2*		
5	Medical-Surgical Nursing (Adult including geriatrics) - I	210	720	
6	Community Health Nursing – I	90 + 17*	135	
7	Library work / Self Study			50
8	Co-curricular Activities			35
Total		500	855	85
Total Hours = 1527				
Internship				
Community Health Nursing			120	
Total Hours = 1560				

*EVS Hrs

Note: 40 Hrs Allotted for Unit Test / Sessional Exams

THIRD YEAR

Sl.No	Subject	Theory (In Hrs) (Class and Lab)	Practical (In Hrs) (Clinical)	In Hrs
1	Medical-Surgical Nursing (Adult including geriatrics) - II	120	270	
2	Child Health Nursing	105	270	
3	Mental Health Nursing	90	270	
4	Nursing Research & Statistics	45	45	
5	Library work / Self Study			50
6	Co-curricular Activities			50
Total		360	855	100
Internship				
Medical Surgical Nursing			175	
Child Health Nursing			80	
Total Hours = 1570				

Note: 30 Hrs Allotted for Unit Test / Sessional Exams

FOURTH YEAR

Sl. No	Subject	Theory (In Hrs) (Class and Lab)	Practical (In Hrs) (Clinical)
1	Midwifery and Obstetrical Nursing	90	360
2	Community Health Nursing – II	90 + 13*	135
3	Management of Nursing Services and Education	60+30	
4	Communication & Education Technology	60+30	
Total		373	495
Total Hours = 868			

*EVS Hrs

Intern-ship (Integrated Practice)

Sl.No	Subject	Theory	Practical (In Hrs)
1	Midwifery and Obstetrical nursing	-	240
2	Community Health Nursing – II	-	75
3	Medical Surgical Nursing (Adult and geriatrics)	-	255
4	Child Health Nursing	-	65
5	Mental Health Nursing	-	95
Total			730
Total Hours = 730			

Note:

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week.
3. Students during internship will be supervised by nursing teachers.
4. Fourth year final examination to be held only after completing internship.
5. As per INC, 50 hours of Environmental Science (EVS) are placed / incorporated in selected subjects namely – Community Health Nursing – I & II, Nutrition, Genetics, Sociology.

SCHEME OF EXAMINATION

FIRST YEAR

Sl. No	Subject	Assessment						
		Hours	Internal		External		Total	
			Min	Max	Min	Min	Max	Min
1	Anatomy & Physiology	3	12	25	38	75	50	100
2	Nutrition & Biochemistry	3	12	25	38	75	50	100
3	Nursing Foundations	3	12	25	38	75	50	100
4	Psychology	3	12	25	38	75	50	100
5	Microbiology	3	12	25	38	75	50	100
6	English	3	10	25	30	75	40	100
7	Introduction to Computers	3	12	25	38	75	50	100
Practical and Viva Voce								
1	Nursing Foundations	50	100	50	100	100	200	

SECOND YEAR

Sl. No	Subject	Assessment						
		Hours	Internal		External		Total	
			Min	Max	Min	Min	Max	Min
8	Sociology	3	12	25	38	75	50	100
9	Medical-Surgical Nursing (Adult including geriatrics) - I	3	12	25	38	75	50	100
10	Pharmacology, Pathology, genetics	3	12	25	38	75	50	100
11	Community Health Nursing – I	3	12	25	38	75	50	100
Practical and Viva Voce								
2	Medical Surgical Nursing – I	50	100	50	100	100	200	

THIRD YEAR

Sl. No	Subject	Assessment						
		Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
12	Medical Surgical Nursing – II	3	12	25	38	75	50	
13	Child Health Nursing	3	12	25	38	75	50	
14	Mental Health Nursing	3	12	25	38	75	50	
15	Nursing Research & Statistics	3	12	25	38	75	50	
Practical and Viva Voce								
3	Medical Surgical Nursing – II	25	50	25	50	50	100	
4	Child Health Nursing	25	50	25	50	50	100	
5	Mental Health Nursing	25	50	25	50	50	100	

FOURTH YEAR

Sl. No	Subject	Assessment						
		Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
16	Midwifery and Obstetrical Nursing	3	12	25	38	75	50	100
17	Community Health Nursing – II	3	12	25	38	75	50	100
18	Management of Nursing Services and Education	3	12	25	38	75	50	100
19	Communication and Education Technology	3	12	25	38	75	50	100
Practical and Viva Voce								
6	Midwifery and Obstetrical Nursing	25	50	25	50	50	100	
7	Community Health Nursing – II	25	50	25	50	50	100	

EXAMINATION REGULATIONS

Essentialities for qualifying to appear for professional examinations.

The performance is essential components of training are to be assessed, based on:

Attendance

- 85% of attendance in a subject for appearing in the examination is compulsory inclusive of attendance on lecture teaching. i.e. seminars, group discussions, demonstrations, practicals, hospital (Tertiary, Secondary, Primary) postings and bed side clinics, etc.,
- For appearing at the University Examination, student should have 85% attendance in theory and 90% in practical in each subject. Even if shortage is seen in one subject, he/she will be detained for the entire examination. Students cannot appear separately for the individual subjects during the first appearance at the professional examination.

Internal Assessment

- It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.

2. Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations are left to the institution.
3. Day to day records should be given importance during internal assessment.
4. Weightage for the internal assessment shall be as given in the working sheet.
5. Student must secure at least 50% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject

Note : Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated. Some examples are as follows.

- i. Preparation of subject for student's seminar.
- ii. Preparation of a clinical case for discussion.
- iii. Clinical case study / problem solving exercise.
- iv. Participation in project for health care activities in the community (planning stage to evaluation)
- v. Proficiency in carrying out a practical or a skill in small research project. No institution shall submit average internal marks of the total students more than 75%, (i.e.,) if 40 students are admitted in a course the average score of the 40 shall not exceed 75% of total internal marks.

Records to be maintained for evaluation

- * Procedure book/Chart book/Log book
- * Assignments
- * Case Study
- * Care plans
- * Subject record
- * Drug book
- * Family care study Assessment forms

Time Limit for Passing

A B.Sc (N) student has to pass the 4 years course within eight years from the date of registration as per the norms prescribed by the university.

University Examinations

1. Theory question papers will be set by the external examiners as prescribed. Nature of questions will be essay and short answer type and marks for each part indicated separately. Model questions are attached for each paper.
2. Practicals / clinicals (will be conducted in the laboratories or wards). The objectives are to assess proficiency in skills, conduct of experiment, spotters such as instruments, articles, bones and nutrients and problem solving approach. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases / practicals shall take into account common diseases which the student is likely to come in contact in practice.

Scrutiny of theory question papers received from Paper Setters

1. In order to ensure uniformity and minimum standards acceptable for evaluation, a vetting committee is constituted by the Vice-Chancellor for various subjects.
2. The examinations are to be designed with a view to ascertain whether the candidates has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis. During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills.
3. There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results

Note : Results of all university examinations shall be declared before the start of teaching for next semester. i.e. within 2 weeks after practical examination. Permission for retotalling and re-evaluation will be given as per the rules of the university.

Grace Marks

Maximum of five grace marks for each subject is not permitted, and grace marks should not exceed five marks in total marks for one academic year in theory paper only.

Regulations for Post Graduate (MSc Nursing)

Attendance required for appearing examination

- a) Examination will be conducted in both theory and practical as prescribed. Candidates will be permitted to appear for the university examinations in the subject only if they secure not less than 85% of attendance in theory and 90% in practical in each subject of the respective years.
- b) A student who does not meet the minimum attendance requirement in a year must compensate the inadequacies before appearing for examination.
- c) A candidate must complete 100% of hours notified in each of practical areas before award of degree.

Condonation for shortage of attendance

Condonation of shortage of attendance in aggregate upto 10% in each year may be granted by the College Academic Committee and as per the regulations of university.

Internal assessment theory

- a) Internal assessment will be done in each subject according to the scheme of examinations. The IA marks for theory will be on the basis of the performance in the Assignments, Class Tests, Presentation of Seminars, Practice Teaching as assessed by the faculty. Practical
- b) The IA marks for practicals will be on the basis of the performance in the Clinical Assignments, Log Book, Practical Test in the Clinical Areas, as assessed by the faculty.

Examinations

- a) The university examinations will be conducted in Annual pattern for all the 2 years.
- b) The particulars of subjects for various examinations and distribution of marks are detailed in the scheme of examination.
- c) The examination for the main subjects will be conducted by the university and the marks for the internal examination will be awarded by the concerned head of the department and the same will be forwarded by the Principal, College of Nursing to the University.

d) The University Practical Examinations shall be jointly conducted by one internal & one external examiner duly appointed by the University.

- The University examination will be scheduled in the month of September
- Supplementary examination will be held in the month of February.
- The numbers of attempts have been waived off. However to appear for the

final examination

the candidate should have cleared all the papers in previous examination.

Vacation

May - 4 weeks

Eligibility / maximum duration for the award of the degree

1. If the candidate fails in either theory paper or practicals of a subject, he / she has to reappear for both the papers (theory & practical).
2. The maximum period to complete the course successfully should not exceed 4 years.
3. Candidates, who fail in any subject, shall be permitted to continue the studies into the second year. However, the candidate shall not be allowed to appear for the second year examination until he/she passes all the subjects of the first year M.Sc (N) examination.
4. A candidate must have 100% attendance in each of the practical areas before award of degree.

Marks required for pass

1. 50% of marks in the University Theory examination.
2. 50% of marks in the University Practical examination.
3. 50% of marks in the internal examination both in each theory, practical & Viva-Voce examination. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers.

Declaration of class

1. A successful candidate obtaining 75% and more marks in the grand total aggregate in the first attempt shall be declared to have passed with distinction.

2. A successful candidate obtaining 60% and more but less than 75% of marks (60-74%) in the grand total aggregate shall be declared to have passed with first class.
3. A successful candidate obtaining 50% and more but less than 60% of marks (50-59%) in the grand total
4. aggregate shall be declared to have passed with second class.
5. A Candidate who has not appeared for examination in the first attempt, but has obtained more than 60% in the grand total aggregate shall be awarded second class.
6. For declaring the rank aggregate of 2 years marks has to be considered. Only those candidates who have passed all the subjects in all examination in the first attempt shall be eligible for the award of rank.

Practical examination

1. 4 hours of practical examination per student.
2. Maximum number of 6 students per day per speciality.
3. The examination should be held in clinical area only for the clinical speciality.
4. The University Practical examination shall be jointly conducted by one internal and one external examiner duly appointed by the University.

Examiners

1. Theory papers will be valued for two times by two different examiners.
2. Nursing faculty teaching respective speciality area in M.Sc (N) programme with minimum 3 years experience after M.Sc (N).

DISSERTATION

A) Research guides:

a) Qualification of Guide:

Main Guide: Nursing faculty / Nursing expert in the same holding Ph.D/ M.Phil/ M.Sc (N) with a minimum of 3 years experience in teaching the post graduate programme in Nursing.

b) Co-Guide:

Nursing faculty / expert in the field of study could be the co-guide. (May be from outside the college too)

c) Guide - Students Ratio

Maximum of 1 : 4

d) Research Committee:

There could be a research committee in each college comprising of minimum 5 members chaired by the Principal, College of Nursing. The committee scrutinizes the research proposal before submitting for ethical review and approval.

Note: Administrative approval and ethical clearance should be obtained by the individual from Institutional Human Ethics Committee (IHEC) irrespective of the study design and complexity (Descriptive, Observational or interventional). Research protocols should be submitted for ethical review and approval. Revised protocol & Informed consent formats are available with IHEC.

Evaluation of the dissertation should be done by the examiner prior to viva.

Duration: Viva voce minimum 30 minutes per student.

S.No	Activities	Scheduled time
1	Submission of the research proposal	End of 9 th month of 1 st year
2	Submission of dissertation final	End of 9 th month of 2 nd year

SCHEME OF EXAMINATION

1. Minimum pass marks shall be 50% in each of the Theory and Practical papers separately.
2. A candidate must have minimum of 85% attendance in theory and 90% in practical in each subject for appearing for examination.
3. A candidate must have 100% attendance in each of the practical areas before award of degree.
4. A candidate has to pass in theory and practical examination separately in each of the paper
5. No candidate shall be admitted to the subsequent II year examination unless the candidate has passed the Ist year examination.
6. The maximum period to complete the course successfully should not exceed 4 (four) years.
7. Provision of supplementary examination is available for the failed candidates within 6 months to clear the I year subjects.
8. Maximum number of candidates for all practical examination should not exceed 10 / day
9. All practical examinations must be held in the respective clinical areas except Nursing Education practical examination which will be held in the lecture hall.
10. Topics (practice teaching) for Nursing Education practical examination will be allotted on the previous day of examination.
11. One internal and one external (outside the university) examiner should conduct the practical examination jointly for each subject.
12. An examiner should be M.Sc (N) in concerned subject and have minimum of 3 (three) years post graduate teaching experience.
13. For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same holding Ph.D./M.Phil/M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.
14. One internal and One external (outside the university) examiners should evaluate dissertation and jointly conduct viva-voce for each student.

COURSE DURATION :

Duration of the course is 2 years for M.Sc (N)

Available	-	52 weeks per year
Vacation	-	4 weeks per year
Examination	-	2 weeks per year
Gazetted holidays	-	3 weeks per year
Total weeks available	-	43 weeks per year
40 hrs / week (1yr)	-	1720 hrs per year
Total hours for 2 years	-	3440 hrs

FIRST YEAR

S.No	Subject	Theory (in hours)	Practical (in hours)
1	Advanced Nursing Practice	150	200
2	Nursing Education	150	150
3	Clinical Speciality - I	150	650
4	Nursing Research & Statistics including bio-statistics	150	100
5	Library work /self study	10	10
6	Co-curricular activities	10	10
Total		600	1120
Total Hours = 1720			

SECOND YEAR

S.No	Subject	Theory (in hours)	Practical (in hours)
1	Clinical Speciality - II	150	950
2	Nursing Management	150	150
3	Dissertation*	-	300
4	Library work /self study		10
5	Co-curricular activities		10
Total		300	1420
Total Hours = 1720			

* Medical Surgical Nursing* (Cardio Vascular & Thoracic Nursing, Critical care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro Enterology Nursing) Obstetric & Gynecological Nursing, Pediatric (Child Health) Nursing, Psychiatric (Mental Health) Nursing, Community Health Nursing, Nursing etc.

* Out of 7 subjects in Medical Surgical Nursing the candidates are allowed to opt any one of the above subjects as -II.

* In Dissertation, student has to conduct a research study for prescribed practical hours including Research proposal, Review of Literature, Tool construction, Data collection, Analysis & Thesis completion.

Note : Students have to maintain log book during the course of study.

SCHEME OF EXAMINATION

FIRST YEAR

Sl. No	Subject	THEORY						PRACTICAL					
		Hrs	Internal		External		Tot	Hrs	Internal		External		Tot
			Min	Max	Min	Max			Min	Max	Min	Max	
1.	Advanced Nursing Practice	3	12	25	38	75	100	-	-	-	-	-	-
2.	Nursing Education	3	12	25	38	75	100		25	50	25	50	100
3.	Clinical Speciality I (Any one of the specialities) Medical Surgical Nursing Obstetric And Gynaecological Nursing Child Health Nursing Mental Health Nursing (Psychiatric Nursing) Community Health Nursing	3	12	25	38	75	100		50	100	50	100	200
4.	Nursing Research & Statistics Including Biostatistics	3	12	25	38	75	100	-	-	-	-	-	-
Total				100		300	400			150		150	300

SECOND YEAR

Sl. No	Subject	THEORY						PRACTICAL					
		Hrs	Internal		External		Tot	Hrs	Internal		External		Tot
			Min	Max	Min	Max			Min	Max			
1.	Clinical Speciality II Medical Surgical Nursing Obstetric And Gynaecological Nursing Child Health Nursing Mental Health Nursing (Psychiatric Nursing) Community Health Nursing	3	12	25	38	75	100	4	50	100	50	100	200
2.	Nursing Management	3	12	25	38	75	100	-	-	-	-	-	-
3.	Dissertation & Viva	-	-	-	-	-	-	1/2 hr	50	100	50	100	200
	Total			50		150	200	-	-	200	-	200	400

EXAMINATION REGULATIONS

Essentialities for qualifying in professional examinations.

The performance is essential components of training are to be assessed, based on:

Attendance

1. Attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non lecture teaching. i.e. seminars, group discussions, demonstrations, practicals, hospital (Tertiary, Secondary, Primary) postings and bed side clinics, etc.,
2. For appearing at the University Examination, student should have 85% attendance in theory and 90% in practical in each subject. Even if shortage is seen in one subject, he/she will be detained for the entire examination. Students cannot appear separately for the individual subjects during the first appearance at the professional examination.

Internal Assessment

1. It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
2. Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations are left to the institution.
3. Day to day records should be given importance during internal assessment.
4. Weightage for the internal assessment shall be as given in the working sheet.
5. The average internal marks of the total students should not be more than 75%.i.e if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks.
6. Student must secure at least 50% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during the entire year is evaluated. Some examples are as follows.

1. Preparation of subject for student's seminar.

2. Preparation of a clinical case for discussion.
 3. Clinical case study / problem solving exercise.
 4. Participation in project for health care activities in the community (planning stage to evaluation)
 5. Proficiency in carrying out a practical or a skill in small research project.
 6. Records to be maintained for evaluation
 - Log book
 - Care plans
 - Drug book/ Statistics record / Family care study
- Assignment / Record / Case studies

Assessment forms

Seminar forms/ Microteaching form / Project work

Time Limit for Passing

A M.Sc (N) student has to pass the 2 years course within four years from the date of registration as per the norms prescribed by the University.

University Examinations

1. Theory papers will be prepared by the examiners as prescribed. Nature of questions will be essay and short answer type and marks for each part indicated separately. Model questions are attached for each paper.
2. Theory papers will be evaluated for two times by two examiners appointed by the University.
3. Practical Examination will be conducted in the clinical area (concerned) except Nursing Education which will be held in the lecture hall. The objective will be to assess proficiency in skills, spotters such as instruments, articles, drugs and Problem solving case scenarios, nutrients, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases / Practicals shall take into account common diseases which the student is likely to come in contact in practice.

Scrutiny of theory question papers received from Paper Setters

1. In order to ensure uniformity and minimum standards acceptable for evaluation, a vetting committee be constituted by the Vice-Chancellor for various subjects.
2. The examinations are to be designed with a view to ascertain whether the candidates has acquired the necessary knowledge, skills along with clear concepts of the fundamentals and advanced, which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
3. During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills.
4. There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.

Note : Results of all university examinations shall be declared before the start of teaching for next year. i.e. within 1 month after practical examination. Permission for re-totalling & re evaluation will be given as per the rules of the university

Grace Mark

Maximum of five grace marks for each subject is not permitted, and grace marks should not exceed five marks in total marks for one academic year in theory paper only.

Minimum standards and procedure for the award of degree of Master of Philosophy (M.phil.), / Doctor of Philosophy (Ph.D.) regulations 2016 amended in 2017.

Preamble

Sri Balaji Vidyapeeth promotes research and developmental activities both in basic and applied aspects in various faculties of Health Sciences, viz. Medical, (Pre Clinical, Para Clinical and Clinical subjects) Dental, Interdisciplinary Research and other Allied Health Sciences in Constituent colleges of this Deemed University.

Short title, application and commencement:

These Regulations may be called SBV- Minimum Standards for the award of degree of Master of Philosophy (M.Phil.), Doctor of Philosophy (PhD) Regulations 2016 amended in 2017.

These Regulations will apply to the constituent colleges of Sri Balaji Vidyapeeth which offers the PhD programmes.

They shall come into force from the date of approval in the Academic Council and shall be effective from the batches joining from 2017 onwards.

Eligibility criteria for admission to the M.phil programme:

Candidates for admission to the M.Phil programme shall have a Master's degree or a professional degree (PG. Diploma / MD/ MS / MDS) declared equivalent to the Master's degree by the corresponding statutory or Regulatory body, with a minimum of 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 – point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accrediation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other Statutory authority in that country for the purpose of assessing, accrediting or assuring Quality and Standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ ST / OBC (Non – Creamy layer) /

differently abled and other categories of candidates as per the decision of UGC and SBV from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The Eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the Grace Mark procedures.

Eligibility criteria for admission to PhD programme:

Subject to the conditions stipulated in these regulations, the following persons are considered eligible to seek admission to the PhD programme:

Master's degree holders satisfying the criteria stipulated under Clause 2 above of these regulations.

Candidates who have cleared the M.Phil course work with a minimum of 55% marks in aggregate or its equivalent 'B' in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil degree shall be eligible to proceed to do research work leading to the PhD degree. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ ST / OBC (Non Creamy Layer) / differently abled and other categories of candidates as per the decision of the UGC and SBV from time to time.

A person whose M.Phil dissertation has been evaluated and the Viva Voce is still pending may be admitted to the PhD programme of Sri Balaji Vidyapeeth.

Candidates possessing a degree considered equivalent to M.Phil. degree of an Indian institution, from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other Statutory authority for the purpose of assessing, accrediting or assuring quality and Standards of educational institutions including IMC University of Applied Sciences, KREMS, Austria shall be eligible for admission to PhD programme.

Requirement of experience: (Ph.D. part time)

Teacher candidates working in College/University departments (SBV) and such other Institutions recognized by concerned Statutory / Regulatory council with a minimum of one year of continuous teaching experience at undergraduate or post-graduate level in the subject concerned.

Candidates under the regulations of Part-Time shall be required to work in a department approved for research by this University while the Guide/Supervisor may or may not be working in the same department. Interdisciplinary research for such part-time internal candidates shall be allowed only with the approval of the Academic Council.

For PhD programme of clinical disciplines in Medicine, a minimum of One year experience in the concerned department for Diploma qualified candidates is necessary. For candidates with PG Degree or equivalent there to, in the concerned subject, may be exempted from this experience criterion at the discretion of the University.

Technocrats, Scientists, Social Scientists & Scholars with a minimum of Two years of experience in India or abroad and Educational qualifications as prescribed for Ph.D. Part-time programme, having sufficient exposure in research & development and generated useful data/patent/knowledge as evidenced by their contributions in their respective areas of research. Non-teaching staff employed in a time scale of pay in this University and other affiliated research institutions provided that (i) the candidate has a minimum of Five years of continuous work experience of which at least two years should be relevant to the field of research, proof of which is to be evidenced through two research papers published in standard journals OR (ii) the candidate has a minimum of Three years of work experience with M.Phil. in the subject concerned and published two research papers in standard journals in the subject concerned.

Candidates under the regulations of part-time are prohibited from taking any other remunerative assignments or joining any other course of study.

Candidates under Permanent academic staff of college/Universities/other

educational Institutions of higher learning/ Research & Development Laboratories and organizations with a minimum of Two years of continuous teaching /research experience are eligible for PhD programme (Part Time).

A candidate possessing a Postgraduate/ Super Specialty degree from an accredited Overseas University and who is residing abroad or working abroad in a University/industry may also apply. Such applications shall be routed through the concerned department and placed before the Research Advisory Board. There shall be sufficient correspondence between the candidate and the supervisor to effectively evaluate the candidate potential and feasibility of supervision on the identified topic. A well written research proposal should be placed before the Research Advisory Board .

It is to be noted that as far as the candidature of Part Time is concerned, it is mandatory that the institute or R&D unit where the candidate is presently working should have the concerned Institutional Ethics Committee and also a co-guide who fulfills the eligibility criteria in the respective work place and the department needs to be recognised by Sri Balaji Vidyapeeth.

Requirement for Ph.D. (full time)

The candidate with research grant from a non SBV funding agency (JRF, SRF qualified, GATE, ICMR, INSPIRE)

Duration of the programme:

M.Phil programme shall be for a minimum duration of Two consecutive semesters / one year and a maximum of Four consecutive semesters / two years.

The duration of the PhD programme will be as follows;

FULL TIME:

The duration of the Ph.D. Full Time programme shall be a minimum period of three years and a maximum of six years from the date of provisional registration. Extension beyond the above limits as described in the Clause 22 of these regulations.

PART TIME:

Part Time candidates shall have to complete a minimum of four years and are allowed a maximum of Seven years from the date of provisional registration. Extension beyond the above limits is described in the Clause 22 of these regulations.

The duration of the programme can be modified by the Research Advisory Board in exceptional cases viz.

Ph.D research work of very high caliber as evidenced by three publications (First author / Corresponding author) in peer reviewed journals /patents etc.

Relaxation in the duration of the programme

Women candidates and persons with Disability (More than 40% disability duly certified) may be allowed a relaxation of one year for M.Phil and two years for PhD programme in the maximum duration. In addition, Women Candidates may be granted Maternity Leave / Child Care Leave once in the entire duration of the M.Phil / PhD programme for up to a maximum of 240 days, a period not counted for the total duration.

Procedure for admission:

Sri Balaji Vidyapeeth shall admit M.Phil / PhD students through an Entrance / Screening Test conducted at the level of the University. SBV may decide separate terms and conditions for PhD Entrance Test for those students who qualify UGC – NET (including JRF / UGC – CSIR NET / JRF / SLET / GATE / Teacher Fellowship / M.Phil). Similar approach will be adopted in respect of Entrance Test for M.Phil programme.

SBV will decide on an annual basis through its academic bodies a predetermined and manageable number of M.Phil and / or PhD scholars to be admitted depending on the number of available Research Supervisors and other infrastructure, academic facilities available. SBV will notify well in advance on the institutional website / through advertisement in dailies, the number of seats for admission, subject wise / discipline wise distribution of available seats, criteria for admission, procedure for admission, examination centers and other relevant information to be furnished for the benefit of the candidates.

A candidate should score a minimum of 50% at the Entrance test in order to qualify for the Screening test. The syllabus of the Entrance test will consist of 50% of Research Methodology and 50% on the specific subject. The interview / screening test will consider the ability of the candidate to exhibit the competence for the proposed research, the feasibility of the study / research work which can be suitably undertaken at any of the centres / constituent colleges of SBV and the proposed area of research towards augmentation of the existing knowledge.

The shortlisted candidates have to appear for an interview and / or give a seminar or participate in a group discussion or any such method of evaluation as per the requirement of the Research Advisory Board/ University.

Candidates admitted under MoU between SBV and a University / Institution in India or abroad where specific clause(s) exist for registration of candidates to M.Phil / Ph.D. degree by the University and those selected under international cultural/educational exchange schemes of Government of India/UN bodies are exempted from taking the admission test.

The candidate would be required to give a seminar on the proposed topic of research in the concerned school/department/ Centre. The Research Advisory Board / University may also adopt any other method of evaluation of the candidate which will also form the basis for granting provisional admission to the candidate. The Research Advisory Board / University should be convinced of the potential of the candidate to carry out research.

All the candidates applying for admission to the M.Phil / Ph.D. programme should submit at the time of interview , a clear written proposal of the research to be conducted, giving sufficient background material and the proposed line of research. In case of candidates working outside the University, the Guide will be from SBV and a Co-guide duly recognized by the University may be permitted, if necessary, in addition to the University Guide/Supervisor on the recommendation of Research Advisory committee. The part time candidates should produce a No Objection Certificate (NOC), from the head of the institute where the candidate is working, at time of applying.

Non Resident Indians and overseas candidates who are either residing or working and also in possession of a minimum of Five years experience in academics / Industry / R& D are also granted exemption. But, they have to take up the screening Test or Personal interview through Video Conferencing, if unable to attend in person.

Research Proposal:

The Research proposal should emphasise on research plan by including the Following:-

Introduction to the proposed research

A detailed literature survey

Research gaps/ lacunae and the Identified need for the study.

Aims and objectives

Methodology

Significance of the proposed research and the expected out come.

Schedule of the Research plan.

Pilot Study (If deemed necessary)

Expenditure likely to be incurred and funding.

References.

The Research Proposal should be self explanatory and a maximum of Ten pages on A4 size with 1 inch margin all around. The font to be used is Times New Roman, 12 with 1.5 line spacing. The references should be in the Vancouver format and all of them need to be essentially cited in the text.

Mere possession of required educational and other qualifications alone cannot be claimed as a right for admission to the Ph.D. Programme in Sri Balaji Vidyapeeth, Pondicherry.

SBV will maintain the list of all the M.Phil / PhD registered students on the website by indicating the Scholars on year wise basis. The list will include the name of the registered candidate, Unique Identification number of the candidate, topic of M.Phil / PhD research, name of the supervisor / co- supervisor and date of enrollment / registration.

Recognised supervisor/ guides for M.Phil /PhD programme

The faculty who fulfil the eligibility criteria as per UGC / SBV regulations can apply for Guide Recognition to the Office of the Registrar.

Eligibility Criteria:

Any regular Professor (Non PhD) in any of the constituent colleges / centres with a minimum of Five research publications in referred journals and any regular Associate / Assistant Professor in any of the constituent colleges / centres with a doctorate degree (PhD) and a minimum of Two research publications in referred journals will be recognised as Research Supervisor / Guide for M.Phil and PhD programme.

Faculty in other academic departments/ Scientists with PhD/D.Sc in Central Interdisciplinary Research Facility (CIDRF), Animal House of a rank at least equivalent to that of Assoc./ Assistant Professor and having the prescribed qualification / Experience mentioned for teaching faculty/ PhD with at least two publications in reputed peer reviewed journals may be recognised as a supervisor to guide Full time / Part-time research in the subject or field of his/her own specialization, even if the department in which he/ she is working is not recognised as a centre by the University for conducting research leading to PhD degree.

Faculty/ Scientists working outside the University who possess the requisite credentials as mentioned above on applying for Co-Guide recognition will be duly considered for co-guideship.

Guidelines for Guide recognition in inter- disciplinary research:

In inter-disciplinary/ multi - disciplinary subjects (e.g. Medical Genetics, Biophysics, Biotechnology, Medical Education, Medical Informatics, Music Therapy, Yoga Therapy etc., a person who possesses qualification(s) or experience/ expertise in some other or related disciplines can apply for recognition as Guide in an additional/ different/allied subject and when the Academic council, based on the recommendations by the Dean (Research) approves of the person's merit, then he/ she will be approved as a recognized Guide of Sri Balaji Vidyapeeth.

Note:

In such of those areas / disciplines where there are or only a limited number of referred journals, SBV will reserve the right to relax the eligibility for the recognition of a faculty / staff as Research Supervisor with the valid reasons recorded in writing. (Clause 6.1 of UGC – Minimum Standards and procedure for award of M.Phil / PhD degrees Regulations, 2016.)

Only a full time faculty in any of the constituent colleges / centres can function as Research Supervisors / Guide. However co-supervisors may be allowed from other departments within the same institute or from other departments in any of the constituent institutes / centres with the due approval accorded by the Research Advisory Committee.

Allocation of Guides/ Co-guides:

It is the prerogative of the Research Advisory Board to allocate the Research Guide, who is duly recognized by this University in relevance to the research interest of the candidate. Co-guides should be co-opted, based on the recommendation of the guide and the collaborating departments. For Part Time candidates it is mandatory to have a co-guide from the institute where the research work is being carried out.

Number of candidates permitted for a Guide:

At any given point of time for the purpose of guidance of PhD thesis, a Guide (Professor) can have a maximum number of Eight (8) doctoral students enrolled. However if the PhD guide happens to be also a guide for M.Sc (Medical), MDS or MD/ MS or DM/ M.Ch the guide shall not have at any given point of time more than Six (6) PhD candidates.

If the guide happens to be an Associate Professor he can guide a maximum of Six (6) PhD scholars at any given point of time and for Assistant Professors, a maximum of Four (4) scholars can be guided at any point of time for the PhD programmes. However if the PhD guide happens to be also a guide for M.Sc (Medical), MDS or MD/ MS or DM/ M.Ch the guide (Associate Professor) shall not have at any given point of time more than Four PhD candidates and for Assistant Professor shall not have at any given point of time more than Two(2) PhD candidates.

The number of candidates under a particular guide at any given point of time will be till the submission of Synopsis by the candidate. Upon the successful submission of the synopsis by a PhD candidate, the Guide will be entitled to take up one more doctoral candidate if he / she had registered maximum number of candidates.

For M.Phil programme, a professor recognised as a Research Supervisor can guide a maximum of Three M.Phil candidates; an Associate Professor recognised as a Research Supervisor can guide a maximum of Two M.Phil candidates; an Assistant Professor recognised as Research Supervisor can guide One M.Phil candidate at any given point of time.

Age limit for the guides:

The upper age limit for a recognized M.Phil / PhD guide is Seventy (70) years. The guides are not allowed to take new doctoral candidates under their supervision when they are above sixty seven (67) years of age. Conflict of Interest:

The guide and the co-guides should not be related to the candidate.

Absence of guide (Prolonged period):

In the absence of the guide for a prolonged period, the Vice-Chancellor reserves the right to appoint another eligible faculty as guide, but with the recommendations of the Research Advisory Committee, subject to the *post facto* approval at the ensuing Academic Council.

Change of guide:

In case the guide leaves the University permanently or on deputation or otherwise for a period of more than one (1) year, the candidate may be permitted to change the topic of research if necessary, along with the change of guide upon the approval of Vice-Chancellor. Duration of the research remains the same if the topic of research is retained. If there is a change in the topic, the minimum duration of research will be decided by the Research Advisory Committee. Change of guide will be permitted only under exceptional circumstances such as non availability of the guide for more than one (1) year. Furthermore, under extraordinary circumstances, the change of guide is warranted with the approval of the Vice-Chancellor and also based on the recommendations of the Research Advisory Committee and Dean-Research.

DUTIES OF THE RECOGNISED GUIDE

1. The Guide should give the consent for officiating as a Guide for the candidate to be registered.
2. The Guide shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis of the registered candidate.
3. The Guide shall serve as a Supervisor / Convener to interact with the University.
4. The Guide shall supervise and interact with the University for those candidates who have already submitted the Thesis till the final decision is arrived.
5. The Guide shall also be the convener of the Public Viva Examination Committee.
6. The Guide shall interact with the Co-guide who may be entrusted to continue the research work of the candidate when the selected Guide is not in a position to do the same under the following situations:
 7. When the Guide has completed 70 yrs. and till a new recognized
 8. Guide takes over.
 9. When the Guide is on long leave (three months and above).

10. When the Guide is sick or on Medical leave.
11. Other unforeseen circumstances.
12. Till a new guide is selected and appointed with the approval of the Vice-Chancellor, the Co – guide shall assist the candidates in his/ her research work.
13. The change of Guide shall be considered under special circumstances with proper permission from the Dean - Research and the candidate will be allotted a new Guide in accordance with the Ph.D., Rules & Regulations in force.
14. The change of guide is generally permitted after the approval of the provisional registration and before the completion of the part one methodology examination as approved by the Academic Council.
15. Only one change of guide is permissible under ordinary circumstances.
16. In case of detection of any discrepancy, conflict of interest, unethical activities, academic dishonesty etc. it is the prerogative of the University to initiate appropriate administrative and disciplinary actions amounting to cancellation and debarment of the guideship at any stage.
17. The recognized guides of Sri Balaji Vidyapeeth will renew their guideship once in Five (5) years based upon the request made by them and also based on the progress of candidates being supervised by them. The renewal of Guide recognition will be based on the Regulations in force at that time.

Duties of the co- guide

In order to promote Interdisciplinary research and Part Time, a Co-Guide (Joint Supervisor) can be appointed based on the recommendations of the Research Advisory Committee. The number of candidates registered under co-guide shall not be taken into consideration while counting the permissible number of candidates registered under a particular guide. However the main guide shall be responsible for facilitating the successful completion of the Doctoral Programme. The Co-Guide will have the responsibility in certifying the sustained research progress of the candidate, his / her attendance and the formative assessment pertaining to the Interdisciplinary research and part Time External.

Research advisory committee (rac)

Research Advisory Committee: (To meet in June/ July and December/ January every year)

SBV will have Research Advisory Committee (RAC) for each M.Phil and PhD scholar. The following is composition of RAC,

Guide	- Convener
Co-Guide (s)	- Member (s)
Head of the department	- Member
Subject Expert (2 Members)	- External Members

Functions of RAC:

To Review the research proposal and finalise the topic of research.

To guide the Research Scholar in developing the study design and methodology of research and identify the course (s) that he / she may have to do. RAC in its first meeting should finalise the contents of course work 2 and specify the split up of Marks and Grades required of the candidate .

RAC at the end of the first year should forward the Grades/ marks of Course Work 1 and Course work 2 to the Controller of Examinations for finalisation of the results.

To periodically review and assist the progress of the research work of the research scholar.

The names suggested by the Guide would be nominated as the subject experts (External Experts) by The Dean- Research / Vice-Chancellor. The first meeting of the Research Advisory Committee shall be held within Six months following provisional registration and at this meeting, the committee shall finalise the Thesis Topic to be submitted to the respective Institute Ethics Committees for approval. Also the committee should stipulate the course work that the candidate needs to essentially take as requirement towards the Part I Examination.

The Committee shall in its presence conduct a departmental seminar where in the candidate makes a power point presentation on the protocol pertaining to the thesis work. The protocol of the proposed thesis (corrected) shall be submitted before the completion of the Six month period from the date of provisional registration. The subsequent committee meetings should be held twice in a year in the month of June/

July and December / January every year to scrutinize the annual progress made by the candidate. When the thesis is nearing the final stage, the committee after duly examining the progress made by the candidate shall recommend for the submission of the synopsis. In addition the Committee shall suggest a panel of Examiners (5 Indian and 5 overseas) for the evaluation of the thesis to Vice-Chancellor who in turn would select two examiners (1 Indian & 1 Overseas) and forward it to the Controller of Examinations for further action.

The Research Advisory Committee can recommend minor changes in the topic of thesis, if any, to the respective Ethics Committee for approval. The decision of IHEC/IAEC in this regard will be the final.

Ethics clearance / waiver

Following the recommendation at the First Research Advisory Committee meeting, the protocol has to be submitted to the respective Institutional Ethics Committees (IHEC/ IAEC) for ethical clearance/ waiver for the topic. This clearance has to be submitted to Dean Research within six months from the date of provisional registration of the candidate. If the protocol is modified by the concerned ethics committee, the clearance has to be submitted within twelve months.

Note: The clearance / Waiver has to be obtained from the Ethics Committee of the institute where the research work is being carried out.

COURSE WORK

The credit assigned to the M.Phil degree will be 26 credits. Course Work – 14 credits) (Research Methodology 4 credits, Elective 1 – 4 credits, Elective 2 -4 credits, e-portfolio 2 credits, Theory Papers (3 papers X 4 Credits) = 12 credits. Total credits = 26 credits.

The course work shall be treated as a prerequisite for M.Phil / PhD preparation. A minimum of 4 credits shall be assigned to one or more courses on Research Methodology which would cover areas such as Quantitative methods, Computer applications, Research Ethics and Review of Published research in the relevant field, training, Field work, etc. Other courses shall be of advanced level preparing the students for M.Phil / PhD degree. For PhD

Sl.No	Course Title	Credit Value	Formative Assessment (50%) (2 /4 Credits)	Summative Assessment (50%) (2 /4 Credits)	Total marks(4/8 credits)	Minimum Marks/ Grade for passing
Course Work 1	Research Methodology (Research Techniques, Biostatistics, Research Ethics)	4	Performance in tutorials, Seminars, Assignment, Practical sessions, Discussion.	University Examination	100	55%(B Grade)
Course Work 2	Chosen area of Research (Review of Literature, Recent developments in the topic of research, Need for the study and Research problems in Broad based perspectives.	8	Drafting Research proposals, Relevance of study, Literature survey and Reference Manager.	University Examination	200	55% (B Grade)

All courses prescribed for M.Phil and PhD shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorised academic bodies. The department where the scholar pursues his / her research shall prescribe the course (s) to him / her, based on the recommendations of the Research Advisory Committee, as stipulated under sub clause 10.1. of these regulations. All candidates admitted to the M.Phil / PhD programmes shall be required to complete the course work prescribed by the Department / Research Advisory Committee during the initial one or two semesters. Candidates already holding M.Phil degree and admitted to the PhD programme, or those who have already completed the course work in M.Phil and have been permitted to proceed to the PhD in integrated course, may be exempted from the PhD course work on **Research Methodology only and have to take up the Course Work 2 (Chosen area of Research)**. All other candidates admitted to the PhD programme shall be required to complete the PhD course work as prescribed.

The credits in the course works pertaining to M.Phil and PhD programme, including Research Methodology and the specified areas of research shall be declared by the Controller of Examinations and submitted to the Board for approval and the final grades shall be communicated to the candidates.

M.Phil / PhD scholar has to obtain a minimum of 55% of marks or its equivalent grade (B Grade).

Letter Grade and its equivalence

90 - 100 marks	10 Grade points : O Grade
80 – 89 marks	9 Grade points : A+ Grade
70 – 79 marks	8 Grade points : A Grade
60 – 69 marks	7 Grade points : B+ Grade
50 – 59 marks	6 Grade points : B Grade
(Minimum Passing) 40 – 49 marks	5 Grade points : C Grade
(Reappear)	
Less than 40 marks:	C Reappear

The topics shall cover the following:

Paper– I : Principles of Research Methodology (Common Paper to all candidates)

General Research Methodology.

Bio-statistical Methods in Medical Research.

Ethical aspects of Medical Research.

Animal Experimentation and Instrumentation (wherever applicable may be incorporated in Course Work 2)

Other important points for consideration:-

University Examination for Course Work 1 & 2 will be conducted at Sri Balaji Vidyapeeth **once** in a calendar year in the month of January / February of every year.

It is imperative that the candidates (Part Time / Full Time) should necessarily undergo the course on Research Methodology conducted by Sri Balaji Vidyapeeth. Alternately if this is not feasible for the candidates, they should produce a certificate of Equivalence that they had undergone the mandatory

course on Research Methodology without fail. The certificate of Equivalence will be accepted based on the recommendations of the duly constituted committee. However this may not be applicable to the eligible candidates seeking exemption from the Course Work.

Number of Attempts

Candidates will be permitted to appear for a maximum of **two** attempts for the Methodology Examination. Following two attempts, the candidates will be discharged from the Research programme. Candidates should pass the Methodology Examination within Two years from the date of provisional registration.

The Ph.D. applicants can start their Research work following the provisional registration with the university, followed by the clearance from the respective institutional ethics committees; they need not wait till the Methodology Examination for which they will be eligible to appear at the end of one year after their date of provisional registration.

Exemption from Course Work:

Candidates already holding M.Phil degree and admitted to the PhD programme, or those who have already completed the course work in M.Phil (Equal to 4 credits) and have been permitted to proceed to the PhD in integrated course, may be exempted from the PhD course work 1. All other candidates admitted to the PhD programme shall be required to complete the PhD course work as prescribed.

Exemption from Research Methodology Examination:

Candidates with M.Phil.degree relevant to the discipline registered for PhD, shall be exempted from taking up Course Work I, including Research Methodology Examination provided they forward the request to the Dean Research with the Guide's approval at least three months ahead of the scheduled examinations. However, they will be needed to take up Course work 2 including examination on Chosen area of Research.

Confirmation of provisional registration

The provisional registration of a candidate for Ph.D Degree shall be confirmed on the receipt of the successful completion of the Course Work 1 &2 and Part I

Methodology examinations. The Part-I Methodology Examination result shall be approved by the Vice-Chancellor of SBV.

Cancellation of registration

In case the progress of the Research Scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the SBV with specific reasons leading to the cancellation of the PhD registration of the research scholar.

Evaluation and assessment methods, minimum standards / credits for award of the degree, etc

The overall minimum credit requirement, including credit for the course work, for the award M.Phil degree shall not be less than 26 credits.

Upon satisfactory completion of course work, and obtaining the marks / Grades prescribed in Sub clause 12.9 of these regulations, the M.Phil / PhD scholar shall be required to undertake research work and produce a draft dissertation / thesis within a reasonable time, as laid down by SBV on the basis of these regulations.

Prior to the submission of the dissertation / thesis, the scholar will make a presentation in the department concerned and in the presence of Research Advisory Committee (RAC). The presentation is open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation / thesis in consultation with the Research Advisory Committee (RAC).

M.Phil Scholars will present a minimum of One Research Paper in a conference / seminar and PhD scholars must publish a minimum of One Research paper in referred journals and make Two Paper presentations in conferences / seminars prior to the submission of the dissertation / thesis for adjudication and produce the evidence for the same in the form of Presentation Certificates and or Reprints.

The M.Phil dissertation will be evaluated by the Research Supervisor and One external Examiner. The Viva Voce examination will be conducted by both the examiners and is public.

The PhD thesis will be evaluated by the Research Supervisor, One external examiner from inside the Country and one external examiner outside the country. The Public Viva will be convened by the Research Supervisor and will have the

Head of the department and an External Examiner from inside the country in the Examination Board.

Synopsis

Not less than three months prior to the submission of the thesis, the PhD candidate will submit to the university four (4) copies of the synopsis of the thesis, duly forwarded by the guide based on the recommendations of the Research Advisory Committee. The copies should be sent along with the application, filled in format and prescribed fee in the form of demand draft drawn in favour of Sri Balaji Vidyapeeth, payable at Pondicherry.

The Synopsis should be in a condensed form and highlight aims and objectives, work completed, results / outcome. The candidate shall also submit the electronic version (Read only format) of the synopsis.

PANEL OF EXAMINERS

The Synopsis should be sent to Two External Evaluators (One within the Country and another Overseas). The External Evaluators will be selected by the Vice-Chancellor from a panel of 5 names each suggested by the Guide. Vice-Chancellor in turn will forward the names of the external evaluators by mentioning the first, second and third choice. The Controller will forward the synopsis to the concerned evaluators requesting for their concurrence to evaluate the thesis giving a timeline of 30 days. An extension of 15 days is allowed for obtaining the concurrence.

Thesis submission

The PhD programme culminates in the submission of a compilation in the form of thesis. The thesis should signify a substantial work of original research carried out by the candidate under the guidance of the research guide concerned.

A plagiarism check duly certified by the Dean – Research should necessarily be incorporated in the thesis. The permitted percentage of plagiarism should not exceed Ten percent (10%).

The thesis in soft bound copies (2nos) has to be submitted to the Controller of

Examinations through the Registrar, for onward transmission to the external evaluators.

The title page of the thesis, cover format, etc., should strictly conform to the format of presentation as prescribed (**VIDE ANNEXURE**) and the thesis (all copies) should carry a declaration by the candidate (**VIDE ANNEXURE**) a certificate (**VIDE ANNEXURE**) duly signed and issued by the guide and co- guide, if any and Plagiarism certificate endorsed by the guide. (**VIDE ANNEXURE**) and the **Ethics Clearance Certificate / Waiver Certificate**.

Supplementary papers to the Thesis such as copies of reprints of publication as contribution to the knowledge of the subject may also be appended to the thesis by the research scholar. It is mandatory that each PhD candidate need to publish/get the acceptance letter of at least one publication and Two paper presentations out of their Ph.D. research and the same need to be appended in the Ph.D. thesis. For M.Phil candidates, a minimum of One Research paper presented in a confrence / seminar is mandatory.

The approved thesis incorporating all the suggestions/corrections suggested by the examiners and the letter of certification stating the execution of correction by the guide, should be submitted as Hard bound copies Eight (8nos) and electronic Form (Read only format) to the Controller of Examinations through the Registrar not later than 6 months from the date of submission of synopsis.

The Thesis shall ordinarily be submitted within the stipulated time line in accordance with the course duration as mentioned under the duration of the programme. Where a research scholar has submitted the synopsis but is unable to submit the thesis within the time prescribed, extension of time for submission of thesis may be granted by the Vice-Chancellor subject to maximum of One year for valid reasons, on payment of penal fees as may be prescribed. The candidate has to submit revised synopsis approved by the Research Advisory Committee and this time the synopsis should be sent to a new set of external evaluators from the panel already submitted. The new evaluators will be selected by the Vice-Chancellor from the panel already submitted.

In the event of a Patentable work arising out of the thesis, it is to be noted that a provisional patent has to be filed ahead of the submission of the thesis.

Submission of Thesis before the minimum period prescribed

Notwithstanding anything contained in these regulations regarding the minimum period of research to be put in by candidates before becoming eligible to submit their theses for the degree, it shall be competent for the Academic Council to permit candidates to submit their theses earlier by a period not exceeding six months provided such request for earlier submission from candidates is accompanied by the recommendations of the supervisor for relaxation based on the satisfactory completion of the research work for the thesis topic with evidence that the candidate had been working consistently even prior to their provisional registration for the Ph.D. Degree on the topic of his research; and

Evidence of having completed the required work for the thesis by way of reprints of at least three publications in the topic of Ph.D. research in indexed journals.

Thesis evaluation

The thesis submitted will be forwarded to the two external evaluators in the form of hard copy as well as the electronic format. The Guide will be the third examiner. The report sent by the external evaluators will be in the following format,

The thesis to be accepted for the award of PhD degree in the present form.

The thesis to be accepted for the award of PhD degree following minor corrections/ revisions.

The thesis can be passed after obtaining clarifications at the time of Viva-Voce.

The thesis be revised and resubmitted for evaluation.

The thesis be rejected.

1. If the thesis is approved, each evaluator may seek clarifications and pose questions, if any, to be answered at the time of open/ public Viva voce.
2. When evaluators differ in their opinion while evaluation of thesis:

3. In case both the evaluators have not commended, the thesis shall be rejected and the registration cancelled.
4. In case one of the two evaluators has not commended, then the thesis shall be again referred to a third evaluator either Indian or Overseas (Chosen by the Vice-Chancellor) as the case maybe from the panel of evaluators already submitted. If the third evaluator commends the thesis, the candidate shall be allowed to take up the Viva Voce examinations. If the third examiner does not commend the thesis, it shall be rejected and the registration cancelled.
5. Copy of the thesis should be uploaded in INFLIBNET/ UGC as well as in the University website highlighting the Title, candidate name, Guide, Head of the department concerned and the department involved, by the candidate.
6. Upon receiving the satisfactory reports from the Evaluators, a Public Viva-Voce will be arranged. The Viva-Voce board will comprise of the Guide who will be the convener. The board will also include one External member (Evaluator of thesis) and the head of the department concerned. In case if the head of the department happens to be the guide, the Dean - Research will nominate a senior member of the staff from the same department.

Revision and resubmission of thesis

If the examiner recommends change / further work, the thesis will be referred to the same examiner, following compliance, for his /her opinion – overseas / Indian examiner and his / her recommendations would be deemed final.

If the examiner/examiners explicitly suggest the need for revision and resubmission for further examination, then the revised thesis duly certified by the Guide, Research Advisory Committee/Board shall be sent to the same examiner for further evaluation. In the absence of such a statement or if the examiner concerned specifically instructs that the revised thesis need not be sent back to him / her, the revised thesis duly certified by the Guide, Research Advisory Committee and the Dean / Board shall be accepted and the candidate would be allowed to take up the open/ public viva-voce.

The candidate should essentially revise and resubmit the thesis and in any case not later than Three months from the date of communication from the University. The process of thesis evaluation would automatically stand cancelled, if the candidate

fails to submit the revised form of the thesis within the stipulated time.

If the thesis is recommended to be revised by one or both the examiners, the points of revision would be indicated clearly in the report. The necessary corrections should be carried out and the revised version sent to the concerned examiner (s). Following this, if the revised version is found unsatisfactory, the thesis would be summarily rejected. If the thesis following revision is accepted by the Board of Examiners (Evaluation), an open/ public viva-voce examination will be conducted by the viva-voce board.

Extension of time

Such of those scholars who do not submit the thesis within the stipulated period should apply for extension, with a requisition, three months prior to the stipulated period. Extension of time and the fees to be paid would be considered by the Dean (Research), based on the recommendation of the Guide and the Head of the department. Following approval, the candidates would be eligible for extension of time for a maximum period of one year.

The scholar will have to enroll as a fresh candidate if he / she fails to submit the thesis within the maximum extension period of one year when granted.

If a scholar requires a few more months following the expiry of maximum extension period for the submission of the thesis as per the evaluation of the Guide and duly recommended by the head of the department and the Dean (Research) as a case that is exceptional, registration may be considered viable so as to enable the scholar submit the thesis. In any case, the period of time granted shall not exceed six/ twelve months.

Number of chances

A candidate will not be permitted to submit a thesis for the degree on more than two occasions. Also, the candidate (scholar) will not be permitted to appear for the viva-voce examination on more than two occasions.

Open (public) viva-voce

a). Upon receiving the satisfactory reports of the evaluation, the public viva-voce examination will be convened by the Guide, in consultation with the external

examiner. The viva-voce board shall essentially comprise of the Guide (Convener), one external examiner who had evaluated the thesis and the head of the department. If the Head of the Department happens to be the Guide, the Dean (Research) will nominate a senior faculty of the concerned department. Upon receiving the communication from the University stating that the thesis has been approved, the Guide / Supervisor shall coordinate and conduct the public viva-voce examination for the candidate.

b). The viva-voce will be open to all those who are interested in the concerned research topic/ subject area. The notice should be circulated to all the colleges / Universities in the area and uploaded in SBV website at least ten days prior to the conduct of the viva-voce. Attendance details of those who had attended the public viva-voce should be dispatched to the Registrar, with a copy addressed to the Dean (Research).

For reasons beyond control, if the Indian examiner (External) is unavailable to conduct the viva-voce, the University may appoint an eminent person (as an alternative), preferably from the panel of examiners that had been submitted previously, for conducting the viva-voce.

The maximum time limit for conducting viva-voce examination shall be three months from the date of consolidation of reports received from the External Evaluators. If the candidate fails to take the viva-voce examination within three months on valid grounds, the Vice- Chancellor can permit a maximum of three more months as extension period, upon receiving specific request with justification from the Guide and routed through the Research

Advisory Committee and the Board. However, if the candidate fails to take the viva-voce even after the extension, the Ph.D., registration gets cancelled.

The viva-voce can be held on any working day of the University. However, no viva-voce shall be held until one week following the availability of the final version of the thesis at the Office of the Controller of Examinations and the University Library.

In case the Viva examiner is not in a position to travel to the University, the Guide/ Supervisor can arrange the Viva-voce, but with the participation of the Viva examiner through Video conferencing.

In the Viva-voce, the Guide/ Supervisor will formally introduce the Viva examiner to the audience. He/ She will conduct the examination. The candidate shall have a minimum of Thirty minutes Power Point presentation of the thesis. Following the presentation, the Viva examiner shall initiate the questions that would be followed by the questions posed by the faculty present and the general public.

Following the conduct of the Viva-voce examination, the Guide who is the convener shall officially convey to the Controller of Examinations, SBV through the Head of the department/ Dean- Research, the result of such examination endorsed at the public viva. The result will be published officially by the Controller of Examinations endorsed by the Vice-Chancellor of the University and the candidate shall be declared to have qualified for the PhD degree.

A candidate who is not successful in the public Viva-voce examination may be permitted to undergo the Viva voce examination a second time, but within a period of Three months. In the event of the candidate failing again, the candidature will be summarily rejected.

J). The proceedings of the public Viva-Voce should be videographed by the Audio - Visual Unit of SBV (Expenses to be borne by the candidate) and handed over, in the unedited format, to the Office of the Registrar. The VCDs/ DVDs would be the sole property of SBV and would normally not be given to the candidate or the guide, unless directed by the court of law.

Award of degree

The University shall duly consider the reports and decide on the worthiness of the candidate for receiving the degree of Doctor of Philosophy and initiate action in accordance with the decision.

The University shall include the following details in the PhD degree certificate awarded to the candidates,

Full title of the PhD thesis and

The Faculty under which the degree is awarded.

Regarding the faculty, the faculty of the qualifying degree and the research work will be considered and the decision will be taken on a case to case basis.

Prior to actual award of the degree, the University shall issue a provisional

certificate certifying to the effect that the degree has been awarded in accordance with the provisions, as laid down in UGC Regulations in force.

Thesis repository with UGC

Following the successful completion of the evaluation process and announcement of the award of PhD degree, the University shall submit a soft copy of the PhD thesis to the UGC within a period of Thirty (30) days for hosting the same in INFLIBNET, accessible to all the institutions/ Universities.

(The Shodhganga@INFLIBNET Centre provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository has the ability to capture, index, store, disseminate and preserve ETDs submitted by the researchers.)

Publication of thesis

The thesis is a public domain document and the research embodied in the thesis may be published in part in peer reviewed journals or in the form of monograph, with the prior approval of the Dean – Research / Vice- Chancellor of SBV.

Special provision

In case of relocation of a women PhD scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work doesnot pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar shall however give due credit to the parent guide and the institution for the part of research already done.

Power to remove any difficulty

If any difference of opinion develops between the PhD scholar and the guide/ Supervisor at any given time during the course of the M.Phil / PhD programme, the appellate authority will be the Dean – Research. The decision of the Vice-Chancellor shall be final and binding.

The Vice-Chancellor / Academic Council have the powers to remove any difficulty while implementing this programme, notwithstanding whatever said above.

POLICIES OF SRI BALAJI VIDYAPEETH

(As amended in the Standing Committee meeting of Board of Management on 03-06-2014)

STATEMENT OF NON DISCRIMINATION

Ever since its inception in the year 2008, Sri Balaji Vidyapeeth has been objectively striving to uphold the virtues of higher education and has been providing due consideration to all applicants with reference to admission, financial aid and employment opportunities. This deemed university established under Section 3 of UGC act, 1956 does not discriminate in any avenue pertaining to entry into the constituent institutes or treatment of the students, non teaching staff and faculty. Furthermore, Sri Balaji Vidyapeeth does not discriminate as regards providing employment in all of its endeavours and activities on the basis of caste, race, color, language, age, religion, sex, nation, disability, political, economical and social influence. However, Sri Balaji Vidyapeeth solicits enquiries, regarding non compliance and the same should be addressed to the Vice-Chancellor, Sri Balaji Vidyapeeth, Pondicherry- Cuddalore Main Road, Pondicherry- 607 402.

POLICY ON DISCRIMINATORY HARASSMENT

SBV is committed to providing a congenial and salubrious working environment for its students, teaching faculty and non teaching staff. Discrimination on the basis of caste, race, religion, gender identity / expression, national origin etc. are strictly prohibited. Harassment based on any of these classifications would grossly violate SBV policy and will attract stringent action and punishment. In the event of any misdeed that grossly violates or flouts Government rules, more stringent action would be initiated.

POLICY ON SEXUAL HARASSMENT

SBV has zero tolerance towards actions pertaining to gender bias and sexual harassment, as the Deemed University is committed to providing the most healthy environment for its students, faculty and staff. Sexual harassment is a severe form of discrimination that violates University policy. It is also prohibited by the State and Union Governments. This policy applies to the students, faculty and all employees of SBV.

Acts of Sexual misconduct involving faculty/ employees and students, inside the campus would warrant stringent disciplinary action. If found outside the campus, it would be the responsibility of the Law enforcing officials.

POLICY ON NARCOTICS, DRUGS AND ALCOHOL.

Sri Balaji Vidyapeeth has zero tolerance towards the possession and consumption of narcotics, alcohol and drugs including smoking within the premises. Stringent action

would be initiated on the aberrant students and employees of the institute. In the most severe of proven cases it would warrant expulsion from the institute.

Guidelines on Punishment

The Guidelines on punishment will include warning, fine, suspension, fine + suspension, lodging a complaint with police and expulsion from the Institute. The severity of the punishment will be decided by the Dean-Administration, MGMCRI, based on the recommendations of the Enquiry Committee constituted. The Appellate Authority will be the Vice-Chancellor.

Petitions to the appellate authority

If the concerned person is not satisfied with the manner in which an act of redressal was looked into or addressed by the competent authority, he/ she may file an appeal addressed to the appellate authority. The appellate authority is the Vice- Chancellor, SBV unless otherwise stated .The appeals should be made to the appellate authority within 28 days from the date of receiving the provisional recommendation of the duly constituted committee /judgment, failing which the appeal would not be taken up for hearing. Action taken on/ Punishment awarded for use or possession of narcotics or drugs including alcohol within the campus and based on the recommendations of the fact finding/disciplinary committee will be final and the decision of the appellate authority is binding and cannot be altered on any grounds. Filing direct and malicious legal suits against the officials of Sri Balaji Vidyapeeth is strictly prohibited.

POLICY ON MEDICAL EXAMINATIONS PRIOR TO ENTRY INTO THE CONSTITUENT INSTITUTES

1. Every student must provide medical information to Student Health Services. prior to registration and a record of all current immunizations, including Hepatitis- B.
2. Failure to comply with these requirements prior to registration, means that he/ she will be required to take the examination at the Student Health Services and obtain vaccinations for HBV. If there is no evidence of immunity, the student will be unable to complete registration for classes until all health requirements have been satisfied.
3. If the students are unimmunized, he/ she will be advised to be immunized on their own interest.
4. The Medical Examination Board will be constituted under the chairmanship of Medical Superintendent of MGMCRI for the students of MGMCRI, IGIDS and KGNC and Medical Superintendent of SSSMCRI for students of SSSMCRI.
5. For staff, it is compulsory to clear the Pre-employment test conducted by the Medical Board constituted by the Dean/ Principal of the constituent colleges.

POLICY ON CODE OF CONDUCT FOR IN CAMPUS BEHAVIOUR

- Sri Balaji Vidyapeeth addresses conduct and disposition expectations and would not hesitate to initiate disciplinary procedures against University students and Staff, if found erring. The major purpose of the behavior expectations manifests in the code that essentially centres around the protection of the campus community and the maintenance of an environment that would be conducive to learning and patient care.
- It is hereby notified that students and staff may be held accountable to both governmental authorities and the University officials for acts that constitute gross violations of law and the Code of Conduct as laid down by University.
- The Head of the constituent colleges will be the Chairperson of the duly constituted Disciplinary Committees which in turn will recommend the scale of punishment, for implementation.

Guidelines on Punishment

The Guidelines of punishment will include warning, fine, suspension, fine + suspension, lodging a complaint with police and expulsion from the Institute. The severity of the punishment will be decided by the Head of the Constituent Colleges, based on the recommendations of the Enquiry Committee constituted. The Appellate Authority will be the Vice-Chancellor.

Petitions to the appellate authority

If the concerned person is not satisfied with the manner in which an act of redressal was looked into or addressed by the competent authority, he/ she may file an appeal addressed to the appellate authority. The appellate authority is the Vice- Chancellor, SBV unless otherwise stated .The appeals should be made to the appellate authority within 28 days from the date of receiving the provisional recommendation of the duly constituted committee /judgment, failing which the appeal would not be taken up for hearing. Filing direct and malicious legal suits against the officials of Sri Balaji Vidyapeeth is strictly prohibited.

POLICY ON CONFLICT OF INTEREST

Where ever there is competing interest pertaining to the pursuit of academics, research, patient care and other extension activities, care would taken to disclose and deliver in a transparent manner and due permission obtained before embarking on such an endeavor.

POLICY ON STUDENT ACADEMIC AND CO-CURRICULAR INTEGRITY

Effective learning based on objective T-L methods, teaching and research depend largely upon the ability of members of the academic community to approve of mutual trust as also the integrity of work that is submitted for assessment in the broader areas of scholarly research. It is imperative that an atmosphere of mutual trust would certainly nurture the meaningful exchange of ideas, knowledge and wisdom, thereby

enabling all members of the University community to optimize their potentials. These would eventually pave way for a model academic institute.

The ideas and intellectual contributions of faculty and students alike need to be acknowledged and work that is deemed as original must be protected, as it comes under intellectual property rights (IPR). Faculty, students, administrative and maintenance staff share the responsibility of ensuring the honesty, safety and fairness of the intellectual pursuits.

Scope and Purpose of the statement

- To clearly underline the University's expectations with regard to students' academic behavior, disposition and discipline.
- To provide important examples of dishonesty and poor conduct. The following instances are synonymous with such *below par* behavior that automatically call for initiating disciplinary action.
- However, the instances mentioned below are not exhaustive.

1. Ragging:

Violations, committed by any student, if reported will be brought to the notice of the Dean/Principal of the constituent college, Chairperson of the Anti-ragging Committee, for onward action which will be based on the recommendations of UGC guidelines on anti-ragging. The details of the Anti-ragging committees are available in the University and the Constituent Colleges website.

2. Cheating/Copying/Misconduct/malpractice/abetment in an Examination:

A separate document is available with the Office of The Registrar which elaborates on the Scale of punishment to be awarded for the above.

3. SBV policy on Plagiarism:

Plagiarism refers to taking someone else's ideas, words, phrases or paragraphs, research activities and even other types of work product and presenting them as one's own.

The Dean- Research & PG Studies, SBV, the Secretaries of Institutional Human and Animal Ethical Committees of the constituent colleges will look into the acts of plagiarism reported and recommend the Scale of punishments.

4. Falsification of data / Forgery of records/ suppression of truth:

Report of any of the above incidents will be taken up by duly constituted committee by the Registrar for the sole purpose which will recommend the course of action to the Head of the Constituent Colleges.

5. Reporting of Misconduct/ misdeed/bad behavior/ acts of violence:

SBV firmly believes that it is the joint responsibility of the students, Faculty, administration and all employees, in general to bring acts of misdeed to the notice of the head of the constituent colleges, for initiating further action.

Guidelines on Punishment

The Guidelines on punishment will include warning, fine, suspension, fine + suspension, lodging a complaint with police and expulsion from the Institute. The severity of the punishment will be decided by Head of the Constituent Colleges based on the recommendations of the Enquiry Committee constituted. The Appellate Authority will be the Vice-Chancellor.

Petitions to the appellate authority

If a student is not satisfied with the manner in which an act of redressal was looked into or addressed by the competent authority, he/ she may file an appeal addressed to the appellate authority. The appellate authority is the Vice- Chancellor, SBV unless otherwise stated .The appeals should be made to the appellate authority within 28 days from the date of receiving the provisional recommendation of the duly constituted committee /judgment, failing which the appeal would not be taken up for hearing. Filing direct and malicious legal suits against the officials of Sri Balaji Vidyapeeth is strictly prohibited.

POLICY ON RECORDS

Administrative record-keeping responsibilities:

It is the responsibility of the Academic Officer to keep accurate, confidential records pertaining to academic integrity violations. When a student has been found to have acted dishonestly, a letter summarizing the allegation, the outcome and the sanction shall be placed in the student's official file in the office of the institute in which the student is enrolled.

POLICY ON CUMULATIVE AND MULTIPLE OFFENSES/CRIMES

When a student is provisionally accused of academic misconduct and a hearing is to be held by an officer, a committee, or the University Board, the person in charge of administering the hearing shall question the director of Judicial Programmes about the student(s) accused of misconduct. The Dean shall provide any information in his/her records concerning that student to the officer in charge for facilitating the conduct of the enquiry. Such information will be utilized in determining sanctions, only if the student is proved to have acted dishonestly in the chosen case. Evidence of past misconduct of similar nature would influence the quantum of punishment.

POLICY ON REPORTS TO PARENTS

The Dean/ Principal/ Director of the respective institute would be sending periodic reports to the students and faculty concerning accusations of academic misconduct and the outcomes, without disclosing specific information that would allow identification of the student(s) involved.

POLICY ON STATEMENT OF INTENT TO GRADUATE

All the students of MGMCRI, SSSMCRI, IGIDS and KGNC should offer a letter of intent to graduate from SBV, just ahead of the semester in which he/she intends to graduate. Additional information is available at the Offices of the Dean, MGMCRI and SSSMCRI, besides at The Office of the Principal, IGIDS and Principal, KGNC.

POLICY ON STUDENT RECORDS (ACADEMIC, ATTENDANCE, ETC.,)

Sri Balaji Vidyapeeth bestows upon the current students and alumni of the University specific rights of access to their student record information. This is in compliance with the existing rules.

A copy of the University policies regarding educational records and the release of student record information is presently available at the Office of the Deputy Registrar (Student Affairs) and the Academic Officer, SBV and the heads of the constituent colleges.

POLICY ON SCALE OF PUNISHMENT REGARDING MALPRACTICES AT THE UNIVERSITY EXAMINATIONS OF UG AND PG MEDICAL, DENTAL, NURSING AND OTHER COURSES.

1. SHORT TITLE AND COMMENCEMENT

These Regulations shall be called “Regulations pertaining to Guidelines for Scale of Punishment regarding Malpractices at the University Examinations of Medical, Dental, Nursing and other Courses.”

They shall come into force with effect from the academic year 2014-2015.

These Regulations are amended by the Standing Committee of The Board of Management from time to time.

2. DEFINITIONS

1. Appeal for favourable consideration of mercy means, action in any form pleading with the Examiners, Question paper setters, or any other authority involved inside the examination hall in examination process to pass oneself.
2. Possession of mobile phones, electronic tablets, any instrument with blue tooth connectivity and any other electronic storage devices inside the Examination Hall means carrying the above mentioned gadgets into the Examination hall.
3. Possession on person, the materials relevant in any form inside the Examination Hall means carrying the above mentioned materials into the Examination hall.
4. Actual copying from the materials in any form means, writing the answers with the help of the materials such as bits, reprints of the answers, answer scripts of others or through any electronic gadgets in any other form.

5. Abetting another candidate to copy means urge other person to copy by means of exhibiting the answers or providing the answers to others in any form instigating them to copy.
6. Willfully changing or interchanging Registration Number means knowingly writing other person's Registration Number.
7. Inserting already written answer sheet(s) brought along with, means attaching the already written answer script along with the day's answer scripts.
8. Threaten the invigilators or the persons involved in Examination process means, hurling verbal abuse and manhandling the above persons with a threat that they would lose their jobs, property for life.
9. Assault the invigilators or the persons involved in Examination process means, physically manhandling the above persons with or without injuring them or manhandling their property.
10. Destruction to the University/ Public property means causing physical damages to the movable or immovable property of the University or movable or immovable property of the public.

REGULATIONS

The following will be the Scale of punishment in accordance with the nature of the malpractice involved, to be recommended to the Dean-Research & PG Studies for further action.

1. Appeal for favorable consideration of mercy inside the examination hall. The Scale of punishment will involve a strict warning to be issued to the candidate and repetition of the same will lead to disqualifying in that particular exam.
2. Possession of mobile phones, electronic tablets, any device/ gadget with blue tooth connectivity and any other electronic storage devices inside the examination hall. The Scale of punishment will involve, levying a fine of Rs.10000 per incident.
3. Possession on person, the materials, relevant to examination in any form inside the examination hall. The Scale of punishment will involve the cancellation of that particular exam.
4. Actual copying from the materials in any form. The Scale of punishment will involve cancellation of all the University examinations taken up by the candidate and debarring the candidate once from appearing in the subsequent Supplementary examinations.
5. Abetting another candidate to copy. The Scale of punishment will involve cancellation of that particular examination.

6. Willfully changing or interchanging Registration Number. The Scale of punishment will involve cancellation of that particular examination.
7. Inserting already written answer sheet(s) brought along with. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate and debarring the candidate once from the subsequent Supplementary Examinations.
8. Threatening the invigilators or the persons involved in Examination process, assaulting the invigilators or the persons involved in the exams, destruction to the University/ Public property. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate and debarring the candidate once from the subsequent Supplementary Examinations.

Note:

The above guidelines are intended to guide the Enquiry Committee and not intended to be applied mechanically or verbatim to cover every conceivable case.

The decision of the Dean-Research & PG Studies will be the final and cannot be challenged elsewhere.

The quantum of punishment for repeat offences of similar nature will amount to debarring the candidate for three years including the present exams.

The candidate is allowed to appeal, for reconsideration, to the Appellate Authority who will be The Vice-Chancellor and this appeal has to be made within 28 days of notification of the punishment to the Vice-Chancellor, through the respective Head of the institution with his/ her recommendations.

PROCEDURE

The Hall Superintendent on coming across any incident / alleged case of malpractice in any form will inform The Controller of Examinations, SBV along with the duly filled in Malpractice Form, Invigilators Report, Candidate Report and the Confiscated materials if any immediately on the same day of Examination.

The Controller of Examinations will forward the same to The Registrar immediately, so that the Enquiry will be completed before the completion of exams. If the offence is proved, all the examinations stands cancelled.

There will be a Standing Committee in the University to consider the issues of Malpractices during the exams. The Standing Committee will comprise of,

- | | |
|-----------------------------------|--------------|
| 1. The Dean-Research & PG Studies | Chairperson. |
| 2. The Registrar | Member |
| 3. The Controller of Examinations | Member |

- | | |
|---|-----------|
| 4. The Head of the college in which the student studies | Member |
| 5. Deputy Registrar (Academics) | Convener. |

The Standing Committee will hear the evidence and take a decision before the completion of exams.

The Committee will forward the findings along with its recommendations to the Head of the concerned institution for further expeditious action on the matter.

The candidate is allowed to appeal for reconsideration, to the Appellate Authority who will be The Vice-Chancellor and this appeal has to be made within 28 days of notification of the punishment to the Vice-Chancellor through the respective Head of the institution with his/ her recommendations.

POLICY ON RE-ADMISSION FOLLOWING THE BREAK OF STUDY FOR UG/ PG COURSES IN MEDICAL, DENTISTRY AND NURSING.

If the period of absence is less than Six months, the decision for re-admission of the student is to be taken by the Head of the constituent college with the approval of the Vice-Chancellor.

If the period of absence is more than six months, the Standing Committee comprising of the following members,

- | | |
|---------------------------------------|-------------|
| 1. Dean-Research & PG Studies , SBV | Chairperson |
| 2. Registrar, SBV | Member |
| 3. Controller of Examinations, SBV | Member |
| 4. Dean-Administration, MGMCRI | Member |
| 5. Vice-Principal, MGMCRI | Member |
| 6. Head of concerned institute | Member |
| 7. Deputy Registrar, (Academics), SBV | Member |

Will decide upon the issue on case by case basis subject to norms laid down by the respective Regulatory Agencies and recommend the course of action to the Academic Council for approval.

The candidate is allowed to appeal for reconsideration, to the Appellate Authority who will be The Vice-Chancellor and this appeal has to be made within 28 days of notification of the decision to the Vice-Chancellor through the respective Head of the institution with his/ her recommendations.

POLICY ON RE-ADMISSION FOLLOWING THE BREAK OF INTERNSHIP IN MEDICAL, DENTAL AND OTHER COURSES.

If the period of absence is less than Ninety days, the decision for re-admission of the intern is to be taken by the Head of the constituent college with the approval of the

Vice-Chancellor provided that the candidate substitutes the days of absence in the particular department by doing additional days of posting equivalent to the days absent.

If the period of absence is more than Ninety days, the Standing Committee comprising of the following members,

- | | |
|---------------------------------------|-------------|
| 1. Dean-Research & PG Studies , SBV | Chairperson |
| 2. Registrar, SBV | Member |
| 3. Controller of Examinations, SBV | Member |
| 4. Dean-Administration, MGMCRI | Member |
| 5. Vice-Principal, MGMCRI | Member |
| 6. Head of concerned institute | Member |
| 7. Deputy Registrar, (Academics), SBV | Member |

Will decide upon the issue, on case by case basis subject to norms laid down by the respective Regulatory Agencies and recommend the course of action to the Academic Council for approval.

NOTE

The decision of the Vice-Chancellor on the above policies as amended from time to time will be the final and cannot be challenged elsewhere outside the University.

The above policy will be known as “POLICIES OF SRI BALAJI VIDYAPEETH” and can be amended as and when needed, by the Board of Management, Sri Balaji Vidyapeeth.

The members in various committees are nominated by virtue of their post.

Examination reforms implemented by the institution, in terms of quality of testing instruments, conduct of examination, evaluation procedures and announcement of results.

The following reforms have been introduced:

1. All the Departmental Heads prepare the blue print of question paper which was used as a template for the question paper setting.
2. Correspondence for question paper setting was made fully online. The security of confidential documents is ensured by encrypting.
3. Pre-validation of question papers by external reviewers (subject experts).
 - a) The whole process of setting question papers is received via e-mail. The electronic transcript of which is available for scrutiny by Scrutiny Board.
 - b) Scrutiny Board comprises Chairman of the Board (single member) for each subject.
 - c) Question paper Scrutiny: Controller of examinations ensures transparency in the review process of question papers by the Scrutiny Board by maintaining documents for the same.
4. Post-validation of results introduced to identify the lacunae. Individual department-wise meetings are held to discuss the issues in post-validation.
 - a) Answer keys are prepared by the evaluators for all UG courses, which is used for valuation and as a reference for re-evaluation.
 - b) Results of group performance are analyzed.
5. Multiple workshops are conducted for faculty orientation, training and capacity building and a National Level experts Committee meeting was convened on May 23, 2014 to look into the prospect of the Sri Balaji Vidyapeeth's proposal on "**Objectivisation of Clinical - Practical exams**" – submitted to MCI for ratification.
6. **Mechanism for redressal of grievances with reference to examinations**
 - a) **SBV constitutes the grievance committee by the Vice-Chancellor consisting of one member of board nominated by Vice-Chancellor, Dean-Principal of constituent college, Senior Professor, one Reader, one member of administrative staff and educational administrator nominated by Vice-Chancellor.**
 - b) **Redressal of grievances for the Undergraduates by provision for 1. Revaluation 2. Retotaling.**
 - c) **Grievance Redressal Committee looks into complaints on a case by case basis.**

- d) This committee looks in to the various aspects of grievances and their redressal as per the SBV bye-laws laid down. These details are provided in the Examination manual.

Reforms in conduct of examination:

- (i) QP-Setter level- The whole process of setting question papers has been shifted from manual to online format with adequate safe-guards.
- (ii) Question paper review: A new process of scrutiny of question papers has been introduced by a review board- External review process for PG courses have been introduced from 2014-15.
- (iii) **Examiner level:**
- i) The whole process of maintaining database of examiners has been shifted from manual to electronic database, which is constantly updated.
- ii) Appointment letters to examiners and receiving of consent forms is made online.

Examination process:

- (i) New answer booklets with pre-printed barcode for easy compilation of student information was designed and introduced by SBV.
- (ii) Answer booklet with OMR coding sheet for examiners to enter marks question-wise. To eliminate‘ examiner bias, each examiner is asked to correct the same question in all the answer booklets (item-marking).

Post-examination process:

- (i) Scanning of OMR sheets using OMR Scanner –Fujitsu (fi-6125) and Licensed Verificare software (Version 3.8, Ginger webs pvt.ltd) enabling easy computerized tabulation of marks.
- (ii) Online publication of results in SBV Garuda system.

Rigorous features introduced by the university to ensure confidentiality in the conduct of the examinations:

- a. Question paper set by external examiners is received by 128 bit encrypted e-mail (UG -3 sets &PG-2sets). 1 set is selected randomly by COE.
- b. Scrutiny of question papers by subject experts is done in a highly confidential manner.

- c. A dedicated high speed Xerox and printing machine is used to print question papers securely under direct supervision of COE in a secluded chamber.
- d. The question papers are printed prior to examinations.
- e. For Shri Sathya Sai Medical College, QPs are sent by 128 bit encrypted mail 1 hour before the commencement of examination.
- f. Before entering the exam hall, students are thoroughly checked by security personnel to avoid the student carrying any unauthorized materials-all electronic devices (particularly cell phones), study materials etc.
- g. In the exam hall, CCTV Cameras are installed to monitor the process.
- h. Mobile Jammers were also installed and used till 2015.
- i. Student attendance is captured by Biometry to avoid impersonation.
- j. Personalized ID cards for students with the student-specific time tables and venues.
- k. Adequate numbers of experienced invigilators are arranged in the exam hall along with Chief Superintendent.
- l. Examination conduction protocol and manual are available with the chief superintendent.
- m. Flying squad from on campus and off campus selected by Vice - Chancellor are arranged.
- n. Seating arrangement is made in a scrambled manner.
- o. Standard procedure for exam entry & exit time – no entry after 30 min of commencement and no exit 30min before the end.
- p. Written answer booklets along with examinee information are collected in sealed cover and transferred to COE's office.
- q. The institution has a Manual for Examinations. All examinations are conducted strictly as per the examination manual. The manual consists of :

For students and Faculty:

- a. Procedure for dealing with alleged malpractice.
- b. Procedures for investigating alleged malpractice.
- c. Sanctions and penalties applied against candidates. (graded scale of punishment)
- d. Appeals against decisions of the SBV University malpractice committee.

For members of the examination wing:

- a. All members should maintain strict discipline and confidentiality regarding the office work allotted.
- b. Entry into the data analyst room is prohibited (entry with the permission from CoE only).
- c. In case of additional help required to complete a task the staff members concerned should contact Deputy CoE admin, who will arrange for additional help.
- d. There should not be any interaction between the students and the staff of the Examination wing.
- e. Any personal approach by any students with the staff of the Examination wing should be reported to CoE immediately.
- f. It is hereby inform to the staff that phone call tracking facilities available to investigate any communication with the student.
- g. No one should leave the office during working hours without permission.
- h. Movement register has been introduced for the staff of Examination wing:
 - i. Special instruction to the office assistant,
 - i. There should not be any interaction with the students.
 - ii. They should ensure all rooms of the examination wing are securely locked after office hours.
 - iii. They should ensure students do not loiter in front of the examination wing.

Examination:

- (i) Central Valuation: Bar coded blinded examinees' answer scripts are evaluated by internal and external examiners, by the process of **"Item marking"**.
- (ii) Updated examiners list is obtained for each subject from the Board of Studies (BoS- Chairman, Dean, Registrar & HOD) periodically.
- (iii) One examiner corrects only a particular question in all the answer scripts.
- (iv) All UG (M.B.B.S., B.D.S. and Nursing) answers scripts are evaluated by single valuation.
- (v) All PG and Diploma (MD-MS, MDS, and Ph.D.) answer scripts were evaluated by four valuations.
- (vi) Scanning of OMR sheets using OMR Scanner –Fujitsu (fi-6125) and Licensed Verificare software (Version 3.8, Ginger webs Pvt. Ltd) enabling easy computerized tabulation of marks, which is available for scrutiny by higher officials of the university.

- (vii) Evaluator feed-back- is taken from the examiners and suggestions are recorded.

Efforts made by the university to streamline the operations at the Office of the Controller of Examinations:

SBV University Examinations Handbook has been prepared to streamline the operations at the Office of the Controller of Examinations.

The following are the significant efforts which have improved the process and functioning of the examination division - section.

- Designed new answer booklets with pre-printed barcode for easy compilation of student information.
- Answer booklet with OMR coding sheet for examiners to enter marks question-wise.
- To eliminate 'examiner bias', each examiner asked to correct the same question in all the answer booklets.
- Scanning of OMR sheets - Verificare software
- Online publication of result in SBV Garuda system.
- Blue print of question paper used as a template for QP setting.
- Correspondence for question paper setting was made fully online 128 bit encrypted.
- Pre-validation of question papers
- Post-validation of results
- Multiple workshops were conducted for faculty orientation, training and capacity building and a National Level experts Committee meeting was convened on May 23, 2014 to look into the prospect of the Sri Balaji Vidyapeeth's proposal on Objectivisation of Clinical - Practical exams.

Examination reforms in announcement of results:

- Average time taken by University for declaration of examination results is 5 days. (Range 2 to 15 days) after the completion of practical examinations.
- Results are passed by concerned boards.
- Scheduling of examinations has been designed in such a way so as to avoid simultaneous examinations in different courses at the same time.
- The university publishes the examination results online in the SBV Garuda website.
- Also, the results are put up by manual display on the notice board.

Regulations pertaining to Guidelines for Scale of Punishment regarding Malpractices at the University Examinations of Medical, Dental, Nursing and other Courses as amended by Standing Committee at its meeting held on 03/06/2014.

SHORT TITLE AND COMMENCEMENT

These Regulations shall be called “Regulations pertaining to Guidelines for Scale of Punishment regarding Malpractices at the University Examinations of Medical, Dental, Nursing and other Courses.”

They shall come into force with effect from the academic year 2014-2015.

These Regulations are subject to modifications by the Standing Board of Management from time to time.

DEFINITIONS

1. Appeal for favourable consideration of mercy means, action in any form pleading with the Examiners, Question paper setters, or any other authority involved inside the examination hall in examination process to pass oneself.
2. Possession of mobile phones, electronic tablets, any instrument with blue tooth connectivity and any other electronic storage devices inside the Examination Hall means carrying the above mentioned gadgets into the Examination hall.
3. *Possession on person, the materials in any form inside the Examination Hall means carrying the above mentioned materials into the Examination hall.*
4. Actual copying from the materials in any form means, writing the answers with the help of the materials such as bits, reprints of the answers, answer scripts of others or through any electronic gadgets in any other form.
5. Abetting another candidate to copy means urge other person to copy by means of exhibiting the answers or providing the answers to others in any form instigating them to copy.
6. Willfully changing or interchanging Registration Number means knowingly writing other person’s Registration Number.
7. Inserting already written answer sheet(s) brought along with, means attaching the already written answer script along with the day’s answer scripts.
8. Threaten the invigilators or the persons involved in Examination process means, hurling verbal abuse and manhandling the above persons with a threat that they would lose their jobs, property for life.

9. Assault the invigilators or the persons involved in Examination process means, physically manhandling the above persons with or without injuring them or manhandling their property.
10. Destruction to the University/ Public property means causing physical damages to the movable or immovable property of the University or movable or immovable property of the public.
- 11. *Not confessing at the Enquiry means, refusing the charges of malpractice levied against the individual.***

REGULATIONS

The following will be the Scale of punishment in accordance with the nature of the malpractice involved, to be recommended to the Dean-Research & PG Studies for further action.

1. Appeal for favourable consideration of mercy inside the examination hall. The Scale of punishment will involve a strict warning to be issued to the candidate and repetition of the same will lead to disqualifying in that particular exam.
2. Possession of mobile phones, electronic tablets, any device/ gadget with blue tooth connectivity and any other electronic storage devices inside the examination hall. The Scale of punishment will involve, levying a fine of Rs.10000 per incident.
3. Possession on person, the materials in any form inside the examination hall. The Scale of punishment will involve the cancellation of that particular exam.
4. Actual copying from the materials in any form. The Scale of punishment will involve cancellation of all the University examinations taken up by the candidate and debarring the candidate once from appearing in the subsequent Supplementary examinations.
5. Abetting another candidate to copy. The Scale of punishment will involve cancellation of that particular examination.
6. Willfully changing or interchanging Registration Number. The Scale of punishment will involve cancellation of that particular examination.
7. Inserting already written answer sheet(s) brought along with. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate during that period and debarring the candidate once from the subsequent Supplementary Examinations.

8. Threatening the invigilators or the persons involved in Examination process. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate during that period and debarring the candidate once from the subsequent Supplementary Examinations.
9. Assaulting the invigilators or the persons involved in Examination process. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate during that period and debarring the candidate once from the next Supplementary Examinations and once from the forthcoming regular exams.
10. Destruction to the University/ Public property. The Scale of punishment will involve Cancellation of all the University examinations taken up by the candidate during that period and debarring the candidate once from the subsequent Supplementary Examinations and once from the forthcoming regular exams.
11. Not confessing at the Enquiry means, refusing the charges of malpractice leveled against the individual. If the Enquiry Committee proves the alleged malpractice and the candidate does not accept the charges, the Scale of punishment will involve cancellation of all exams and in addition he/ she will not be allowed to attend regular classes for a period of one year and has to appear for the entire exams cancelled only at the regular exams that would be held the next year.

Note:

- The above guidelines are intended to guide the Enquiry Committee and not intended to be applied mechanically or verbatim to cover every conceivable case.
- The decision of the Dean-Research & PG Studies will be the final and cannot be challenged elsewhere.
- The candidate is allowed to appeal, for reconsideration, to the Appellate Authority who will be The Vice-Chancellor and this appeal has to be made within 28 days of notification of the punishment to the Vice-Chancellor, through the respective Head of the institution with his/ her recommendations.

PROCEDURE

1. The Hall Superintendent on coming across any incident / alleged case of malpractice in any form will inform The Controller of Examinations, SBV along with the duly filled in Malpractice Form, Invigilators Report, Candidate Report and the Confiscated materials if any on the same day of Examination.
2. The Controller of Examinations will forward the same to The Registrar within 48 hours from receiving the same.

3. The Registrar on scrutiny will issue a order to the Controller of Examinations to withhold the examination result of the candidate till the enquiry is completed.
4. The Registrar will then form an “Enquiry cum Fact Finding Committee” in consultation with the Vice-Chancellor. The committee will be constituted by Senior Eminent Faculty of the University comprising of the Constituent Colleges.
5. The involved candidate(s) will be summoned to appear before the committee on the said date, time and the designated venue.
6. The Committee will forward the findings along with its recommendations to the Dean Research & PG Studies for further expedition of the matter.
7. The decision of the Vice-Chancellor will be communicated to the Head of the college in which the candidate studies. The Head of the constituent college in turn will serve the order to the candidate in person and intimate the parents of the candidate regarding this.
8. The candidate is allowed to appeal for reconsideration, to the Appellate Authority who will be The Vice-Chancellor and this appeal has to be made within 28 days of notification of the punishment to the Vice-Chancellor through the respective Head of the institution with his/ her recommendations.

Evaluation related Grievance Redressal Mechanisms followed by Examination wing, SBV

SBV policy for grievance redressal related to evaluation forms the basis for grievance redressal mechanisms followed by the examination wing of SBV.

Constitution of Evaluation Grievance Redressal Committee

The Registrar of SBV shall constitute an Evaluation Grievance Redressal Committee consisting of five members from individual institutions at SBV.

The Evaluation Grievance Redressal Committee should consist of-

- a) A senior Professor of the University - Chairman;
- b) Three senior teachers drawn from the institutions, on rotation basis,
- c) A special invitee to be nominated by the Vice-Chancellor.

Functions of the Evaluation Grievance Redressal Committee:

- On receiving students' complaints / grievances through proper channel, Chairman of the Committee conducts official communications to appropriate authority based on the nature of grievance. The aggrieved student may be directed to appear in person if the situation warrants.
- The Committee meets at least three times in a year with the due provision to meet as and when required based on the nature and seriousness of the grievance.
- The Controller of Examinations should submit a consolidated report regarding the revaluation / retotalling status once the procedure is completed, to the Evaluation Grievance Redressal Committee, once a year. The Evaluation Redressal Committee will take due cognisance of the same and suggest remedial measures if any for the future examinations.
- The approved minutes of the Evaluation Redressal Committee should be included as a component of the annual report of the Examinations wing to be submitted to the Board of Management.

Nature of grievances

Examination section, SBV carries out redressal of

- A. Students' grievances related to conduction of examinations
 - Physical facilities / seating arrangements, toilet facilities, ambience of examination venue, writing materials, etc. Corrective action is taken promptly after receiving examinee feedback. Infrastructure related issues are referred to Project department for immediate redressal.
- B. Students' grievances related to corrections of name /any other field in Mark sheet/Degree/Certificate. Examination section, SBV issues corrected documents after receiving application and prescribed fees from the candidates for the same.
- C. Students' grievances regarding evaluation, such as, re-totaling/ re-evaluation etc. Office of the Controller of examinations, SBV arranges for revaluation/retotaling of the answer scripts as per SBV policy for the same.

Evaluation Grievance Redressal Committee carries out redressal in the following ways-

- A. Students' grievances regarding clarity / appropriateness of the question paper. The written complaints/grievances from students, received through proper channel,are referred to Board of Examinations and thereafter to Board of Studies of respective subjects for remedial measures.
- B. Other grievances related to examinations: The written complaints/ grievances from students, through proper channel,are received by the committee for discussion in Evaluation Grievance Redressal Committee meetings for immediate redressal. The committee may meet as and when required based on the nature and seriousness of the grievance and the aggrieved student may be directed to appear in person if the situation warrants.

Extracted from "SBV POLICY FOR GRIEVANCE REDRESSAL RELATED TO EVALUATION – 2015"

Procedure in Redressal of grievances related to Evaluation / Conduct of Examination -

- 1) The aggrieved student may file a grievance petition seeking redressal of grievance. The petition should be addressed to the Registrar, SBV through proper channel (duly

signed by the Head of the Institute or the Director of the Centre). The petition should be raised / reach the office of the registrar through proper channel within 7 working days from the actual happening of the incident.

- 2) If the grievance is related to evaluation / revaluation, the time period for appeal / procedures for appeal as notified by the Controller of Examinations, SBV has to be strictly followed.
- 3) On the receipt of the petition from the aggrieved student, forwarded by the head of the institute, the Registrar shall communicate to the Grievance Redressal Committee, in writing and a copy marked to the controller of Examinations, SBV for furnishing its reply within stipulated time of seven days.
- 4) The Evaluation Grievance Redressal Committee is empowered to direct the aggrieved student to appear in person if the situation warrants. As a general rule, the Evaluation Grievance Redressal Committee shall meet not less than three times in a year with the due provision to meet as and when required based on the nature and seriousness of the grievance.
- 5) The aggrieved student shall appear in person to present his/her case.
- 6) The Grievance Redressal Committee, as the case may be, shall be guided by the principles of natural justice, while paying heed to the grievance.
- 7) The Grievance Redressal Committee shall ensure rapid disposal of the case.
- 8) Upon conclusion of the proceedings, the Evaluation Grievance Redressal Committee shall submit its recommendations to the Registrar, SBV for further needful action.

Procedure in redressal of grievances related to revaluation / retotalling-

- 1) The Controller of Examinations, SBV issues a notification regarding the revaluation/retotalling dates and prescribed fees. This is put on the notice board of the concerned college and website.
- 2) The aggrieved student registers for revaluation by an application form and a demand draft through the head of the college, after receiving the marks statement. A student who satisfies the requirement criteria, as specified by the examination wing, SBV to

apply for revaluation / retotaling, can only apply. The applications which are found not eligible will be summarily rejected and no refund of the fees will be entertained.

- 3) The head of institution forwards the list of candidates alongwith their application forms, to the office of the Controller of Examinations, SBV.
- 4) On the receipt of the above mentioned documents, the office of the Controller of examinations,SBV arranges for revaluation/retotaling of the answer scripts.
- 5) During revaluation, the evaluator is provided with the answer scripts and the answer key.
- 6) After the evaluation is complete, the marks obtained by the candidate is compared with the previous original marks. If the discrepancy of marks when compared, is more than 20%, then a third evaluation of the answer scripts is conducted with a different evaluator.
- 7) The closest two marks obtained in the evaluations are taken and the average of this is declared as the final marks.
- 8) After this revaluation/retotaling procedure, students are notified regarding the change/no change in the status of marks.
- 9) The Controller of Examinations should submit a consolidated report regarding the revaluation / retotaling status once the procedure is completed, to the Evaluation Grievance Redressal Committee, once a year. The Evaluation Redressal Committee will take due cognisance of the same and suggest remedial measures if any for the future examinations.
- 10) The approved minutes of the Evaluation Redressal Committee should be included as a component of the annual report of the Examinations wing to be submitted to the Board of Management.
- 11) SBV regulations provide for provision for revaluation in Undergraduate courses only. There is no provision for revaluation in post-graduate courses, as there is multiple evaluation system with the average taken as the final marks.
- 12) No further appeal is encouraged under normal circumstances.