SRI BALAJI VIDYAPEETH

DEEMED -TO -BE- UNIVERSITY
U/S 3 of UGC ACT 1956

SBV EXAMINATION MANUAL 2020

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
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SRI BALAJI VIDYAPEETH

SBV EXAMINATION MANUAL – 2020

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PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a young Health Sciences Deemed-to-be-University. It essentially comprises of six constituent colleges, besides designated centres. SBV takes into due account the needs of the undergraduate and postgraduate students at all stages that include Teaching, Learning and Evaluation. Evaluation is a crucial and confidential process in determining student progression. Summative assessment in the form of University Examinations forms a critical part of evaluation. The rules and regulations governing SBV University Examinations has been brought out in the form an examination manual, that deals with various aspects of conducting examinations, taking into consideration the prevalent rules existing as per the statutory regulatory agencies.

PURPOSE OF THE MANUAL

The purpose of this manual is to provide information on conduction of University Examinations along with the roles and responsibilities of different personnel involved in conducting Examinations. This will ensure uniform, consistent and unbiased approach in conducting SBV Examinations across all disciplines.

Infrastructure, organization hierarchy and functions of officials in Examination wing

INFRASTRUCTURE OF EXAMINATION WING

Examination wing is located at the second floor of administrative block of SBV in MGMCRI campus, Pondicherry. It has a floor area of 4761 sq. ft. which is divided into Office area and Confidential area.

The Office area includes Controller's office, Deputy Controller's office and Conference room. The Confidential area consists of Strong room, Evaluation centre and Record room. The Strong room is utilized for question paper preparation, printing and result processing. Answer scripts are stored in the Record room. Central valuation of theory papers is done in the Evaluation centre. Compactors are available for secure storage of documents in the confidential areas.

Biometric identification systems are installed in entrance of the Confidential areas, i.e, Strong room, Evaluation centre and Record room to ensure entry of authorized personnel only. The office area and Evaluation centre have CCTV cameras for surveillance.

SBV examination wing utilizes SBV Garuda system for managing the student registration, hall ticket generation and result declaration. Practical and viva marks are also submitted online by SBV Garuda system.

In all constituent colleges of SBV, the examination halls are well equipped with CCTV cameras and mobile jammers. Pre-bar coded OMR answer booklets have been introduced to ensure masking of student identity and to ensure unbiased evaluation. Bar code scanners and licensed Verificare software are used for decoding the OMR sheets of answer booklets. Fujitsu ScanSnap scanner and ADMEN software have been introduced for reading MCQ answer sheets.

ORGANIZATION HIERARCHY

Examination wing is headed by Controller of Examinations. The organization hierarchy of examination wing is depicted in the following figure.
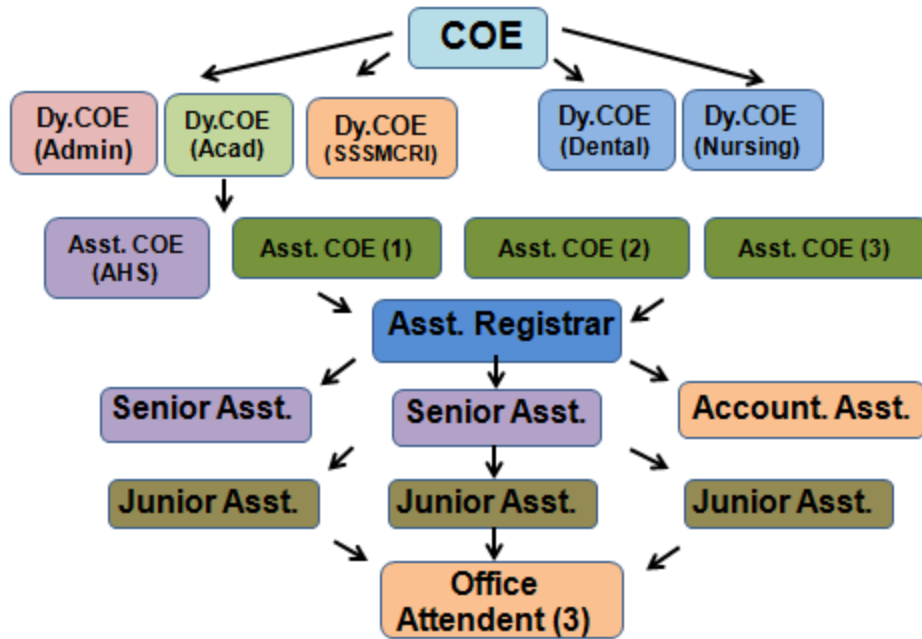
FUNCTIONS OF OFFICIALS IN EXAMINATION WING

Functions of Controller of Examinations (CoE)

1. CoE is responsible for the conduction of university examinations and all processes associated with examinations, such as, question paper preparation, scheduling of examinations, evaluation, and payment of remunerations/allowances for conducting university examinations.

2. CoE has direct control over all sections of examination wing -computer section, printing section, stores & records, strong room and office section. He/she also should ensure confidentiality.

3. CoE maintains the physical infrastructure like building, rooms, stores, etc. allotted for the examination wing and takes special care so that these are well-maintained for the conduct of examinations and central valuation.

4. CoE should maintain the records regarding malpractice by candidates and submit them to the Registrar, SBV for initiation of disciplinary action.

5. He/she arranges for the payment of remunerations and allowances (TA, DA, etc.) to question paper setters and examiners.

6. CoE must convene the result passing board under the chairmanship of Vice Chancellor and follow the stipulations laid down by regulatory agencies regarding award of grace marks and declare the results.

7. CoE should declare the results within 30 days as stipulated by UGC guidelines.

8. CoE has to adhere to the grievance policy of SBV and conduct revaluation/re-totalling as per the university stipulations, where there are provisions for the same.

9. CoE arranges for data analysis of the examination results and presents it to the institutional heads for corrective measures, if any.

10. CoE ensures safe custody of all examination related documents and records, question papers, answer papers, marks & certificates, through the examination wing officials and also to retrieve them for UGC or other regulatory agencies and for purposes of accreditation by agencies like NAAC.

11. CoE is the Member-Secretary of the Board of Examinations. He/she convenes meetings, conducts official communications and keeps the minutes of the Boards of Examinations and also presents the examination academic calendar before it.

12. CoE has to prepare the proposed annual budget of the examination wing and send it to the Registrar, SBV for presentation and approval by the planning and monitoring board.

13. CoE is a permanent invitee to the Board of Management. He/she ensures that all the directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

14. CoE has to initiate reforms periodically in the examination wing in order to process results faster and accurately and also to digitize the various examination processes.

15. CoE presents the annual report of the activities of the examination wing to the Board of Management once every year along with the final year results of all the courses conducted by examination wing, SBV.
16. CoE is also expected to comply with the newer directives of UGC regarding evaluation processes as and when they are issued.

Functions of Deputy Controller of Examinations

1. Deputy Controller of Examinations (Dy.CoE) assists CoE in planning, preparation, execution of examination related activities, such as, preparation of examination schedules and examination calendar, appointment of examiners/ question paper setters/invigilators, payment of remunerations and allowances.
2. Dy.CoE provides assistance to CoE in organization and implementation of examinations for various SBV courses.
3. He/she assists CoE in preparation of examination related policies, guidelines / SOPs, forms, reports / records as per the stipulations of various regulatory bodies.
4. He/she supervises the examination wing staff in carrying out various examination activities, such as student registration, hall ticket preparation, communications at various levels, conduction of examination, result processing, mark list printing and distribution, etc.
5. He/she ensures preparation, scrutiny, printing and dispatch of question papers to examination centers of constituent colleges in a timely manner.
6. Dy.CoE serves as members in various committees related to examinations, such as, Board of Examinations, Result passing board, etc.

Functions of Assistant Controller of Examinations

1. He/she provides assistance to CoE and Dy.CoE in preparation and execution of examination related activities, such as
   a. processing of students' applications for registration to examinations.
   b. hall ticket preparation and dispatch.
   c. communications for appointment of examiners, question paper setters and invigilators.
   d. question paper setting, scrutiny, typing / data entry, printing and dispatch to examination centers.
   e. conduction of examination and central valuation.
   f. result processing, tabulation and mark card printing and distribution.
   g. payments of remunerations.
   h. making arrangements for various meetings related to examinations (BOE meeting, result board meeting, evaluation grievance cell meeting) and record the minutes of the meeting..
2. He/she assists in the transit of files, communications and stationary to off-campus site(s).
3. He/she ensures completion of typing/ data entry and crosschecking of the data in a timely manner.
4. He/she preserves examination related records with confidentiality.
5. He/she performs duties entrusted to him/her by superior officers.

Glossary of terms

Abbreviations

BOE	Board of Examiners
BOM	Board of Management
BOS	Board of Studies
CBCS	Choice based credit system
CoE	Controller of Examinations
DA	Daily Allowance
IA	Internal Assessment
OMR	Optical mark recognition
PG	Postgraduate
SBV	Sri Balaji Vidyapeeth
TA	Travelling Allowance
UG	Undergraduate
UGC	University Grants Commission
VC	Vice-Chancellor

Definition/explanation of terms used in SBV examination manual

Answer-booklet	A bound booklet composed of fixed number of pages provided to the students for writing answers in the University examinations. SBV utilizes 24 page bar-coded OMR answer booklets and 18 page non-OMR answer booklets for theory examinations of various programs.
Applicant	An individual who has registered himself for admission to an examination at SBV by submitting application form with prescribed fees.
Aggrieved student	A student who has any complaint in the matters concerned with evaluation
Board of Examinations	A body constituted under the aegis of VC to pass the list of examiners recommended by the chairman BOS in each subject, under the faculties of medicine, dentistry, nursing, allied health sciences. BOE is also tasked with passing the Examination calendar.
Board of Studies	A Board constituted forcreating, reviewing and updating the curriculum and regulations for various programs. This board also formulates Panel of Examiners for each of the courses/subjects comprising of examiners from various institutes, as per the regulatory norms.

Central Valuation	A process in which all theory answer papers pertaining to a program at SBV are evaluated by various examiners in a secured evaluation center under supervision by examination wing, SBV.
Chief Superintendent	A senior teaching faculty appointed by the Controller of Examinations for taking charge of invigilation in an examination center in theory examinations at SBV.
College	Any constituent institution at SBV, which provides for a course of study for obtaining any qualification from SBV and which, in accordance with its rules and regulations, is recognized as competent to provide a course of study and present students undergoing such course for the examination and award of such qualification.
Dummy Number	A number /bar code stamped/affixed on the front page of Answer-booklets to mask the identity of the student so as to prevent bias and misconduct during evaluation.
Evaluation Grievance Redressal Committee	A committee constituted under these regulations to look in to evaluation / examination conduct related grievances.
Examination Centre	A premises utilized by the university for conduction of theory or practical examination. Examination hall(s), as well as preparation room, waiting area, drinking water and toilets, are essential components of an Examination Centre.
Examiner	A subject expert appointed by the Controller of Examinations from the approved panel of examiners for conducting theory paper evaluation or practical examination or reviewing dissertation.
Grievances	It include the following complaints of the aggrieved students, namely:- (i) Grievances related to conduct of examinations or declaration of results (ii) Grievances related to evaluation
Internal Assessment	It is the marks allotted to the students by the departments based on the formative assessment tests and assignments conducted during the academic session.
Institute head	The Dean / Principal of a constituent college of SBV.
Invigilator	A teaching faculty appointed by the Controller of Examinations for invigilation in university theory examinations.
Malpractice	Indecent behavior / acts or use of unfair means on the part students in during university examinations are considered as malpractice. These acts are elaborated in the SBV Regulations pertaining to Guidelines for Scale of Punishment regarding Malpractices at the University Examinations.

Revaluation	A system of conducting repeat evaluation of answer-booklet(s) of a theory paper in which the candidate has failed. For programs with provision for revaluation, the examination wing arranges for theory paper valuation by different examiner(s) after receiving applications with due fees from candidates.
Vetting /Scrutiny	The system of validating question papers provided by question paper setters by a scrutiny board to ensure that the question papers are free from technical errors, in accordance with the blueprint, in compliance with the syllabus and as per the regulations set by the university and relevant regulatory bodies.

Examination procedures for conventional examinations

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** :

   o 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.
   o No one will be admitted more than thirty minutes after a session commences.
   o No candidate will be allowed to leave the exam hall for the first 30 minutes after the start of Examinations.
   o 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** :

   o Please bring your own pens – blue or black ball – point pens only and APSARA extra dark HP pencils.
   o Hats, caps & earphones should not be worn during the exam.
   o 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.
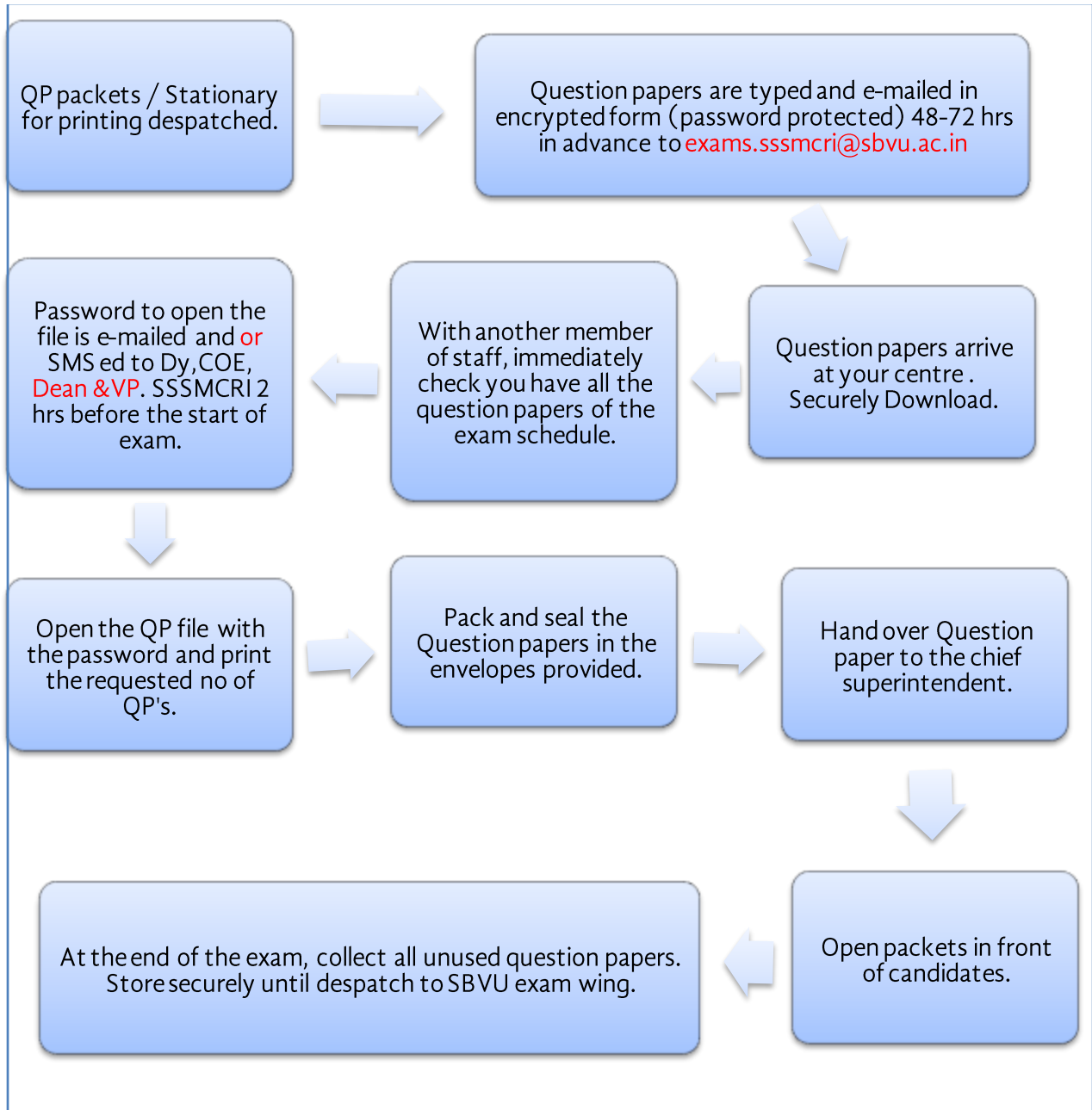
Duties of Invigilators

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

QP packets / Stationary for printing despatched.

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Question papers are typed and e-mailed in encrypted form (password protected) 48-72 hrs in advance to exams.sssmcri@sbvu.ac.in

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Password to open the file is e-mailed and or SMS ed to Dy,COE, Dean &VP. SSSMCRI 2 hrs before the start of exam.

←

With another member of staff, immediately check you have all the question papers of the exam schedule.

←

Question papers arrive at your centre . Securely Download.

↓

Open the QP file with the password and print the requested no of QP's.

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Pack and seal the Question papers in the envelopes provided.

→

Hand over Question paper to the chief superintendent.

↓

At the end of the exam, collect all unused question papers. Store securely until despatch to SBVU exam wing.

←

Open packets in front of candidates.

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 commitee. 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 nay 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.

After checking these items in the checklist the Chief Superintendent should affix his/her signature with date in testimony to his/her having gone through this checklist.

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 my 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.

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 30 min 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 online128 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.

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 Confisticated 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.

Examination procedure under special conditions/circumstances

These regulations and operating procedures are introduced to conduct examination at special conditions, such as during COVID-19 pandemic. These instructions are in compliance with the advisory guidelines released by Ministry of Human Resource Development, Govt of India and UGC in view of recent COVID-19 pandemic.

Special measures taken for preparation of Examination Hall:
- Sanitization of examination hall before and after each examination session.
- Facility for hand sanitization at the entrance and inside the examination hall.
- Facility for handwash in the toilets.
- Seating plan with social distancing of minimum six feet distance between each candidate.
- Intermittent sanitization of the lift buttons, door knobs, handles, etc.
- Trash bins with pedal push lid for safe disposal of used gloves and masks.
- Thermal screening before entry in the examination hall
- Posters, signages and symbols displayed in the prominent areas of examination venue
- Line demarcating physical distancing in the queue while entering the examination hall

Logistics required for conduction of examination

- Disposable gloves
- Disposable face masks
- Hand sanitizer
- Handwash or soaps
- Thermo gum for thermal screening
- Trash bins with pedal push lid

Instructions and documentation
- Instructions for Candidates
- Self-declaration form for Candidates
- Special Instructions for Chief Superintendent / Invigilator
- Self-declaration form for Chief Superintendent / Invigilator
- Posters, signages and symbols

Instructions for the conduct of Postgraduate examinations (MD/MS and MDS) by SBV during COVID -19 pandemic

1. Candidate should sign a self-declaration indicating that he/she does not exhibit any sign or symptom pertaining to COVID -19 pandemic and is in a position to take up the examination depending on his / her health status.

2. **Those who are having Fever, Cough, Breathing difficulty or signs of upper respiratory infection will not be allowed inside the examination halls / examination venue unless they produce medical report / test report that they are not tested positive for Corona Virus.**

3. Wearing face masks inside the examination hall is mandatory for everybody as long as they are inside the examination hall / examination venue.

4. Social distancing should be maintained during entry and exit from the examination hall / examination venue.

5. Candidates should not gather to form a crowd outside or inside the examination hall / examination venue on the days of the examinations.

6. Facility for hand sanitization will be made available in front of examination hall/ examination venue.

7. Thermal scanning will be done before entry into the examination hall / examination venue.

8. The Examination hall will be sanitized before and after each examination.

9. There will be a minimum distance of six feet between each of the candidates in the examination hall.

10. Candidates should bring their own pen, pencils and erasers. DO NOT SHARE.

11. Mobile phones and wrist watches and other gadgets that are prohibited as per examination norms are not allowed.

12. Candidates are allowed to bring their own hand sanitizers and drinking water.

13. Examination personnel should maintain social distancing from the candidates.

14. Candidates are advised to leave the examination hall / examination venue immediately after their completion of the examination.

15. Candidates are advised to take soap and water bath after reaching their places of stay.

16. Any other instructions as given by the authorities of the SBV are binding on the candidates.

17. All other norms pertaining to the conduct of examination remains the same.

Special instructions for practicals

a) Gloves and face masks will be provided to the candidates.

b) For patient examination, the candidate is permitted to use face shield (to be procured by the candidate himself).

c) Wherever necessary, candidates are advised to clean the eye piece and knobs of the microscope using sanitizer solution before and after each use.

d) After each procedure/task, candidate should wash hands with soap and water. Facility for this will be provided.

Self – declaration form (to be filled up before issue of Hall ticket)

I _____, postgraduate studying in final year MD / MS /

MDS in the department of _____ , MGMCRI /

SSSMCRI / IGIDS hereby self-declare that currently I do not have any symptoms suggestive

of COVID 19 infection and that I am in a position to take up the postgraduate examinations.

In case, I develop symptoms / signs of COVID 19, the authorities may take action as per the

protocol set by the Govt. of Puducherry / Tamil Nadu, with respect to COVID 19 cases.

I also understand that if I am tested positive for Corona Virus, I will not be allowed to take

up the examination (theory / practical) and this will not have any bearing on my

examination results.

Note: The University will not be held responsible if a student develops any of the signs or
symptoms pertaining to Corona Virus before or during or after the conduct of the
theory / practical examinations.

Signature of the candidate: _____

Name of the candidate:---------------------------------------

UIN: _____

Station:

Date:

Special Instructions for Chief Superintendent / Invigilator towards the conduct of theory examinations by SBV during COVID -19 pandemic

1. Chief Superintendent / Invigilator should sign a self-declaration indicating that he/she does not exhibit any sign or symptom pertaining to COVID -19 pandemic and is in a position to take up the examination duty.

2. **Those who are having Fever, Cough, Breathing difficulty or signs of upper respiratory infection should report the same and leave the examination hall/venue immediately and also contact hospital authorities.**

3. Thermal scanning will be done before entry into the examination hall / examination venue.

4. The Examination halls including floors, walls, doors, gates, door handles, Candidate Seating Area, washrooms, staircase railing, lift buttons and trash bins will be disinfected before and after each examination session.

5. There will be a minimum distance of six feet between candidates in the examination hall.

6. Facility for hand sanitization will be made available in front of examination hall/examination venue. Hand washing facilities with soap will be made available in the wash rooms.

7. Hand sanitization at the entry of examination hall and wearing face masks & gloves inside the examination hall are mandatory.

8. Chief Superintendent / Invigilator may bring their own hand sanitizers and drinking water, if required.

9. Chief Superintendent / Invigilator

   a. Should maintain social distance from the candidates during the examination.

   b. Should monitor the entry and exit of the candidates. Exit of students should be permitted one by one only.

c. Should ensure that candidates do not gather to form a crowd outside or inside the examination hall.

d. Should ensure safety measures such as thermal screening of students, wearing of face mask, sanitizing of hands.

e. Should ensure that candidates sanitize their hands after biometry and/or signing the attendance sheet.

f. Should properly dispose their used masks and gloves into the trash bins at the end of the examination session.

10. It is advised to take soap and water bath after reaching theirplaces of stay.

11. It is recommended for all to download and use 'Arogya Setu' App.

12. Any other instructions as given by the authorities of the SBV are binding on the Examination personnel.

Self –Declaration form

(to be filled up by the Chief Superintendent / Invigilator)

I Dr./Mr./Ms. _____, _____ (designation), department of_____, hereby self declare that currently I do not have symptoms suggestive of COVID 19 infection and that I am in a position to take up the examinations duty allotted to me. In case, I develop symptoms / signs of COVID 19, I will leave the examination hall/venue immediately and inform the Examination section, SBV and appropriate authorities so that action can be taken as per the protocol set by the Govt. of Puducherry / Tamil Nadu, with respect to COVID 19 cases.

Date:

Mobile Number:

Address:

Signature of the Chief Superintendent / Invigilator

GENERAL INSTRUCTIONS FOR CONDUCTING ONLINE PRACTICAL EXAMINATION FOR PG/UG COURSES AT SBV

- The departments should ensure adequate logistics for the online practical examination, such as, laptop/desktop with webcam and audio / smart mobile phone (compatible with latest Zoom software) with stable internet connection.
- The camera must be of high resolution and should be aligned at vertical to have in person interactions with high resolutions.
- No movement of skilled assistants or any other is encouraged in the practical examination venue & concerned HODs must ensure the same.
- Practical Examination needs to be conducted in Zoom platform only.
  - Concerned departments along with IT wing of the institute will create Zoom credentials for each candidate. The display name of the candidate must include the UIN and name for easy identification.
  - Concerned departments along with IT wing will schedule meetings / practical examination sessions for each day in the Zoom platform and share these details (meeting ID, password, invitation link, etc) with the examiner.
  - The examiner will log in 10 min before the scheduled time. He/she has to ensure that he has a laptop/desktop with a proper functional camera or a smart mobile phone (compatible with latest Zoom software), stable internet connection and uninterrupted power supply. Latest version of Zoom platform must be installed in the laptop/desktop or smart mobile phone.
  - The candidates must be on time and should promptly enter online once the examiner (host) allows to login.
  - The examiner and candidates must enable audio and video feeds from either side for easy interaction. The session should be recorded and the recordings must be submitted to the Examination wing through proper channel.
- The following components must be ensured in respect to its requirements:
  - System: A dedicated laptop/desktop with a proper functional camera, microphone / mobile phone and UPS (wherever required) to ensure power supply to the system
  - Operating system: Windows 7 and above
  - Network: Departments must have a stable internet connection at their end with concurrent band width of 512 kbps.
  - Zoom platform (Latest version installed in the system or mobile phone)

It is the sole responsibility of the candidates and concerned departments for effective conduction of the examination and logistical support will be provided by the IT wing of MGMCRI & SSSMCRI.

Note: The guidelines provided here are advisory in nature. The departments are free to prepare their specific guidelines in conjunction with the Dean's office as per the requirements of their individual disciplines.

Automation in Examination wing, SBV

SBV has initiated various reforms by integrating Information technology into all phases of examination processes, resulting in the complete automation of the examination wing. Automation has been implemented in the various - Pre-examination, Examination and Post-examination procedures.

Automation in Pre-examination procedures

- Question paper setting in online format secured by 128-bit encryption.
- Digital Scrutiny of Question papers.
- Double- encrypted Question papers sent online to off-campus college for printing.

Automation in Examination procedures

- Introduction of OMR booklets with provision for computerized coding and decoding.
- Integrated examination platform called- SBV GARUDA for online application, mark entry and publication of results.
- Online marks entry for practical examinations.

Automation in Post-examination procedures

- On-screen evaluation of answer scripts at SBV.

AUTOMATION IN PRE-EXAMINATION PROCEDURES

Question paper setting in online format secured by 128-bit encryption

Context: Previously, the process of question paper setting was entirely manual. The manuscripts of question papers received from the external experts needed to be typed in soft-copy for further processing which as time –consuming and also had the problem of poor readability of hand written scripts. Furthermore, receiving question paper sets by conventional post or courier was a time consuming process and expensive. Therefore, receiving question paper sets online in a secured encrypted format was initiated by Examination wing, SBV.

Practice: The question paper template is a MS Word document with pre-filled question paper outline (such as, program name, subject/paper name, maximum marks, time and instructions) and a blank table for providing questions in its successive rows. The template is then encrypted and sent to the Question paper setter by email, who in turn will fill up the blank part of this template. There is space also for providing comments by the expert on the overall difficulty of the paper and blueprint at the end of the document. This template is received online from the question paper setter and stored in designated examination section computers for further processing.

Observed outcome: This initiative has drastically reduced the time to receive question paper sets from external experts. It is evident from the increasing number of examinations being conducted at SBV for various programs with minimum gap between consecutive examination sessions. Encryption with password has also secured the confidentiality in case of security breach associated with the email.
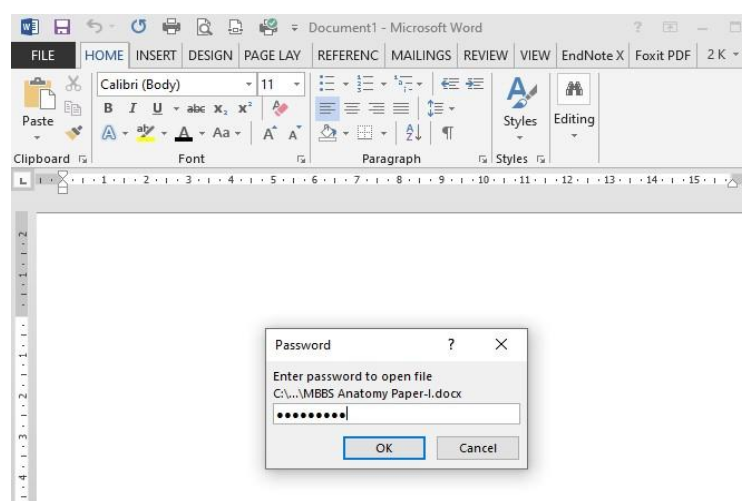

Figure 1. Screenshot of encrypted question paper set

Digital Scrutiny of Question papers

Context: The system of reviewing Question papers by scrutiny board has been initiated to assure the quality and validity of theory question papers in university examinations. It overcomes the limitations associated with conventional practice of using question paper sets directly in university examinations, such as, technical errors, inappropriate level of difficulty and non-adherence to syllabus /blueprints /regulations.

Practice: Digital method of scrutiny of MCQ Question papers has been introduced from 2019 onwards.Digital scrutiny of theory question papers has been introduced from 2020 onwards. The format of digital scrutiny of Question papers has been copyrighted. The digital versions of question papers sets received by the setters are formatted to incorporate a blank row after each question and a comment box at the end of the document. These question papers sets are critically scrutinized by a panel of subject experts on computers/laptops. The experts make necessary revisions for each question, mention the blueprint unit and provide reasons for each revision in comment box. Incorporation of blueprint references helps the scrutinizer to conveniently relate the questions with the blueprint. The panel of subject experts also provides acknowledgement and feedback on the quality of question paper sets.The physical and digital versions of the question paper sets are maintained in a confidential manner in designated examination section computers and file cabinet respectively.

Observed outcome: This process introduces a quality control step to improve the suitability of the questions in theory papers. It allows the scrutinizer to revise each question with specific comment for the revisions. The overall analysis of difficulty level in terms of percentage of marks in basic, standard and higher order category increases objectivity. Consequently, the technical errors have decreased and suitability of theory papers has improved in our university over the years as evident from the feedbacks of students and examiners.

SRI BALAJI VIDYAPEETH
Examinations

REVIEWERS REPORT

Subject: **Course:**   **Year:**

REVIEWER'S FEEDBACK ON QP SETTING	(Yes/No)
1. COMPLIANCE: Are the Questions set in accordance to the Syllabus, Blueprint, university and MCI/DCI/INC regulations?	
2. SCOPE: Are the questions within the scope of Standard text books & Learning resources?	
3. APPROPRIATENESS: Are the Questions clear & unambiguous and technically correct?	
4. DIFFICULTY: Does the question paper contain majority of questions with moderate difficulty level, with a certain percentage of basic and higher order questions?	
5. TIME: Would a learner be able to complete the paper within the allocated time?	
6. MARKINGS: Is Split-up of marks clearly shown in a multi-part question?	
Overall grading of QP setting: Excellent/Good/Average/Poor	
Comment on Blueprint (if any):	
REVIEWERS ACKNOWLEDGEMENT- I have scrutinized the QP sets and I assure that after my scrutiny, the QP sets are technically correct, in accordance with the blueprint, in compliance with the syllabus & as per the regulations set by SBV and relevant regulatory bodies. I certify that the QP sets are of same level of difficulty and can be used for both regular and supplementary batches. Name: Signature & date:	

Figure 2. Screenshot of the form for obtaining feedback on question paper setting and acknowledgement obtained from the scrutiny board members.

Double- encrypted Question papers sent online to off-campus College for printing

Context: Previously, the required number of printed copies of question papers were sent to the off-campus college in sealed day-wise envelops. These envelops had to be stored by authorized university personnel in a secure manner. However, this process was time-consuming and depended on several factors, such as availability of vehicle, availability of secure storage facility, supervision by authorized personnel, road conditions and driving restrictions. The system of online transfer of Question papers to off-campus College was introduced to overcome these limitations.

Practice: The final PDF versions of question papers are arranged in day-wise folders. These folders are double- encrypted with the help of Axcrypt software which uses a password and a key file for encryption. These double- encrypted day-wise question paper folders and key-files are sent via email and password via mobile SMS to an authorized university personnel at the off- campus site ½ hour before examination. This ensures decryption and printing of question papers just before the examination in a confidential manner at the off- campus site.

Observed outcome: This process has reduced the cost and time required to ensure safe transfer of question papers to off- campus site. On several occasions, due to flood or poor road conditions or local political circumstances, it was not possible to reach the off-campus site. However, we were able to successfully conduct examinations due to the secure handling and transfer of question papers under all circumstances.

AUTOMATION IN EXAMINATION PROCEDURES

Introduction of OMR booklets with provision for computerized coding and decoding

Context: Masking of students' information is essential to ensure unbiased evaluation and result processing. Use of dummy numbers to represent student information such as name or registration number, has been a common practice in most universities. However, this process is manual, time consuming and prone to errors. Furthermore, it is difficult to archive the details of such process for future reference. Bar-coded answer sheets with Optical mark recognition (OMR) based retrieval evaluation data preclude these drawbacks and reduces the result processing time.

Practice: At SBV, the answer booklet contains a student information sheet and an evaluation sheet. Both these two sheets have identical bar-codes and this feature serves as the dummy number to mask students' identity to ensure an unbiased evaluation and result processing. While the student Information includes students and examination details, such as, UIN, examination code, date of examination, candidate signature and invigilator's signature, the evaluation sheet consists of areas for entering marks for each question by evaluators with their signatures. Evaluators write the marks for each question in pen and also specify these marks by shading number bubbles with pencil.

Optical mark recognition (OMR) system is used for extracting data from student information sheets and from evaluation sheets. Theory examination marks and for MCQ responses are extracted by using Verificare software and Admen software respectively. The output is generated in MS Excel database format. At the end of the process, the student information data is aligned with evaluation data by bar-code matching to generate the comprehensive result.

Observed outcome: Bar-coded answer sheets with OMR based retrieval evaluation data have enabled faster processing of marks and also enabled Question-wise post-validation analysis. Consequently, results are being released approximately within 2 weeks of completion of an examination.

Figure 3. Screenshot of the first-page of the bar-coded answer booklets containing student Information (i.e. UIN, Candidate signature) and examination details (i.e. examination code, date of examination and invigilator's signature)
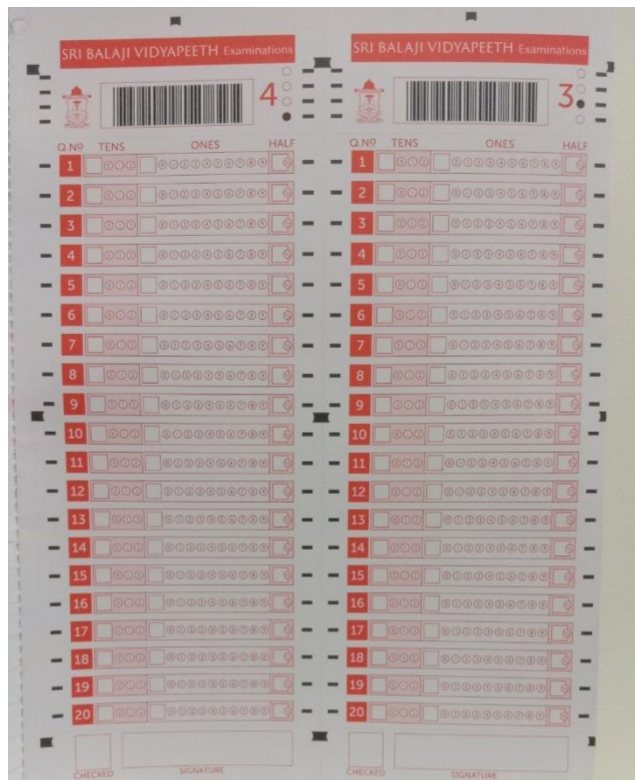

Figure 4. Screenshot of the evaluation sheet of the bar-coded answer booklets showing areas for entering marks for each question by the evaluator.

Integrated examination platform called- SBV GARUDA for online application, mark entry and publication of results

Context: Conduction of an examination comprises of a series of processes which require involvement of students, examiners and university officials. These processes are time consuming and lack effective communication. These are especially relevant in universities with a large student population and limited number of university officials. SBV introduced SBV GARUDA integrated examination platform to expedite the examination processes and strengthen documentation.

Practice: SBV Garuda is an online platform which serves as an Examination Management System. Students are provided with log in credentials in SBV Garuda, so that they can submit their applications to register for university examinations. University examination results are published in this platform and it enables students to access their individual results. SBV Garuda is also used as a portal to submit practical examination marks confidentially to examination wing from all constituent colleges.

Observed outcome: SBV GARUDA has been an essential component of examination wing since its introduction. It has improved the communication of the stakeholders with the university and facilitated examination processes such as, students' registration, practical marks entry and result publication. It has also minimized the delay in result processing since practical examination marks are promptly received in a confidential manner from all constituent colleges.
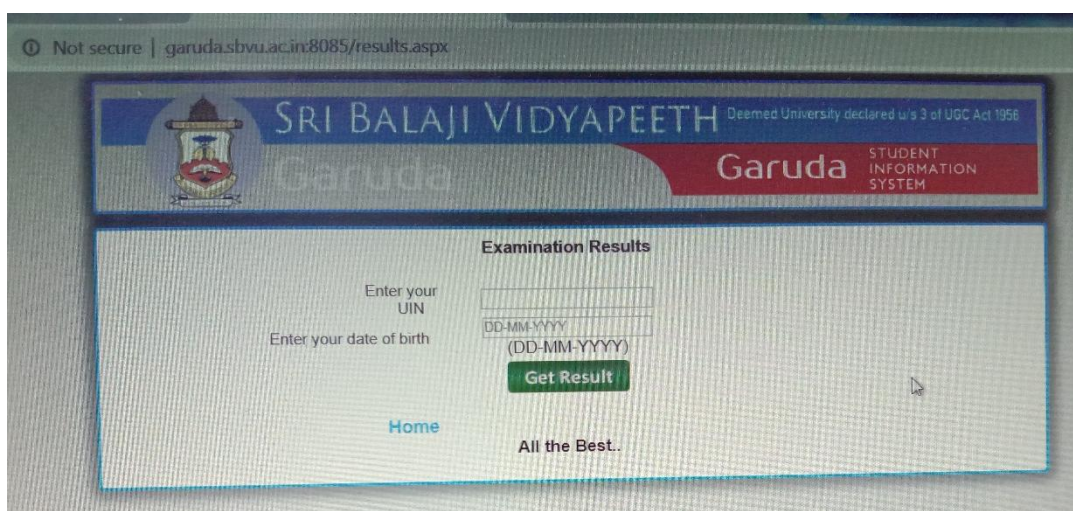

Figure 5. Screenshot showing the SBV Garuda portal where students can access their examination results online after release of the results.

Online marks entry for practical examinations

Context:SBV introduced SBV GARUDA integrated examination platform to expedite the examination processes and strengthen documentation. It is being utilized for practical marks submission to the examination wing to expedite the result processing.

Practice:SBV Garuda is used as a portal to submit practical examination marks confidentially to examination wing from all constituent colleges. The Convener of the examination (HOD or Senior Internal examiner) is provided with a secure log in credential. After logging in, the Convener uploads the final practical examination marks in the SBV Garuda platform in presence of all examiners at the end of the practical examination session each day. The print out / hard copy of these marks duly signed by all examiners are also sent to the examination wing for cross verification.

Observed outcome: This initiative has minimized the delay in result processing since practical examination marks are promptly received in a confidential manner from all constituent colleges. This is especially important for off-campus colleges.

AUTOMATION IN POST-EXAMINATION PROCEDURES

On-screen evaluation of answer scripts at SBV

Context: Conventionally, evaluation of theory papers are done manually. Examiners have to enter question-wise marks in an evaluation sheet. On-screen evaluation is a newly introduced system which integrates information technology into answer scripts evaluation process. It involves scanning of answer scripts, evaluation of digital version of answer scripts by registered examiners, result generation and analysis.

Practice: On-screen evaluation of answer scripts and providing access to answer scripts to students at SBV has been introduced. The vendor for providing these services was identified by short-listing 3 vendors for digital evaluation. They were called up to make their presentations before a committee appointed by the vice-Chancellor, SBV. Based on the presentations made, MeritTrac was selected for providing digital valuation services to SBV. Permission was obtained from the Academic Council and Board of Management, SBV. A letter of intent was sent and SOPs for digital valuation was prepared. For details of the process, please refer to the SOP for On-screen evaluation of answer scripts provided below.

Expected outcome: This system of valuation is likely to simplify logistical management, archiving and retrieval of answer scripts. Encryption used in this process will ensure masking of student identity and unbiased evaluation.It will utilize information technology which will expedite the result processing and thus shorten the time taken for result declaration. Moreover, it will facilitate the processof providing scanned copy of answer scripts to students at their request as mandated by the UGC.

Standard Operating Procedures for conducting On-screen evaluation of answer scripts at SBV

Standard Operating Procedure – 01

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Timetable of Examinations and Students count

Timetable with student count is one of the key inputs required for all planning purposes, including the resources, scanners etc. This will also help understand the spread of the examination activity and the overall duration of the Examinations.

Process to be followed

Sl	Details	Responsibility
1	Merittrac will share Exam Timetable Format with COE and exam academic department	MeritTrac
2	Sharing of exam schedule in required format with Merittrac	University
3	Merittrac will check the received data and seek clarifications, if any.	MeritTrac
4	In case of change in the date of examination, University has to inform MeritTrac about the same.	University

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Standard Operating Procedure – 02

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Scanning Centre Setup

Scanning of answer scripts is one of the most critical activities, this is a stage where the digitization of the scripts will be carried out. This must be done   in a secure and controlled environment under surveillance. Each booklet is tracked at every stage for progress and quality, and with an exception handling procedure.

Merittrac scanning team will maintain a record logbook at scanning centre to capture the receipt of answer scripts and other details which need to be recorded

Process to be followed

Sl	Details	Responsibility
1	Providing of scanning room with high speed internet, Lan, Power Ports, UPS.	University
2	Lockers and rack for storage of answer scripts received and scanned	University
3	Camera installed in scanning room, then to request university to provide the footage copy of scanning room.	MeritTrac
4	Log register to maintain daily inward and issue update	Merittrac
5	Validate and approve exception during scanning	University

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Standard Operating Procedure – 03

Project ID –PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: EvaluationCentre Set up and Examiner Training

Marking/Evaluation Centre Set up is one of the key requirements for the smooth execution of the evaluation. TracMarks evaluation application will run on minimum system requirements mentioned below.

Speed of evaluation depends upon the number of nodes and the number of hours that the examiner devotes for the evaluation activity.

Merittrac will share the system hardware and software requirement to Controller of Examinations and IT department. Once the systems are ready with the asked software, Merittrac will install the On-Screen application in all the systems in evaluation centre.

Training will be scheduled for On Screen marking. (Demo instance get created). Below mention are the system requirements

System Requirements	
Operating System (OS)	Windows 10 and Above
Browser	IE 10 and above
Memory	4 GB
Processor	Intel i5 4200 M 2.5 GHz
Disk Space	4 GB
Connectivity / Internet Speed	10 MBS – Depending upon the number of computer (Supporting 40 to 50 Computers)
Dot Net	Dot net 4.5 and above
Remote Access	Any Desk or Team Viewer Latest Version (Available In Google)
The latest Supported Visual C++	https://support.microsoft.com/en-gb/help/2977003/the-latest-supported-visual-c-downloads

Process to be followed

Sl	Details	Responsibility
1	Evaluation centre details or list of evaluation centre	University
2	Enabling the software based on the request received from university authorised person and training of IT coordinator/Examiner and centre incharge	MeritTrac
3	Colleges will not uninstall the application set up done.	University

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Standard Operating Procedure – 04

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Faculty Registration and Business Logic

Faculty Registration is an activity carried out prior to the start of the Evaluation. The Eligible list of faculties are enabled for the evaluation activity, for which minimum information is sought. Since the information is shared by the controller's office of SBV, all such faculty list are considered to be approved.

Examiners are communicated to via SMS, once the onboarding is completed. Script availability sms is sent once the scripts are available for Marking.

Business LOGIC

Concurrent Limit – How many answer script faculties can download at a time?
The answer scripts faculties can download at a time depends on the nature of valuation.
   a. For Postgraduate courses, where the examiner has to evaluate all the questions in the question paper, a maximum of five papers can be downloaded at a time.
   b. For Undergraduate courses, where the examiner has to evaluate a part of the question paper, a maximum of ten papers can be downloaded at a time.

Daily Limit – What will be the daily evaluation limit for a faculty to evaluate in a day it can be in one exam code or multiple exam code.
   a. For Postgraduate courses, where the examiner has to evaluate all the questions in the question paper, a maximum of 60 papers can be evaluated in a day.
   b. For Undergraduate courses, where the examiner has to evaluate a part of the question paper, a maximum of 250 papers can be evaluated in a day.

Overall Limit (Drive Limit) – For both undergraduate and post graduate courses, individual external faculties can evaluate 50% of the overall answer scripts in the entire drive and the remaining 50% of the overall answer scripts are to be evaluated by the internal faculties.

Timer – The timings provided by the university is a rough guide for the individual evaluator and not binding on him or her.
   a. For Postgraduate courses, SBV recommends a timer of 20 minutes per paper.
   b. For Undergraduate courses, where the examiner has to evaluate a part of the question paper, SBV recommends a timer of 10 minutes per paper.

Grace Period – At the end of the evaluation process, an individual evaluator can be allowed a grace period of 2 hours on the same day.

Process to be followed

SI	Details	Responsibility
1	Format of sharing the faculty details	University
2	Faculty List in the format shared by MeritTrac	MeritTrac
3	On receiving the details, registering Evaluator information into TracMarks application and mapping of subjects	MeritTrac
4	Addition of a Fresh Evaluator/ addition of subject to a registered examinerthrough COE Admin access.	University

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Script Receiving/ Inward Process

Script receiving is one of the key activities at the scanning centre. University officials will hand over the answer scripts in packets. MeritTrac SPOC will count the received answer scripts and match the count mentioned on the sticker or slip. If any discrepancy is found, then the scanning SPOC will inform the University official and take their signature in the issue register.

Merittrac SPOC will schedule a cut-off time of receipt of answer booklets on daily basis. After the cut off time, no inward will be done. This helps in monitoring and planning of scanning productivity.

If there is any discrepancy found – Count mismatch, answer script binding issue (less or more pages), any physical damage in answer script, etc, all such instances get recorded in issue register and both Merittrac and University official take signoffs.

Process to be followed

Sl	Details	Responsibility
1	Handover of scripts by University SPOC to Merittrac SPOC	University
2	Merittrac will count and receive the scripts. Merittrac SPOC and University Official will sign the register and acknowledge for same	University & Merittrac
3	In case of any discrepancy during the count mention on the packets, Merittrac SPOC will inform University official and also report to the project team	Merittrac
4	In case of any script which needs to return for manual evaluation, confirmation to receive the same from Controller's office and it will be acknowledged by the IMU SPOC at the centre	University & Merittrac

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Mobile : 9513333239/ 6394316146

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Evaluation process

SBV has defined its guidelines and the rule book for the evaluation of the Answer scripts in our examination manual. The TracMarks Evaluation Platform gives flexibility in the approach taken for evaluation and business logic can be set to meet the University guidelines.

Since SBV runs multiple programs throughout the year, there are different approachs with single and multiple level of evaluations for different programs as below.

Evaluation process

a) **1 (Single Evaluation):** It's a single level of evaluation and one marker will carry out the evaluation for the complete answer script.

   Example: if there are 10 candidates registered in one subject then one marker will do evaluation for all 10 answer scripts. There might be possibility to have multiple faculty for same subject code.

b) **1 (Single valuation) for each section written in separate booklet:** These are scripts of same subject with two different exam codes, where each exam code will be evaluated by different Examiners. Both section (exam code) are written in different answer scripts by candidate on the same day. It's a single level of evaluation. There might be possibility to have multiple faculty for same subject code.

   Example: Subject Name **(General Psychology and Sociology)** with **exam code – 2531, 2532** will be written in two different answer scripts and **2531** answer script will be completely evaluated by "Faculty **A**" and **2532** will be evaluated by "faculty **B**".

c) **2 (full valuation by 2 examiners):** These are scripts of same subject with two different exam codes, where each exam code will be evaluated by different Examiners. Both section (exam code) are written in different answer script by candidate on the same day. It's a single level of evaluation. There might be possibility to have multiple faculty for same subject code.

   Example: Subject Name **(Medical Biochemistry)** with **exam code – 7531, 7532** will be written in two different answer scripts and **7531** answer script will get complete evaluated by "Faculty **A**" & "faculty **B**" and **7532** will be evaluated by "faculty **A**" & " faculty **B**".

d) **2 (Part valuation)** – One exam code will get evaluated by two or more faculty**. T**he question paper section is divided into Long Answer question, Short Answer questions, and Very Short Answer questions in each section. Questions of specific sections will be displayed on the panel for respective examiners. However the examiner will be able to see the entire answer booklet.

   Example: Subject Name (Exercise Therapy – II) exam code – 2611 will be having two section (LAQ) and (SAQ).
   Faculty A will evaluate – Large question [Q1] and VSAQs [Q6, Q7, Q8, Q9, Q10]
   Faculty B will evaluate- Sort answer question [Q2, Q3,Q4, Q5]

e) **2 (Part valuation for each section written in separate booklet)** - One subject with 3 exam code will get evaluated by two or more faculty**.** Based on **section** divided as (very large [Q2, Q4, Q6], Long [Q1], Short [Q7, Q8]and very short [Q3,Q5] question answer), Questions of specific sections will be displayed on the panel for respective Examiners, However the examiner will be able to see the entire answer booklet

   Example: Subject name (Pathology, Microbiology & Pharmacology) with exam code 2641, 2642, 2643 will get evaluated by 2 or more faculty who will be allocated different section as (long, short and very short question answer.

f) **4 (full valuation by 4 examiner)** – One exam code will be having 4 levels of evaluation, which will be done by 4 different faculty

   Example: Exam code 3601 is having 19 candidates then all answer script will be evaluated by 4 faculty individual evaluation count will be 19 each
   Faculty A – level 1 – 19 scripts of exam code 3601
   Faculty B – level 2 – 19 scripts of exam code 3601
   Faculty C – level 3 – 19 scripts of exam code 3601
   Faculty D – level 4 – 19 scripts of exam code 3601

Process to be followed		
SI	**Details**	**Responsibility**
1	University will share the data points basis on previous exams to Merittrac for understanding.	University
2	Merittrac will share the understanding with University academic section and finalise the same.	MeritTrac
3	MeritTrac will apply the Evaluation Model as per the instruction of the University	Merittrac

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Sharing of PDF

PDF's sharing is the process where Merittrac will share the Annotated PDF's post sharing of the scores to University. All PDF's transfer happens through secured file transfer. The credential will be shared with Controller of examinations to login and get the PDF's download in university system.

For each level of evaluation separate PDF's will be shared.

PDF's will be shared through FTP path post 72 working hours of score shared.

Process to be followed

Sl	Details	Responsibility
1	MeritTrac will provide File transfer path application details and login credential with Controller of Examiner	Merittrac
2	On University request for a particular candidate PDF's can be shared with Controller of Examiner from Merittrac COE e-mail with password protected.	MeritTrac

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Standard Operating Procedure – 08

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Final Scores Sharing Mechanism

Sharing of scores is one of the most sensitive activities in the examination process. Only a few limited and authorised personnel from MeritTrac and Assistant Registrar from the Controller's office are given access to process the results. MeritTrac will share scores in the format given below.
MeritTrac will share score once the evaluation is 100% complete for a given Subject code.

Process to be followed

Sl	Details	Responsibility
1	Once the evaluation for a given subject is 100% complete, MeritTrac will monitor the script movement till the defined period of grace period. Score Process will be initiated. Generally, it is 24 working hours of answer script final submission.	University
2	The Marks Scored will be rounded up to next whole number, if required decimals can be shared.	MeritTrac
3	The format in which the scores will be shared is as per the table below.	University
4	MeritTrac will share the scores in the defined format only through its COE ID to the concerned department of SBV, Examination wing and the file will be password protected.	Merittrac
5	University has to respond in case of any queries on the scores shared replying to the Controller (MeritTrac) email ID.	University

Program/Course Name	Year	Semester	Subject Name	Examination Code	Barcode Number	Total Marks	Marks Awarded

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Question Paper, SOE Handover Procedure and Question Paper Exception handling

Question Paper is critical document to create marking instruction basis which evaluation scheme for that particular paper is shown to the evaluator. Creation of marking is time consuming and requires multiple level of verification. If the timelines given for creation of marking panel is less, this will result in error in rubrics and in most of cases delay in final enablement of scripts for evaluation.

As per the experience there were Question Paper (Wrong totalling, Missing marks for a question, Language paper, wrong optionality etc.). These anomalies shall be brought to the notice of CoE immediately once it is identified by MeritTrac Team. Such anomalies to be rectified/clarification to be provided by the University with-in 24 hours to ensure the rubric creation work in not affected.

For undergraduate medical courses, SOE is a critical document. Hence the evaluator will go through the Questions and provide a model Answer key for the questions allotted to him / her. This SOE will serve as the base document for re-valuation or challenge valuation of the answer script by a different evaluator. This communication will be given to the MeritTrac team to do the needful.

Process to be followed

Sl	Details	Responsibility
1	University will hand-over the QP in a secured manner through a shared link at the end of each day.	University
2	QP shall be hand-over on the same day or by next day to avoid any delay from MeritTrac in creating rubric University	University
3	Clarification to the queries raised by MeritTrac to be cleared by the University with-in 24 hours to avoid delays	University
4	University to share the Question Papers in both soft and hard copies within 2 days from the date of examination	University
5	MeritTrac will upload the question papers and the SOE (if available) to the evaluation application.	MeritTrac

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Project ID - PJT656	Sri Balaji Vidyapeeth University	Drive – I

Topic: Script Outward Process

Answer script outward process starts after the result declaration of a Programme or subject code to University. Answer booklets will be handed over back to University and acknowledgement will be taken for the same. It's a part of closure activity where it gives confirmation of the count of answer scripts received, scores shared and returned back to University in same condition, as the answer scripts were received.

Process to be followed

Sl	Details	Responsibility
1	Stacked scanned booklet subject code and packet wise will be handed over to Campus in charge.	Merittrac
2	Merittrac will count the scripts and return in same packet. Merittrac SPOC and University SPOC will sign the register and acknowledge for same in Register.	University & Merittrac
3	Merittrac SPOC will hand over the scanning centre lockers and key back to University Officials.	Merittrac

Document Submitted Date: -04-2020

Remarks (if any): For any clarifications, please write an email to Arijit.chakraborty@merittrac.com
Mobile : 9513333239/ 6394316146

Formative assessment at SBV

Internal Assessment for MBBS

i)   It shall be based on day to day evaluation of student assignment, preparation for seminar, clinical case presentation, etc.

ii)   Day to day records should be given importance during internal assessment

iii)   Regular periodical examinations are conducted throughout the course. Apart from the mid semester and end semester - theory and practical examinations, there is also provision for monthly tests and pre-university model examinations.

iv)   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.

Internal Assessment for BDS

- Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Evaluation may be achieved by the following tested methods - Written test, MCQ test, Practical examinations, Clinical examinations and Viva voce.

- 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.

Internal assessment for B.Sc Nursing

Internal assessment is 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.

1. It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.
2. Regular periodical examinations shall be conducted throughout the course.
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.

Internal assessment for M.Sc Nursing

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.

1. It shall be based on day to day assessment, 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.

Internal assessment for Bachelor of Pharmacy (B.Pham.)

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table-XI:Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum Marks	
Attendance (Refer Table – XII)	4	2
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3	1.5
Student – Teacher interaction	3	1.5
Total	10	5
Practical		
Attendance (Refer Table – XII)	2	
Based on Practical Records, Regular viva voce, etc.	3	
Total	5	

Table- XII: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95 – 100	4	2
90 – 94	3	1.5
85 – 89	2	1
80 – 84	1	0.5
Less than 80	0	0

Internal assessment for Allied Health Science (AHS) programs

Choice based credit system (CBCS) has been introduced for Undergraduate AHS programs. In addition, Internal Assessment will be done in each subject according to the scheme of examinations. The IA marks will be on the basis of performance in the assignment, class tests and practical test in the clinical areas.

To reaffirm the passing minimum in the University Examinations for all the Undergraduate courses offered under the Faculty of Allied Health Sciences.

- "A candidate shall secure a minimum of 50% aggregate in University Theory Exams and Internal assessment put together".
- "A candidate shall secure a minimum of 50% aggregate in University Practical Exams and Internal assessment put together".
- Regarding Internal papers, 50% marks is required to pass.

MEDICAL COUNCIL OF INDIA
REGULATIONS
ON
GRADUATE MEDICAL EDUCATION, 1997

(AMENDED UPTO MAY, 2018)

MEDICAL COUNCIL OF INDIA
Pocket-14, Sector 8, Dwarka
New Delhi - 110077

The MCI/ NMC regulations on graduate medical education, 1997 are available at -
https://www.nmc.org.in/rules-regulations/graduate-medical-education-regulations-1997.

MEDICAL COUNCIL OF INDIA POSTGRADUATE MEDICAL EDUCATION REGULATIONS, 2000
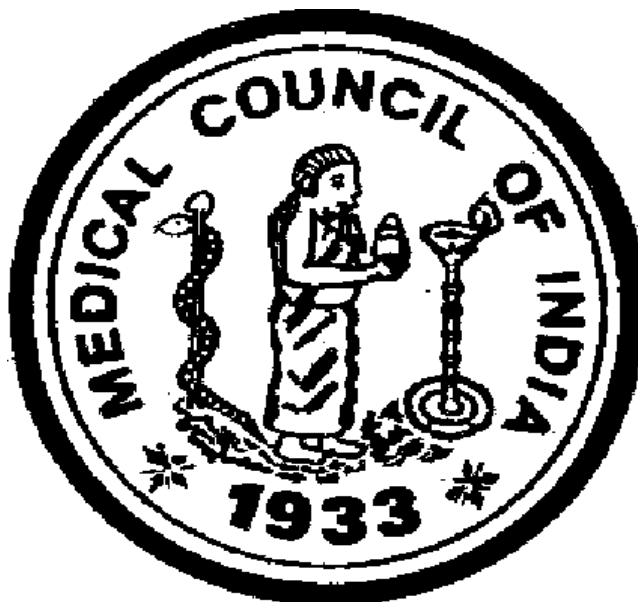
(AMENDED UPTO MAY, 2018)

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Website: http://www.mciindia.org**

The MCI/ NMC regulations on pg medical education, 2000 are available at -
https://www.nmc.org.in/rules-regulations/p-g-medical-education-regulations-2000

DENTAL COUNCIL OF INDIA

BDS COURSE REGULATIONS 2007

The DCI regulations for revised BDS course,2007 are available at -
https://dciindia.gov.in/Rule_Regulation/Revised_BDS_Course_Regulation_2007.pdf

DENTAL COUNCIL OF INDIA
Temple Lane, Kotla Road
New Delhi – 110 002

SRI BALAJI VIDYAPEETH

(Declared Deemed - to - be - University u/s 3 of UGC act - 1956)

Mahatma Gandhi Medical College Hospital & Research Institute Campus

Pillaiyarkuppam, Puducherry - 607 402. website : www.sbvu.ac.in

BACHELOR OF NURSING

(B.Sc. NURSING – Four Years Course)

Revised Syllabi & Regulations

As approved by the Academic Council meeting held on 11.08.2016

2016-17 ONWARDS

<div align="center">

<u>REGULATIONS OF THE UNIVERSITY</u>
(Admission/Selection/Examination)

</div>

1. These regulations shall be called the regulations for the Bachelor of Nursing Degree Course of Sri Balaji Vidyapeeth, Puducherry.

2. They shall come into force from the academic year 2016 -2017 onwards, as approved by the Academic Council meeting held on 11.08.2016

3. The regulation and syllabi are subject to modification by the Standing Academic Committee Members.

1. ELIGIBILITY for ADMISSION /ADMISSION REQUIREMENT

1. Minimum age for admission 17 yrs on or before 31st Dec of the year of admission.

2. The minimum education requirement

    Higher Secondary School Certificate Examination (12 years study) (or)

    Senior School Certificate Examination (10+2), Pre-degree examination (10+2)

    (or)

3. Any equivalent with 12 yrs schooling from recognized board or university with science (Physics/Chemistry/ Biology/ English) with minimum of 45% marks.

4. 5% of marks is relaxed for SC/ST Candidates

5. Married candidates are also allowed.

6. Candidate shall be medically fit.

2. SELECTION OF STUDENTS

ENTRANCE TEST

Selection of the candidate should be based on the merit of the entrance examination held by the University or competent authority or as per regulation of the university from time to time.

3. DURATION OF THE COURSE & COURSE OF STUDY

Duration of course shall be four years including Internship .

4. MEDIUM OF INSTRUCTION

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English shall be the medium of instruction.

5. MINIMUM WORKING DAYS IN ACADEMIC YEARS

Each academic year shall consist of not less than 200 working days

6. REGISTRATION

A candidate admitted into B.Sc (N) Degree Course in our institution of the SBV University, shall submit the prescribed fee & declaration in the format to the university within the prescribed date. For NRI candidates, the University has to issue an equivalent certificate as per the regulations.

7. 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 candidate must complete 100% of hours notified in each of practical areas before award of degree.

8. 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.

9. 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.

10. EXAMINATIONS

a) The university examinations will be conducted in Annual pattern for all the 4 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 August.

6

Supplementary exam will be held in the month of February.

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.

1) Anatomy & physiology question paper will consist of sec-A – Anatomy of 37 marks & B – Physiology should be of 38 marks.

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2) Nutrition & Bio-chemistry & question paper will consist of section-A – Nutrition of 45 marks and section-B of Bio chemistry of 30 marks.

3) Pharmacology, Pathology, Genetics: Pharmacology with 38 marks, Pathology with 25 marks and Genetics with 12 marks.

4) Nursing Research & Statistics – Nursing Research should be of 50 marks & statistics of 25 marks.

5) Minimum pass marks shall be 40% only for English.

6) Minimum pass marks for all other subjects shall be 50% in each of the theory & practical papers separately.

7) 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.

8) A candidate must complete 100% of hours notified in each of the practical areas before award of degree.

9) A candidate has to pass in theory and practical exam separately in both internal & external of each paper.

10) If a candidate fails in either theory or practical paper he/she has to reappear for both the papers.

11) Maximum numbers of attempts are permitted for each paper with a condition that a student completes her/ his course within 8 years.

12) Maximum number of candidates for practical examination should not exceed 20 /day for all the subjects except Community Health Nursing (15 / day).

13) All practical examinations must be held in the respective clinical areas.

14) No institution shall submit internal marks of students more than 75% is if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks.

15). 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.

11. VACATION

May 4 weeks
Dec 2 weeks

12. ELIGIBILITY/MAXIMUM DURATION FOR THE AWARD OF THE DEGREE

a) 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.

b) The maximum period to complete the course successfully should not exceed 8 years.

13. MARKS REQUIRED FOR A PASS

i. 50% of marks in the university Theory examination.

ii. 50% of marks in the university Practical examination.

iii. 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.

14. DECLARATION OF CLASS

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.

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.

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.

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.

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.

7

8

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			50
12	Co-curricular Activities			50
	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**
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	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
1	Anatomy & Physiology	3	13	**25**	38	**75**	50	**100**
2	Nutrition & Biochemistry	3	13	**25**	38	**75**	50	**100**
3	Nursing Foundations	3	13	**25**	38	**75**	50	**100**
4	Psychology	3	13	**25**	38	**75**	50	**100**
5	Microbiology	3	13	**25**	38	**75**	50	**100**
6	English	3	10	**25**	30	**75**	40	**100**
7	Introduction to Computers	3	10	**25**	30	**75**	50	**100**
Practical and Viva Voce								
1	Nursing Foundations		50	**100**	50	**100**	100	**200**

SECOND YEAR

Sl.No	Subject	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
8	Sociology	3	13	**25**	38	**75**	50	**100**
9	Medical-Surgical Nursing (Adult including geriatrics) - I	3	13	**25**	38	**75**	50	**100**
10	Pharmacology, Pathology, genetics	3	13	**25**	38	**75**	50	**100**
11	Community Health Nursing – I	3	13	**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	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
12	Medical Surgical Nursing – II	3	13	**25**	38	**75**	50	**100**
13	Child Health Nursing	3	13	**25**	38	**75**	50	**100**
14	Mental Health Nursing	3	13	**25**	38	**75**	50	**100**
15	Nursing Research & Statistics	3	13	**25**	38	**75**	50	**100**
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	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
16	Midwifery and Obstetrical Nursing	3	13	**25**	38	**75**	50	**100**
17	Community Health Nursing – II	3	13	**25**	38	**75**	50	**100**
18	Management of Nursing Services and Education	3	13	**25**	38	**75**	50	**100**
19	Communication and Education Technology	3	13	**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:

1. **Attendance**

   85% of attendance in a subject for appearing in the examination is compulsory inclusive of attendance in no 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.

2. **Internal Assessment**

   i. It shall be based on day to day assessment (see note), 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 are left to the institution.

   iii. Day to day records should be given importance during internal assessment.

   iv. Weightage for the internal assessment shall be as given in the working sheet.

   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

        * Procedurebook/Chart

          book/Log book

      * Assignments

       * Case Study

Care plans

Subjectrecord

Drug book

Family care study

Assessment forms

Time Limit for Passing

An 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

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.

Practicals / clinicals (will be conducted in the laboratories or wards). The objective will be 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

In order to ensure uniformity and minimum standards acceptable for evaluation, a vetting committee be constituted by the Vice-Chancellor for various subjects.

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.

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.

SRI BALAJI VIDYAPEETH

(Declared Deemed - to - be - University u/s 3 of UGC act - 1956)

Mahatma Gandhi Medical College Hospital & Research Institute Campus

Pillaiyarkuppam, Puducherry - 607 402. website : www.sbvu.ac.in

POST BASIC B.Sc. in NURSING

(P.B.B. Sc. NURSING – Two Year Course)
Revised Syllabi & Regulations

As approved by the Academic Council meeting held on 11.08.2016

2016-17 ONWARDS

REGULATIONS OF THE UNIVERSITY

(Admission/Selection/Examination)

These regulations shall be called the regulations for the Post Basic Bachelor of Nursing Degree Course of Sri Balaji Vidyapeeth, Puducherry.

They shall come into force from the academic year 2016-2017 onwards, as approved by the academic council meeting held on 11.08.2016

The regulations and syllabi are subject to modification by the Standing committee & Academic Committee Members

1   ELIGIBILITY for ADMISSION /ADMISSION REQUIREMENT

A candidate shall have:

Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 / PUC on or before 1986 will be eligible for admission.

The maximum education requirements shall be the passing of Diploma in General Nursing and Midwifery.

The candidate should be a Registered Nurse and Registered Midwife of Tamil Nadu Nurses and Midwives Council, Chennai.

The candidate should have undergone in Diploma in General Nursing and Midwifery in an institution which is recognized by Indian Nursing Council.

A male nurse trained before the implementation of the new integrated course besides being registered a Nurse with the Tamil Nadu Nurses and Midwives Council, Chennai, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of Midwifery in any one of the following areas:

O.T. Techniques

   Ophthalmic Nursing

   Leprosy Nursing

TB Nursing

Psychiatric Nursing

   Neurological   and   Neuro   Surgical

   Nursing Community Health Nursing

Cancer Nursing

Orthopedic Nursing

No upper age limit.

Married candidates are also allowed.

Candidate shall be medically fit.

Students shall be admitted once in a year

SELECTION OF STUDENTS / ENTRANCE TEST

Selection of the candidate should be based on the merit of the entrance examination held by the University or competent authority or as per regulation of the university from time to time.

DURATION OF THE COURSE & COURSE OF STUDY

The period of certified study and training of the P.B.B.Sc (N) Degree Course shall be of two academic years.

The maximum period to complete the course successfully should not exceed 4 years.

MEDIUM OF INSTRUCTION

English shall be the medium of instruction.

MINIMUM WORKING DAYS IN ACADEMIC YEARS

Each academic year shall consist of not less than **200** working days

REGISTRATION

A candidate admitted into P.B.B.Sc (N) Degree Course in SBV University shall submit the prescribed fee & declaration in the format, to the university within the prescribed date. For NRI candidates, the University has to issue an equivalent certificate as per the regulations

ATTENDANCE REQUIRED FOR APPEARING FOR EXAMINATION

Examination will be conducted in both theory and practical as prescribed. Candidates will be permitted to appear for the university examinations in the subjects only if they secure not less than 85% of attendance in each subject for theory and 90% of attendance in practical of the respective years.

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 sessional theory examination and 3 model practical examinations.

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EXAMINATIONS

The university examinations will be conducted in Annual pattern for the 2 years.

The particulars of subjects for various examinations and distribution of marks are detailed in the scheme of examination.

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.

The university practical examinations shall be conducted by one internal & one external examiner jointly, duly appointed by the university.

The university examination will be scheduled in the month of August.

Supplementary exam will be held in the month of February.

The maximum number of attempts has been waived off. However to appear for the final year examination, the student should have cleared all the papers in the previous examination

VACATION

One month (4 weeks in summer).

Two weeks in winter

ELIGIBILITY/MAXIMUM DURATION FOR THE AWARD OF THE DEGREE

The candidates shall be eligible for the degree of Post Basic Bachelor of Nursing when they have undergone the prescribed course of study for a period of not less than Two years in an institution approved by the university and have passed the prescribed examination in all subjects.

The maximum period to complete the course successfully should not exceed a period of 4 years. A candidate must complete 100% of hours notified in each of practical areas before award of degree.

MARKS REQUIRED FOR A PASS

50% of marks in the university Theory examination.

50% of marks in the university Practical examination.

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

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.

A successful candidate obtaining 60% and more but less than 75% of marks in the grand total aggregate

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shall be declared to have passed with first class.

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.

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.

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

15 SCHEME OF EXAMINATION

Bio-chemistry & Bio-physics question paper will consist of section A Bio- chemistry of 40 marks and section-B of Bio-Physics of 35 marks.

Minimum pass mark shall be 33% for English.

Minimum pass marks for all other subjects shall be 50% in each of the theory & practical papers separately.

A candidate must have minimum of 85% attendance in theory and practical 90% in each subject for appearing for examination.

A candidate has to pass in theory and practical exam separately in both internal & external of each paper.

The maximum period to complete the course successfully should not exceed 4 years.

Maximum numbers of attempts are permitted for each paper with a condition that the students complete his/her course within 4 years

Maximum no of candidates for practical examination should not exceed 20 /day for all the subjects except Community Health Nursing (15 / day).

All practical examinations must be held in the respective clinical areas.

One internal & external examiner should jointly conduct practical examination for each student duly appointed by the University.

An examiner for collegiate program 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.

No institution shall submit average internal marks of students more than 75% (ie) if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks.

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Duration

Course Duration	-	**2 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**
Hours available per academic year	-	**1632 hours**

Course of Study:

I YEAR

Sl.No	Subject	Hours	
		Theory	**Practical**
1	Nursing Foundation	45	-
2	Nutrition & Dietetics	30	15
3	Biochemistry & Biophysics	60	-
4	Psychology	60	15
5	Maternal Nursing	60	240
6	Child Health Nursing	60	240
7	Microbiology	60	30
8	Medical & Surgical Nursing	90	270
9	English (Qualifying)	60	-
	Total	**525**	**810**

Note: Hindi / Local language as per the need of the institution

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II YEAR

Sl.No	Subject	Hours	
		Theory	**Practical**
1	Sociology	60	-
2	Community Health Nursing	60	240
3	Mental Health Nursing	60	240
4	Introduction to Nursing Education	60	75
5	Introduction to Nursing Administration	60	180
6	Introduction to Nursing Research & Statistics	45	120
	Total	**345**	**855**

Scheme of Examination

Sl.No	Subject	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
I Year								
1	Nursing Foundation	2	8	**15**	18	**35**	25	**50**
2	Nutrition & Dietetics	2	8	**15**	18	**35**	25	**50**
3	Biochemistry & Biophysics	3	13	**25**	38	**75**	50	**100**
4	Psychology	3	13	**25**	38	**75**	50	**100**
5	Maternal Nursing	3	13	**25**	38	**75**	50	**100**
6	Child Health Nursing	3	13	**25**	38	**75**	50	**100**
7	Microbiology	3	13	**25**	38	**75**	50	**100**
8	Medical & Surgical Nursing	3	13	**25**	38	**75**	50	**100**
9	English	3	8	**25**	25	**75**	33	**100**
	Practicals							
1	Medical & Surgical Nursing		25	50	25	50	50	**100**
2	Maternal Nursing		25	50	25	50	50	**100**
3	Child Health Nursing		25	50	25	50	50	**100**

Sl.No	Subject	Hours	Internal		External		Total	
			Min	Max	Min	Max	Min	Max
II Year								
1	Sociology	3	13	**25**	38	**75**	50	**100**
11	Community Health Nursing	3	13	**25**	38	**75**	50	**100**
12	Mental Health Nursing	3	13	**25**	38	**75**	50	**100**
13	Introduction to Nursing Education	3	13	**25**	38	**75**	50	**100**
14	Introduction to Nursing Administration	3	13	**25**	38	**75**	50	**100**
15	Introduction to Nursing Research & Statistics**	2	25	**50**	-	-	25	**50**
Practicals								
4	Community Health Nursing		25	50	25	50	50	**100**
5	Mental Health Nursing		25	50	25	50	50	**100**
6	Research Project**		25	50	-	-	25	**50**

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Note: ** College Examination (Not University exam)

N.B:

A minimum of 85% attendance in Theory and 90% of attendance in Practical in each subject is essential for appearing in the examination.

100% attendance in practical / clinical in each clinical area is essential before award of degree.

50% of minimum marks in each theory and practical paper separately is required for passing. A candidate has to secure minimum of 33% in English subject for passing.

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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 in non 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 each subject in theory and 90% attendance in practical. 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, evaluation of student assignment, preparation for seminar, clinical case presentation etc.

Regular periodical examinations shall be conducted throughout the course.

Day to day records should be given importance during internal assessment.

Weightage for the internal assessment shall be as given in the working sheet.

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 a year is evaluated. Some examples are as follows.

Preparation of subject for student's seminar.

Preparation of a clinical case for discussion.

Clinical case study / problem solving exercise.

Participation in project for health care activities in the community(planning stage to evaluation)

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 Assignment record

Case study

Care plans

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Subject   record

register Drug book

Family care study

Assessment forms

Time Limit for Passing

A Post Basic B.Sc (N) student has to pass the 2 years course within 4 years from the date of registration as per the norms prescribed by the university.

University Examinations

Theory Question papers will be set by the external examiners as prescribed. Nature of questions will be essay, short answer type and very short answer for each part indicated separately. Model questions are attached for each paper.

Practical / clinical (will be conducted in the laboratories or wards). The objective will be to assess proficiency in skills, conduct of experiment, clinical reasoning, differential diagnosis, spotters such as instruments, articles, bones and nutrients, medications, 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 / practical 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

In order to ensure uniformity and minimum standards acceptable for evaluation, a vetting committee will be constituted by the Vice-Chancellor for various subjects.

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.

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 2 weeks after practical examination. Provision for re-totaling & 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.

SRI BALAJI VIDYAPEETH

(Declared Deemed - to - be - University u/s 3 of UGC act - 1956)

Mahatma Gandhi Medical College Hospital & Research Institute Campus

Pillaiyarkuppam, Puducherry - 607 402. website : www.sbvu.ac.in

MASTER OF NURSING

(M.Sc. NURSING – Two Year Course)

Revised Syllabi & Regulations

As approved by the Academic Council meeting held on 11.08.2016

2016-17 ONWARDS

REGULATIONS OF THE UNIVERSITY
(Admission/Selection/Examination)

1. These regulations shall be called the regulations for the Master of Nursing Degree Course of Sri Balaji Vidyapeeth, Puducherrry.

2. They shall come into force from the academic year 2014-2015 onwards and as approved by the Academic Council meeting held on 06.08.2014.

3. The regulation and syllabus are subject to modification by the Standing Academic Board of Studies in Nursing from time to time.

ELIGIBILITY for ADMISSION / ADMISSION REQUIREMENT

1. The candidates should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.

2. The minimum education requirements shall be the passing of:

   -B.Sc (Nursing) / B.Sc. Hons. Nursing/ Post Basic B.Sc Nursing with minimum of 55% aggregate marks.

3. The candidate should have undergone in Bsc Nursing/ Bsc. Hons .Nursing/ Post Basic Bsc Nursing in an institution which is recognized by Indian Nursing Council.

4. Minimum one year of work experience after Basic B.Sc. Nursing

5. Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

6. Candidate shall be medically fit.

7. 5% relaxation of marks for SC/ST candidates may be given.

2. SELECTION OF STUDENTS
ENTRANCE TEST

Selection of the candidate should be based on the merit of the entrance examination held by the University or competent authority or as per regulation of the university from time to time.

3. DURATION OF THE COURSE & COURSE OF STUDY

The period of certified course of the M.Sc (N) degree course shall be of **Two Academic Years (Annual Pattern).**

The maximum period to complete the course successfully should not exceed Four years.

4. MEDIUM OF INSTRUCTION

English shall be the medium of instruction.

5. MINIMUM WORKING DAYS IN ACADEMIC YEARS

Each academic year shall consist of not less than **250** working days.

6. REGISTRATION

A candidate admitted into M.Sc (N) Degree Course in our institution of the SBV, shall -5-

submit the prescribed fee & declaration in the format to the University within the prescribed date. For NRI candidates, the University has to issue an equivalent certificate as per the regulations.

7. 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.

8. 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.

9. INTERNAL ASSESSMENT

Theory

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

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.

10. 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 August.

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 the previous examination.

11. VACATION

May - 4 weeks

12. ELIGIBILITY / MAXIMUM DURATION FOR THE AWARD OF THE DEGREE

If the candidate fails in either theory paper or practicals of a subject, he / she has to reappear for both the papers (theory & practical).

The maximum period to complete the course successfully should not exceed 4 years.

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.

A candidate must have 100% attendance in each of the practical areas before award of degree.

13. MARKS REQUIRED FOR A PASS

i)   **50**% of marks in the University Theory examination.
ii)   **50**% of marks in the University Practical examination.
iii) **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.

14. DECLARATION OF CLASS

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.

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.

A successful candidate obtaining 50% and more but less than 60% of marks (50-59%) in the grand total aggregate shall be declared to have passed with second class.

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.

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.

15. PRACTICAL EXAMINATION

4 hours of practical examination per student.

Maximum number of 6 students per day per speciality.

The examination should be held in clinical area only for the clinical speciality.

The University Practical examination shall be jointly conducted by one internal and one external examiner duly appointed by the University.

16. EXAMINERS

Theory papers will be valued for two times by two different examiners.

Nursing faculty teaching respective speciality area in M.Sc (N) programme with minimum 3 years experience after M.Sc (N).

17. DISSERTATION
A) RESEARCH GUIDES:

a) Qualification of Guide :

Main Guide: Nursing faculty / Nursing expert in the same clinical speciality 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.

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

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.

18. 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 I[st] 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 clinical speciality 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 (1 yr)	-	1720 hrs per year
Total hours for 2 years	-	3440 hrs

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Course of Instruction

FIRST YEAR

Sl.No.	Subject	Theory (In Hrs)	Practical (In Hrs)
1.	Advanced Nursing Practice	150	200
2	Nursing Education	150	150
3	Clinical Speciality I	150	650
4	Nursing Research & Statistics Including Biostatistics	150	100
5	Library Work / Self Study	10	
6	Co-curricular Activities	10	
	Total	600	1120
	Total Hours = 1720		

SECOND YEAR

Sl.No.	Subject	Theory (In Hrs)	Practical (In Hrs)
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		

Clinical speciality :

Medical Surgical Nursing* (Cardio Vascular & Thoracic Nursing, Critical care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nurisng, Gastro Enterology Nursing) Obstetric & Gynecological Nursing, Paediatric (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 clinical speciality-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.**

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Scheme of Examination

FIRST YEAR

Sl. No	Subject	Hrs	Internal Min	Internal Max	External Min	External Max	Tot	Hrs	Internal Min	Internal Max	External Min	External Max	Tot
			THEORY						**PRACTICAL**				
1.	Advanced Nursing Practice	3	13	**25**	38	**75**	**100**	-	--	**-**	-	**-**	-
2.	Nursing Education	3	13	**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	13	**25**	38	**75**	**100**		50	**100**	50	**100**	**200**
4.	Nursing Research & Statistics Including Biostatistics	3	13	**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	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	13	25	38	75	100	4	50	100	50	100	200
2.	Nursing Management	3	13	**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

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.,

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

i) It shall be based on day to day assessment (see note), 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 are left to the institution.

iii) Day to day records should be given importance during internal assessment.

iv) Weightage for the internal assessment shall be as given in the working sheet.

v) 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.

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.

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.

Records to be maintained for evaluation

Log book
Assignment Record
Case Studies

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Care plans
>Drug book/ Statistics record
>Family care study
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

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.

Theory papers will be evaluated for two times by two examiners appointed by the University.

Practical Examination will be conducted in the clinical area (concerned clinical speciality) 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

In order to ensure uniformity and minimum standards acceptable for evaluation, a vetting committee be constituted by the Vice-Chancellor for various subjects.

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.

During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills.

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 theUniversity 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 tothe 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 convenor 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 debarring 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 prerequiste 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 Quantitaive methods, Computer applications, Research Ethics and Review of Published research in the relavant 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 (Reappear)	5 Grade points : C Grade
Less than 40 marks:	C Reappaer

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 (whereever 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 / Februry 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 implemet 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 candiadates, 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 arasing 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, not withstanding whatever said above.

Examination Regulations for Allied Health Science programmes

The regulations for Allied Health Science programmes at SBV are in compliance with the UGC regulations regarding examinations. The individual syllabus and curriculum for various courses under aegis of Allied Health Sciences are available as course books at Examination wing, SBV which are as follows:-

SL No.	Program Name	Program category
1.	B.Sc. ANAESTHESIA TECHNOLOGY	Undergraduate
2.	B.Sc BLOOD BANKING TECHNOLOGY	Undergraduate
3.	BACHELOR OF MEDICAL RECORD SCIENCE (BMRSc)	Undergraduate
4.	B.Sc. CARDIAC CARE TECHNOLOGY	Undergraduate
5.	B.Sc CLINICAL NUTRITION	Undergraduate
6.	B.Sc CLINICAL RESEARCH	Undergraduate
7.	B.Sc. DIALYSIS TECHNOLOGY	Undergraduate
8.	B.Sc. MEDICAL IMAGING TECHNOLOGY	Undergraduate
9	B.Sc. MEDICAL LABORATORY TECHNOLOGY	Undergraduate
10	B.Sc. OPTOMETRY	Undergraduate
11	B.Sc. OPERATION THEATRE TECHNOLOGY	Undergraduate
12	B.Sc PHYSICIAN ASSISTANT	Undergraduate
13.	B.Sc. UROLOGY TECHNOLOGY	Undergraduate
14.	Bachelor of Physiotherapy (B.P.T.)	Undergraduate
15.	M.Sc Clinical Nutrition	Postgraduate
16.	M.Sc Medical Laboratory Technology in Clinical Chemistry	Postgraduate
17.	M.Sc Medical Music therapy	Postgraduate
18.	PG Diploma in Yoga therapy	PG Diploma
19.	PG Diploma in Music therapy	PG Diploma
20.	PG Diploma in Health Professions Education	PG Diploma
21.	PG Diploma in Good Clinical Laboratory Practices	PG Diploma
22.	PG Diploma in Pharmacogenomics and Personalized Medicine	PG Diploma
23.	M. Phil in Health Professions Education	M. Phil
24.	M. Phil in Yoga therapy	M. Phil
25.	Fellowship in Ultrasound Guided Regional Anesthesia	Fellowship

Passing criteria for AHS programs
A candidate has to secure at least 50% of marks in the university Theory examination and 50% of marks in the university Practical examination in the same attempt. If a candidate fails in either theory or practical examinations, he/she has to re-appear for both the theory and practical examinations.

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NOTIFICATION

New Delhi, the 10th December, 2014

The Bachelor of Pharmacy (B.Pham.) Course Regulations, 2014

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No. 14-154/ 2010- PCI.—In exercise of the powers conferred by Section 10 and 18 of the Pharmacy Act, 1948 (8 of 1948), the Pharmacy Council of India, with the approval of the Central Government hereby makes the following regulations; namely–

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CHAPTER-I

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1. **Short title and commencement –**

   (1) These regulations may be called the Bachelor of Pharmacy (B.Pharm) Course Regulations, 2014.

   (2) They shall come into force from the date of their publication in the official Gazette.

2. B. Pharm shall consist of a certificate, having passed the course of study and examination as prescribed in these regulations, for the purpose of registration as a pharmacist to practice the profession under the Pharmacy Act, 1948.

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CHAPTER-II

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3. Duration of the course. –

   B. Pharm: The duration of the course shall be four academic years (annual/semester) full time with each academic year spread over a period of not less than two hundred working days for annual pattern and hundred working days for each semester.

4. Minimum qualification for admission to –

A. First year B. Pharm – A pass in any of the following examinations -

   i.   Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics/Biology as optional subjects individually. "However, the students possessing 10+2 qualification from non-formal and non-class rooms based schooling such as National Institute of Open Schooling, open school systems of States etc. shall not be eligible for admission to B.Pharm Course."

   ii. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

   Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.

   Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

B. B. Pharm lateral entry (to second year/third semester) -

   A pass in D. Pharm   course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

5. Number of admissions in B. Pharm course shall be as prescribed by the Pharmacy Council of India from time to time.

6. Course of study. – The course of study for B. Pharm shall include the subjects, number of hours in a week devoted to each subject for its teaching in theory, practical and tutorial as may be prescribed by the Pharmacy Council of India from time to time.

7. Practical Training: The student is required to undergo practical training of 150 hrs either in (A) Pharmacy Practice (Hospital/Community pharmacy) or (B) Pharmaceutical and allied Industries spread over a period of not less than one month during the course of study after second year.

8. Syllabus. – The syllabus for each subject of study shall be as prescribed by the Pharmacy Council of India from time to time.

9. Approval of the authority conducting the course of study. –

   1. No person, institution, society, trust or university shall start and conduct B. Pharm programme without the prior approval of the Pharmacy Council of India.

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2. Any person or pharmacy college for the purpose of obtaining permission under sub-section (1) of section 12 of the Pharmacy Act, shall submit a scheme as may be prescribed by the Pharmacy Council of India.

3. The scheme referred to in sub-regulation (2) above, shall be in such form and contain such particulars and be preferred in such manner and be accompanied with such fee as may be prescribed:

Provided that the Pharmacy Council of India shall not approve any institution under these regulations unless it provides adequate arrangements for teaching in regard to building, accommodation, labs., equipments, teaching staff, non-teaching staff, etc., as specified in Appendix-A to these regulations.

10. Examination. –

1. There shall be an examination at the end of each academic year/semester of B.Pharm.

2. Each examination may be held twice every year namely regular and supplementary examination.

3. The examinations shall be of written and practical (including oral nature) carrying maximum marks for each part as may be prescribed by the Pharmacy Council of India from time to time.

11.   Eligibility for appearing Examination.— Only such students who produce certificate from the Head of the Institution in which he or she has undergone the course of study by attending not less than 80% of the classes held both in theory and practicals separately in each subject shall be eligible for appearing at examination.

12. **Mode of examinations.—**

(1) Theory examination shall be of three hours and practical examination shall be of four hours duration.

(2) A candidate who fails in theory or practical examination of a subject shall re-appear in theory or practical as the case may be.

(3) Practical examination shall also consist of a viva –voce (Oral) examination.

13. **Award of sessional marks and maintenance of records—**

(1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for B. Pharm course, shall be maintained for each student in the institution and 25 marks for each theory and 25 marks for each practical subject shall be allotted as sessional marks.

(2) There shall be at least three periodic sessional examinations during each academic year and the highest aggregate of any two performances shall form the basis of calculating sessional marks.

(3) The sessional marks in practicals shall be allotted on the following basis:-

(i) Actual performance in the sessional examination   (15 marks);

(ii) Day to day assessment in the practical class work,
promptness, viva-voce, record maintenance, etc.   (10 marks).

14. Minimum marks for passing examination.— A student shall not be declared to have passed examination unless he or she secures at least 50% marks in each of the subjects separately in the theory and practical examinations, including sessional marks. **The students securing 60% marks or above in aggregate in all subjects in a single attempt at B. Pharm shall be declared to have passed in the First Class. Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he / she passes in all the subjects in a single attempt.**

14 (a). **Eligibility for the promotion to the next year. – All the students who have appeared for all the subjects and passed the First year Annual Examination are Eligible for promotion to the second year and so on. However, failure in more than two subjects shall debar him /her from promotion to the next year classes.**

15. Approval of examinations.— Examinations mentioned in regulations 10 to12 and 14 shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the examining authority concerned fulfills the conditions as specified in Appendix–(B) to these regulations.

16. Certificate of passing examination.— Every student who has passed the examinations for the B. Pharm shall be granted a certificate by the examining authority.

APPENDIX- (A)

(See regulation 9)

CONDITIONS TO BE FULFILLED BY THE ACADEMIC TRAINING INSTITUTION

1) Any authority or institution in India applying to the Pharmacy Council of India for approval of courses of study for B. Pharm. under sub-section (1) of section 12 of the Pharmacy Act, 1948 shall comply with the infrastructural facilities as prescribed by the Pharmacy Council of India from time to time.

2) B. Pharm. programmes shall be conducted only in those institutions which are approved by the Pharmacy Council of India for B.Pharm course as provided under section 12 of the Pharmacy Act, 1948;

3) **TEACHING STAFF REQUIREMENT**

   (i) Staff Pattern: All faculty shall be full time.

   (ii) Director/Principal/HOI - 1

   (iii) Department/Division-Wise Teaching Staff:

Department/Division	Name of the post	No.(for 60 admissions)	No.(for 100 admissions)
Department of Pharmaceutics	Professor/Associate Professor	1	1
	Asst. Professor	1	2
	Lecturer	2	3
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor/Associate Professor	1	1
	Asst. Professor	1	2
	Lecturer	3	3
Department of Pharmacology	Professor/Associate Professor	1	1
	Asst. Professor	1	1
	Lecturer	2	3
Department of Pharmacognosy	Professor/Associate Professor	1	1
	Asst. Professor	1	1
	Lecturer	1	1
Department of Pharmacy Practice & related subjects	Professor/Associate Professor	-	1
	Asst. Professor	1	1
	Lecturer	1	1

   iii) Qualification and experience for teaching faculty including Director/Principal/ Head of Instt./Head of Deptt. shall be as per the Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014.

   iv) Workload of Faculty :

   Professor/Associate Professor – 8 hrs. per week

   Assistant Professor – 12 hrs. per week

   Lecturers – 16 hrs. per week

4) **NON-TEACHING STAFF :**

Sl.No.	Designation	Required (Minimum)	Required Qualification
1	Laboratory Technician	1 for each Dept	D. Pharm
2	Laboratory Assistants or Laboratory Attenders	1 for each Lab (minimum)	SSLC
3	Office Superintendent	1	Degree
4	Accountant	1	Degree
5	Store keeper	1	D.Pharm or a Bachelor degree recognized by a University or institution.
6	Computer Data Operator	1	BCA or Graduate with Computer Course
7	Office Staff I	1	Degree
8	Office Staff II	2	Degree
9	Peon	2	SSLC
10	Cleaning personnel	Adequate	---
11	Gardener	Adequate	---

5) **ACCOMMODATION :**

Suitable and sufficient accommodation with adequate ventilation, lighting and other hygienic conditions should be provided to the rooms for Principal or the Head of the department, office, class rooms, library, staff, staff common room, students' common room, museum, laboratories, stores, etc.

At least two lecture halls along with eight laboratories as specified below should be provided for: —

1.	Pharmaceutics and Pharmacokinetics Lab	- 2
2.	Life Science (Pharmacology, Physiology, Pathophysiology)	- 2
3.	Pharmaceutical Chemistry	- 2
4.	Pharmacognosy	- 1
5.	Pharmaceutical Analysis	- 1

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                                          ------
                              Total =  8
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In addition to the laboratories, balance room, aseptic room or cabinet, animal house and a machine room shall also be provided.

Floor area of the laboratory should not be less than 30 square feet per student required to work in the laboratory at any given time subject to a minimum of 900 square feet including Preparation Room.

Laboratories should be fitted and constructed in a manner that these can be kept reasonably clean. Gas and water fittings, shelves, fuming cupboards be provided wherever necessary.

6. **EQUIPMENT AND APPARATUS :**

The details of equipments and apparatus required for various departments shall be as prescribed by the Pharmacy Council of India from time to time.

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APPENDIX - B

(See regulation 15)

CONDITIONS TO BE FULFILLED BY

THE EXAMINING AUTHORITY

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1. The Examining Authority shall be a Indian University constituted by the Central Government/State Government/Union Territory Administration or a Deemed to be University. It shall ensure that discipline and decorum of the examinations are strictly observed at the examination centers.

2. It shall permit the Inspector or Inspectors of the Pharmacy Council of India to visit and inspect the examinations.

3. It shall provide:-

    (a) adequate rooms with necessary furniture for holding written examinations;

    (b) well-equipped laboratories for holding practical examinations;

    (c) an adequate number of qualified and responsible examiners and staff to conduct and invigilate the examinations; and

    (d) such other facilities as may be necessary for efficient and proper conduct of examinations.

4. It shall, if so required by a candidate, furnish the statement of marks secured by a candidate in the examinations after payment of prescribed fee, if any, to the Examining Authority.

5. It shall appoint examiners whose qualifications should be similar to those of the teachers in the respective subjects as prescribed in the Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014.

6. In pursuance of sub–section (3) of section 12 of the Pharmacy Act, 1948, the Examining Authority shall communicate to the Secretary, Pharmacy Council of India, not less than six weeks in advance the dates fixed for examinations, the time-table for such examinations, so as to enable the Council to arrange for inspection teams to attend at such examinations.

7. The Examining Authority shall ensure that examiners for conducting examination for B. Pharm. programme shall be persons possessing pharmacy qualification and are actually involved in the teaching of the B. Pharm. programme in an approved institution.

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ARCHNA MUDGAL, Registrar-cum-Secy.

[ADVT. III/4/Exty./101/14]

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The Best Practice of

SBV Division	:	Examination Wing
University	:	Sri Balaji Vidyapeeth, Pondicherry
Month & Year of Practice	:	December 2014

Title of the Practice	**(1) Analysis of the examination results with Post-Validation analysis and monitoring**
Objectives of the Practice	• To critically analyse and monitor the performance of undergraduate students in university examinations. • To enable comparison of performance in university examinations among various batches of students. • To provide feedback to the individual departments of concerned institutes, on the question-wise students' performance in university examinations. • To facilitate revisions in teaching-learning methods or curriculum, as deemed necessary.
The Context	Analysis of students' performance in university examinations is an essential step to understand the learning behaviour of students. Through this analysis, the departments of concerned institutes can identify the strength and weakness of the students in various topics of their subjects. This in turn provides a valuable feedback to make revisions in teaching-learning methods or serves as a guide to prepare blueprints for question papers, or to reshape the curriculum, as deemed necessary.
The Practice	As a part of examination reforms, question-wise analysis of question papers of the SBV University examinations was initiated by Examination wing, SBV in 2014. As per this, following release of results, the examination wing evaluates question –wise performance of candidates in each theory paper in a graphical format. A subject / paper-wise power-point presentation is prepared depicting students' performance for each question type- long answer, short answer and very short answer questions, along with specific comments, if any, on the nature of the graph of students performance, such as shift to the left, central tendency and bimodal curve. These subject / paper-wise power-point presentations are sent by the examination wing, SBV to the respective heads of institutions to conduct post-validation with the help of concerned departments. The consolidated report of the post-validation are maintained at the office of the institute heads and IQAC.

Evidence of Success	This initiative has been successful in analysing performance of students in university examinations over last five years in MBBS. Curriculum delivery has been restructured and modifications in teaching-learning methods and formative assessments have been made, focussing on the weak areas as identified in these reports. It has also been introduced across the UG Dental & Nursing courses at SBV from the year 2016 onwards.
Problems Encountered and Resources Required	- Due to the diversity of UG courses across various disciplines, the post-validation analysis was initially introduced for MBBS only. - Training of faculty in conducting post-validation analysis had to be done for dental and nursing institutes at SBV. Following this, it was also introduced for Dental & Nursing undergraduate courses at SBV from the year 2016 onwards. - The time taken to complete post-validation at the institute level depends on various factors like availability of resources, trained faculty and faculty motivation. - Loss of trained personnel due to change of employment has delayed the process in some instances. However, efforts were made to recruit new staff and train them for this purpose.

The Best Practice of

SBV Division	:	**Examination Wing**
University	:	**Sri Balaji Vidyapeeth, Pondicherry**
Month & Year of Practice	:	**April 2019**

Title of the Practice	**(2) Digital Scrutiny of Question papers**
Objectives of the Practice	To safeguard that all questions in question paper sets are - of appropriate level of difficulty for the candidates - free from technical errors - in accordance with the blueprint - in compliance with the syllabus - as per the regulations set by the university and relevant regulatory bodies.
The Context	The system of reviewing Question papers by scrutiny board has been initiated to assure the quality and validity of theory question papers in university examinations. It overcomes the limitations associated with conventional practice of using question paper sets directly in university examinations, such as, technical errors, inappropriate level of difficulty and non-adherence to syllabus /blueprints /regulations.
The Practice	Digital method of scrutiny of MCQ Question papers has been introduced from 2019 onwards. Digital scrutiny of theory question papers has been introduced from 2020 onwards. The format of digital scrutiny of Question papers has been copyrighted. The digital versions of question papers sets received by the setters are formatted to incorporate a blank row after each question and a comment box at the end of the document. These question papers sets are critically scrutinized by a panel of subject experts on computers/laptops. The experts make necessary revisions for each question, mention the blueprint unit and provide reasons for each revision in comment box. Incorporation of blueprint references helps the scrutinizer to conveniently relate the questions with the blueprint. The panel of subject experts also provides acknowledgement and feedback on the quality of question paper sets. The physical and digital versions of the question paper sets are maintained in a confidential manner in designated examination section computers and file cabinet respectively.

Evidence of Success	This process introduces a quality control step to improve the suitability of the questions in theory papers. It allows the scrutinizer to revise each question with specific comment for the revisions. The overall analysis of difficulty level in terms of percentage of marks in basic, standard and higher order category increases objectivity. Consequently, the technical errors have decreased and suitability of theory papers has improved in our university over the years as evident from the feedbacks of students and examiners.
Problems Encountered and Resources Required	- The concept of reviewing question papers was novel to some experts and the process need to be explained thoroughly. - The process has to be supervised by university personnel to provide guidance to the experts as and when necessary. - The process of updating the corrections in soft-copies is time consuming.

SBV Division	:	Examination Wing
University	:	Sri Balaji Vidyapeeth, Pondicherry
Month & Year of Practice	:	December 2014

Title of the Practice	(3) Integrated examination platform called- SBV GARUDA for online application, mark entry and publication of results
Objectives of the Practice	• To facilitate the examination processes, such as, students' registration, practical marks entry and result publication using online platform. • To introduce digitalization in examination processes for better documentation.
The Context	Conduction of an examination comprises of a series of processes which require involvement of students, examiners and university officials. These processes are time consuming and lack effective communication. These are especially relevant in universities with a large student population and limited number of university officials. SBV introduced SBV GARUDA integrated examination platform to expedite the examination processes and strengthen documentation.
The Practice	SBV Garuda is an online platform which serves as an Examination Management System. Students are provided with log in credentials in SBV Garuda so that they can submit their applications to register for university examinations. University examination results are published in this platform and it enables students to access their individual results. SBV Garuda is also used as a portal to submit practical examination marks confidentially to examination wing from all constituent colleges.
Evidence of Success	SBV GARUDA has been an essential component of examination wing since its introduction. It has improved the communication of the stakeholders with the university and facilitated examination processes such as, students' registration, practical marks entry and result publication. It has also minimized the delay in result processing since practical examination marks are promptly received in a confidential manner from all constituent colleges.
Problems Encountered and Resources Required	• Computers and stable internet are mandatory requirement for this process. • Support from IT department is essential for content development, data safety and trouble shooting in this online platform.

SBV Division	:	**Examination Wing**
University	:	**Sri Balaji Vidyapeeth, Pondicherry**
Month & Year of Practice	:	**December 2014**

Title of the Practice	**(4) Objectivization of theory valuation in UG courses**
Objectives of the Practice	• To bring uniformity in evaluation done for theory papers by multiple examiners. • To generate question-wise trends to assess students performance.
The Context	Given the large number of undergraduate students, it is often not possible to employ a single examiner to evaluate all answer papers pertaining to a theory paper. Conventionally, answer papers are divided into bundles and are distributed among multiple examiners who evaluated all questions in that paper. However, this may introduce inconsistency in evaluation due to subjective variation among the examiners. This bias in evaluation may result in discrepancy in overall performance of students. Hence, the system of Objectivization of theory valuation has been introduced in our university to resolve this inconsistency.
The Practice	At SBV, a unique initiative in UG courses has been in place to reduce bias of subjective variation during evaluation by allowing evaluation of a particular section/ portion of question paper by a particular examiner for all candidates. Consequently, each answer booklet is evaluated by multiple examiners. However, evaluation by each examiner is limited to the particular portion of question paper allotted to him.
Evidence of Success	This process ensures Objectivization of theory valuation. If an examiner is strict or lenient in evaluation, it will be reflected in the result of the all candidates, instead of a group of students. Positive feedback from students and examiners is the evidence of its success.
Problems Encountered and Resources Required	• The process of evaluation is time consuming and complex. The university staff should have a valuation plan and question allotment scheme for the examiners. • Since all answer papers are to be valued by all examiners, one examiner may have to wait to get a particular bundle of answer papers, until its valued by other examiners.

SBV Division	:	**Examination Wing**
University	:	**Sri Balaji Vidyapeeth, Pondicherry**
Month & Year of Practice	:	**December 2014**

Title of the Practice	(5) Objectivization of Dissertation valuation
Objectives of the Practice	• To guide the external reviewer, in the process of dissertation valuation. • To avoid subjective variation in evaluation of dissertation.
The Context	Acceptance of dissertation is an essential prerequisite for most Postgraduate courses. However, there are no guidelines provided by any regulatory bodies. However, the process of dissertation evaluation is prone to subjective variation among various experts. It is also possible that a relevant aspect of the dissertation is not considered while reviewing. Therefore, Objectivization can avoid subjective bias in dissertation valuation.
The Practice	SBV has introduced a structured dissertation evaluation form encompassing all aspects of a dissertation. The examiner has to evaluate the dissertation based on these criteria and assign points. It is also helpful for the expert to justify his evaluation as per the criteria given in the dissertation evaluation form.
Evidence of Success	After introduction of the dissertation evaluation form, the quality of dissertation evaluation has improved. The comments and decisions of the expert are traceable to the criteria given in the dissertation evaluation form. It is also easy for the PG candidate and guide to understand the comments and revise the dissertation accordingly.
Problems Encountered and Resources Required	• It is difficult to frame a dissertation evaluation form which is suitable for all specialities and for all programs. However, the SBV dissertation evaluation form encompass all the salient aspects of a dissertation without going through the discipline-wise specific details. There is also provision for providing discipline-wise specific comments in this form.

The Best Practice of

Title of the Practice	**(6) Results announced within two weeks**
Objectives of the Practice	• To minimize the delay in releasing of result after completion of the examinations.
The Context	Data processing is an essential component affecting the turn-around time for result declaration. UGC guidelines prescribe 30 days to publish result after the completion of any examination. In order to ensure early initiation of teaching-learning process for students in next semester, an initiative was taken to expedite the examination processes so as to publish results within two weeks.
The Practice	At SBV, various reforms have been introduced in the examination wing to expedite the examination processes so as to publish results within two weeks. Digitization in the form of OMR answer booklets, scanning of barcode for decryption of student information and SBV Garuda platform have been beneficial in reducing the turn-around time for result declaration.
Evidence of Success	This initiative has minimized the delay in result declaration. Currently most of the results are declared within 2 weeks time after end of the examination. This is especially important for early initiation of teaching-learning schedule for students in the new semester.
Problems Encountered and Resources Required	• Infrastructure development is a mandatory requirement for this initiative.

Year-wise examination reforms in last 5 years

Year	Reforms
2015 onwards	**Receiving of encrypted Question paper (QP) sets online from 2015 onwards:** Earlier, the question papers were received in the manual format as hard copies. Considerable time was spent in transferring information in to soft copies and also, there was no scrutiny of the question papers. All these lead to considerable delay. To minimize these, Question paper (QP) sets are being received online from subject experts through email in encrypted form. The subject experts are conducting scrutiny of the same to validate the technical correctness and suitability of the QP. The QPs are sent to off campus site in encrypted form ½ hour before exams. Blinded evaluation of postgraduate answer papers. **Bar coded student information sheet and evaluation sheets** in the answer books have been introduced to ensure masking student identity and unbiased evaluation. In UG courses, bias of subjective variation during evaluation is reduced by introducing evaluation of a particular section of QP by a particular examiner for all candidates. Consequently, each answer booklet is evaluated by 4 examiners.
2016	Introduction of Post-validation exercise in UG Dental & Nursing courses from 2016 onwards at SBV.
2017-18	The examination wing has introduced a new filing system from 2017 onwards for faster retrieval of information across examination wing. This has been copyrighted
2019	• Digital method of scrutiny of MCQ Question papers has been introduced from 2019 onwards. • Digital scrutiny of theory question papers has been introduced from 2020 onwards. The format of digital scrutiny of Question papers has been copyrighted.

	• PhD theory papers are being evaluated online instead of the conventional evaluation method from academic year 2019-20 onwards. Scanned answer papers in encrypted PDF format are provided to the examiners with corresponding passwords and marks tabulation sheet. The duly filled marks tabulation sheets are received from the examiners in both softcopy (scanned copy of the original signed document) by email and hardcopy by post. • Registered a copyright titled "Filing system for archiving of documents at the examination wing". • Registered a copyright titled "SBV integrated template for digital question paper setting and scrutiny for medical postgraduate courses.
2020	On-screen evaluation of answer scripts and providing access to answer scripts to students.

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

The Evaluation Grievance Redressal Committee should consists 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 receivingstudents' 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 warrents.

- The Committee meets atleast three times in a year with the due provision to meet as and when required based on the nature and seriouness 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/ providing access to answer scripts, 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 – 2018" Document Number: SBV/ERGR/PL/02/2018.

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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 theactual happening of the incident.

2) If the grievence is related to evaluation /revaluation, the time period for appeal / procedues 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 Grievence Reddressal 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 warrents. As a general rule, the Evaluation Grievance Reddressal 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 seriouness 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 grievences 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/retotalling 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/retotalling 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 / 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.

10) The approved minutes of the Evaluation Redressal Committee should be included as a compoenent 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.

Procedure for providing access to answer scripts to students

Process map leading to providing access to answer scripts for students

The aggrieved student submits a petition for providing access to his/her theory answer script(s) in which he/she has failed in the university examinations, to the Controller of Examinations, SBV –through proper channel (Head of the institute or the Director of the Centre) along with prescibed fees.

On receipt of an application with prescibed fees from the aggrieved student, the examination wing will make necessary arrangements to provide a softcopy of the theory answer script(s) within seven working days.

Procedure in Access to answer scripts for students -

1) The Controller of Examinations, SBV issues a notification regarding the dates of application for providing access to answer scripts for students and prescibed fees. This is put on the notice board of the concerned college and website.

2) The aggrieved student registers for access to answer scripts by an application form and a demand draft / NEFT through the head of the college, after receiving the marks statement.

3) The head of the institution forwards the list of candidates alongwith their application forms, to the office of the Controller of examinations, SBV.

4) On receipt of the above mentioned documents, the office of the Controller of examinations, SBV arranges for the softcopies of the answer scripts from the vendor providing on-screen valuation services to SBV.

5) After this procedure, students are notified regarding the availability of the answer scripts which will be provided by the office of the Controller of examinations, SBV.

6) Providing access to answer scripts is allowed only for FAILED candidates.

7) SBV regulations provide for access to answer scripts in Undergraduate courses, only where there is provision for revaluation.

8) There is no provision for proving access to answer scripts in post-graduate courses , as there is multiple evaluation system with the average taken as the final marks.

CONCLUSION

This manual provides procedures for conducting SBV University Examinations. However, the contents of the manual are subject to periodic revisions and in compliance with the changes or amendments effected by the regulatory agencies or councils.