

## SECTION I - INTRODUCTION

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

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

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

### I-1 CONSTITUENT INSTITUTES / DEPARTMENTS OF THE UNIVERSITY:

#### Faculty of Law

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

#### Faculty of Management

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

#### Faculty of Computer Studies

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

#### Faculty of Health & Biomedical Sciences

1. Symbiosis Institute of Health Sciences (SIHS)
2. Symbiosis College of Nursing (SCON)
3. Symbiosis School of Biomedical Sciences (SSBS)
4. Symbiosis School of Sports Sciences (SSSS)

#### Faculty of Media, Communication & Design

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

### **Faculty of Humanities and Social Sciences**

1. English Language Teaching Institute of Symbiosis (ELTIS)
2. Symbiosis School of Economics (SSE)
3. Symbiosis School for Liberal Arts (SSLA)
4. Symbiosis School of International Studies (SSIS)
5. Symbiosis Teaching Learning Resource Centre (STLRC)
6. Symbiosis School of Culinary Arts (SSCA)

### **Faculty of Engineering**

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

## I-2 DEFINITION OF TERMS AND ROLES

### I-2.1 Terms

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

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

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

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

**Evaluation:** The *evaluation* includes continuous and term-end evaluation. Continuous evaluation in general, is formative while the term-end evaluation is summative in nature.

**Term-End Evaluation:** At the end of every term the University shall conduct 'Term-End' Examination. Evaluation is done under the supervision and jurisdiction of University.

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

Award of marks for attendance, surprise tests and class participation should be strictly avoided.

**Examination:** The examination is the entire process of assessment carried at institute/department and university level which includes both continuous and term- end evaluation.

**Examination Session:** The time slot assigned for a particular examination. Generally there shall be two sessions per day, however additional sessions may be conducted with prior permission.

**Examination Season:** Academic year is divided into two examination seasons. One will be called as October season and the other will be April season. All examinations held between September to December will be counted as held in October season. All examinations held between January to June will be counted as held in April season.

**Course Not Granted (CNG):** Minimum 75% attendance is mandatory for a student to be eligible to appear for the term-end examination of a particular course. If the course attendance is below 75% then the student will not be granted the permission to appear for the examination of the concerned course. **If cumulative attendance for all courses of the semester is more than 75%, CNG should not be given.**

**Term Not Granted (TNG):** Minimum 75% attendance in aggregate is mandatory for all the students to be eligible to appear for the external examination of all courses of the term. If the aggregate attendance is below 75% then the student will not be granted the permission to appear for the term-end examination.

**Backlog Examination:** A student who had failed in continuous / term-end evaluation of a course shall appear in subsequent examinations considered as backlog examination.

**Revaluation:** It is a grievance redressing mechanism which facilitates the students to get the answer scripts reassessed by a different examiner.

**Credit:** A credit is defined as 15 contact hours or 30 hours of lab work or project. Each credit is assessed for 50 marks at the Post Graduate level and 25 marks for other programmes, unless otherwise explicitly mentioned by the respective statutory councils.

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

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

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

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

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

**Un-Fair Means:** Un-Fair Means includes any unethical means and mal practices adopted by the student during the examination.

## SECTION II – EXAMINATION

### II-1.1.5 Registration for Examination and distribution of Hall Tickets

- The eligible students will register online for regular as well as backlog examination, if applicable.
- The Chief conductor shall submit the list of students appearing for regular and backlog examinations to the University at least 10 days prior to examination.
- The exam coordinator shall arrange to distribute the hall tickets received from the University

## SECTION III – GOVERNANCE

All the term-end examinations shall be conducted under the supervision and jurisdiction of the University.

All internal examinations shall be conducted by respective Institute/Department in accordance with the rules and regulations of the University.

### III-1 ELIGIBILITY

#### III-1.1 Eligibility for candidate to appear for examination (examinee):

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

All those students who are granted TNG/CNG will be appearing the examinations in next season as a backlog. However, the candidate will not have to pay backlog examination fees for the immediate subsequent attempt.

##### III-1.1B Allowed To Keep Terms (ATKT)

###### ATKT Rule for 3 Years to 5 Years Programme

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

He/she cannot appear for end **Semester-5 exams** if he / she has CGPA less than 4.00 up to **Semester-2** irrespective of number of backlogs in Semester - I.

He/she cannot appear for end **Semester-6 exams** if he/she has CGPA less than 4.00 up to **Semester-3** irrespective of number of backlogs up to Semester - II.

He/she cannot appear for end **Semester-7 exams** if he/she has CGPA less than 4.00 up to **Semester-4** irrespective of number of backlogs up to Semester - III.

He/she cannot appear for end **Semester-8 exams** if he/she has CGPA less than 4.00 up to **Semester-5** irrespective of number of backlogs up to Semester - IV.

He/she cannot appear for end **Semester-9 exams** if he/she has CGPA less than 4.00 up to **Semester-6** irrespective of number of backlogs up to Semester - V.

He / she cannot appear for end **Semester - 10 exams** if he / she has CGPA less than 4.00 up to **Semester-7** irrespective of number of backlogs up to Semester - VI.

###### ATKT rule for 2 and 2 ½ Years Programme

He/she cannot appear for end **Semester-3 exams** if he/she has CGPA less than 4.00 up to **Semester-1** irrespective of number of backlogs in Semester - I.

He/she cannot appear for end **Semester-4 exams** if he/she has CGPA less than 4.00 up to **Semester-2** irrespective of number of backlogs up to Semester - II.

He/she cannot appear for end **Semester-5 exams** if he/she has CGPA less than 4.00 up to **Semester-3** irrespective of number of backlogs up to Semester - III.

##### III-1.1C Validity of Terms for Programmes

###### Post Graduate Degree Programmes

The students admitted to all post graduate programmes of the University, will be allowed to keep terms for a period of one year from the date of admission beyond the

normal period of the programme, i.e. the students joining a two years programme must complete the programme in three years from the date of admission.

### **Under Graduate Degree Programmes**

The students admitted to all the under graduate programmes of the University will be allowed to keep terms for a period of two year from the date of admission beyond the normal period of the programme, i.e. the students joining the three years programme must complete the programme in five years from the date of admission.

### **Diploma, Post Graduate Diploma and Post Graduate Executive Education programmes**

The students admitted to any of the above programmes except under the Faculty of Law, will be allowed to keep terms for a period of one year after the stipulated duration of the programme. The students admitted to diploma programmes under the Faculty of Law will be allowed to keep terms for a period of two years after the stipulated duration of the programme if it is annual pattern.

### **Expiry of Validity**

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

### **III-1.3 Eligibility for availing facilities for differently-abled**

The students admitted under differently-abled category can avail additional facilities on recommendations from the Director – Symbiosis Centre for Health Care (SCHC). Refer Govt. of India, Ministry of Social Justice & Empowerment, Department of Disability Affairs recommended guidelines. ( [Annexure – I](#) )

#### **Availing writer and extra time due to medical reasons**

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

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



### III-2 EXAMINATION SCHEDULE AND REGISTRATION

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

#### III-2.1 Rescheduling Examinations for candidates representing Symbiosis International University for Sports at National / Zonal Level

- University Sports Board shall send the list of final team selected to represent Symbiosis International University at Inter- Varsity level to the concerned institutes/departments.
- Examination Coordinator of respective institute/department shall send the necessary information about the examination to be rescheduled.
- All the external examinations of the concerned students scheduled during the tournaments shall be re-scheduled by the University.
- University Sports Board shall send the attendance of students during the camp and Inter- Varsity Tournament to the University & respective Directors to confirm the claim made by the students.

#### III-2.2 Backlog Examinations

For backlog examinations, the latest version of the syllabus will be used for paper setting. Hence for a particular examination season the same paper shall be used for both regular and backlog students. Student needs to give undertaking in this regard.

A separate backlog paper will be set only in case of the **title / credits** changes.

The student will procure the latest syllabus from the Institute/Department and prepare for the backlog examination accordingly.

With prior permission of Head of the Institute/Department, the student may attend classes to cover new topic with a convenient batch or any arrangement as provided therein.

In case of annual pattern a backlog examination shall be conducted in each of the semester of a year or annually as per rules.

#### III-2.3 Time slot for University Examinations:

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

### III-3 EXAMINATION FEES

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

Particular	Amount of Fees
Backlog Examination Fee	Rs. 500 per course + Rs. 500 Processing fee / per semester
Late Fee ( Backlog )	Rs. 1000 per semester
Revaluation Fee	Rs. 500 per course
Review of Answer Script	Rs. 3000 per course

\* TNG / CNG students need not pay the fees for the immediate subsequent attempt.

#### III-3.2 Fees for issue of duplicate documents:

Particulars	Amount of Fees
Hall Ticket, Statement of Marks / Grade Sheet, Consolidated Statement of Marks / Grade Sheet, Certificate of Passing	Rs. 300 per document
Duplicate Degree Certificate / Correction in Name or Gender in the Degree Certificate	For Indian Students - Rs. 3000 For International Students-USD 50 in equivalent Indian Rupees
Duplicate Diploma Certificate / Correction in Name or Gender in the Diploma Certificate	For Indian Students - Rs. 1500 For International Students-USD 25 in equivalent Indian Rupees

#### III-3.3 Other Fees:

Particulars	Amount of Fees
Transcript	For Indian Students - Rs. 500 per set For International Students-USD 40 per set (USD 20 for courier included)
Verification	Rs. 1000/- (per candidate)
Attestation of Documents	Rs. 100 per certificate per copy
Postal Charges (if applicable)	Rs. 250 within India
	Rs. 1500 outside India

### III-5 GRADING AND RESULTS

The results of the concerned examinations shall ordinarily be declared within 45 days from the last date of examination or as prescribed by the University.

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

- All programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continuous evaluation and term end examination prescribed in the approved programme structure.
- Over and above, mandatory 1 credit is allotted to Integrated Disaster Management course which is evaluated but not included in calculation of GPA.

#### Calculation of Grade point

The grade points corresponding to nine grades will be as follows:

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

- **Relative grading:** The grading of students will be done based on the relative performance of the students compared to the class.
- Continuous Assessment, term-end examination and Practical (if any) will be separate heads of passing.
- Passing in a course means securing 40% of absolute marks in each of the heads.
- Separate grade points will be calculated for continuous and term-end examinations and the weighted average of both will be the grade point for the course.
- **Re-evaluation:** In case of re-evaluation, the scores obtained will be fitted as per original range of marks of the grades.
- **Backlog Examinations:** In case of students appearing for backlog examination, the marks secured in the subsequent attempt will be fitted back into the earlier distribution i.e. original range of marks of the grades.
- **Calculation of GPA for Semester and Overall CGPA:** The Grade Point Average for the semester will be calculated by taking the weighted average of the course grade points.

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

$$\text{CGPA} = \{ (\text{GPA of Sem. I}) (\text{Credit Points of Sem. I}) + (\text{GPA of Sem. II}) (\text{Credit Points of Sem. II}) + (\text{GPA of Sem. III}) (\text{Credit Points of Sem. III}) + (\text{GPA of Sem. IV}) (\text{Credit Points of Sem. IV}) \} / \{ \text{Total Credit Points} \}$$
- CGPA will be calculated up to two decimal points
- **Standard of passing:** A student has to pass both internal and external examination separately i.e., obtain minimum GP of 4.00. GP less than 4.00 will be treated as grade F (fail).
- A student will be awarded the degree only if he/she has a CGPA of minimum 4.00 on the completion of programme and has cleared Integrated Disaster Management Programme.
- **Conversion of CGPA to percentage marks:** Percentage = CGPA / 10 \* 100
- There is no provision to appear in examination to improve marks or grade.

### III-5.3 Marking system for Symbiosis College of Nursing:

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

- A student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course for appearing University examination.
- A student must have 100% attendance in each of the practical areas before award of degree.
- A student has to pass in theory and practical examination separately in each of the paper.
- If a student fails in either theory or practical paper he/she has to re-appear for both the papers (theory and practical).
- A candidate can take any number of attempts with a condition that the student completes the course within the maximum period allowed.
- The candidate, in spite of failing in more than two courses he/she can be promoted to next year.
- Student shall not be admitted to the subsequent higher examination unless the candidate has passed the previous examination.
- The maximum period to complete the programme successfully should not exceed 8 years for 4 years programme and 4 years for 2 years programme.
- Maximum number of students for practical examination should not exceed 20 per day.
- All practical examinations must be held in the respective clinical areas.
- Internal and External assessment ratio is 25:75.
- Transcript in the format prescribed by the Nursing Council shall be provided by the Institute.

### III-6 RULES OF GRACE MARKS AND AMENDMENT OF RESULTS

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

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

The examinee shall be given the benefit of grace marks only for passing in each head of passing in External or Internal or Practical examination as follows:

- Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1 % of the aggregate marks only in the fresh attempt of examination.
- Provided further that the benefit of gracing of marks under this rule shall be applicable only if the candidate passes the entire examination of semester/year.
- Provided further that the gracing of marks shall be shown in the Statement of Marks / Grade Sheet in the form of asterisk and rule number.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, NCTE, UGC etc.

#### III-6.2 Rules for Condonation:

- If a candidate fails in only one head of passing, having passed in all other heads of passing his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total marks of that head of passing in which he/she is failing, whichever is less. However condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only for the fresh attempt of examination.
- Condonation of deficiency of marks will be shown in the Statement of Marks / Grade Sheet in the form of asterisk and rule number.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, Bar Council, UGC etc.

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

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

**III-6.3 Rules for Grace Marks for getting Higher Class: (Only for marking system programme)**

- A candidate who passes in all the courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class /Higher Second Class or First Class by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.
- Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also/ if prescribed in the examination concerned.
- Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.
- Provided further that the gracing of marks shall be shown on the Statement of Marks as well as on the ledger also.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, Bar Council etc.

**III-6.4 Rules for Grace Marks for getting distinction in the course only. (Only for marking system programme)**

- A candidate who passes in all the courses / heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the course/ s falls short by not more than three marks for getting distinction in the course/s shall be given necessary grace marks up to three in maximum two courses, subject to maximum 1% if the total marks of that Head of Passing whichever is more in a given examination.
- Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a course has been prescribed.
- Provided further that the gracing of marks shall be shown on the Statement of Marks as well as on the ledger also.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, Bar Council, etc.

**Note: For Rule No. III-6.3 & III- 6.4**

- The benefits under above mentioned rules shall be given at the time of declaration of final examinations only.
- Final examination for the purposes of these rules means and includes such examination/s on the basis of marks on which class/grade is awarded.

### **III-7 TRANSCRIPTS AND OTHER CERTIFICATES**

- The procedures for obtaining transcripts/ duplicate degree or diploma certificate/ attestation and verification are available at SIU website <http://siu.edu.in>

#### **III-7.1 Issuance of duplicate documents**

(Hall Ticket, Statement of Marks/Grade Sheet, Consolidated Statement of Marks/Grade Sheet, Certificate of Passing)

- The candidate has to apply to the respective Institute along with the prescribed fees.
- Duplicate Statement of Marks/Grade Sheet will be sent to the respective Institute within 15 days from the receipt of application.

#### **III-7.2 Issuance of Duplicate Degree / Diploma Certificate**

- With the application candidates should attach :
  - Attested copy of any of the following documents:
    - a) Consolidated Statement of Marks
    - b) Consolidated Grade Sheet
    - c) Passing Certificate
    - d) Degree Certificate/Diploma Certificate.
  - Duly Notarized Affidavit (mandatory)

Duplicate Degree or Diploma Certificates will be sent to the candidate within 15 days from the receipt of application.

#### **III-7.3 Verification of documents**

- Concerned person/agency shall visit the SIU website <http://siu.edu.in> for obtaining verification
- The verification procedure will be completed within 10 days.

#### **III-7.4 Attestation of Certificate/s.**

- The certificate/s issued only by SIU will be attested.
- The original certificate is required at the time of attestation.

### **III-8 GRIEVANCES**

Students may have grievances regarding result of term end examination declared by the University. In this event they can apply for revaluation and subsequently review of answer scripts.

#### **III-8.1 Rules for Revaluation**

- Students whose result is withheld for eligibility of non -academic certificates such as **Transfer / Migration / Gap / Ragging Certificate and others** can apply for revaluation of Semester-I fresh examination.

#### **III-8.1.1 Candidates appearing at the University examinations are eligible to apply for revaluation of his/her answer-scripts of the theory paper/s of the University examinations, subject to the following conditions:**

- A candidate may apply for revaluation in any number of papers per semester in which he/ she has appeared at the term end written examination.
- The revaluation includes the process of verification of total. In case of an error in total, the verified marks (less or more) shall be considered.
- The revaluation of the answer-scripts, shall not be permitted in respect of scripts of Practical Examination / Internal Assessment / Dissertation / Thesis / MCQ and Viva-Voce etc.
- A candidate shall apply online for revaluation, along with the fee within prescribed date.
- The Head of the Institute/Department shall forward the list of students who have applied for revaluation of answer-scripts of the theory paper/s along with prescribed fee of revaluation of the answer-scripts of the theory paper/s and send the same to the University.
- A candidate applying for revaluation should note that the result of the revaluation of his / her answer-book of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks/grades to his/her theory paper/s after revaluation.
- There will be no change in marks if increase in revaluated marks is below 10% of the maximum marks.
- Revaluation of the answer-scripts of the theory paper/s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason whatsoever shall not confer any right upon them for admission to the next higher class which matter shall always be regulated in accordance with the relevant rules or regulations framed by the University on that behalf.
- If as a result of revaluation the candidate attracts the provision of condonation of deficiency, the same shall be applied to him/her only for fresh attempt.

#### **III-8.2 Procedure for Review of Answer Scripts**

- If student is not satisfied with revaluation result, he/she may submit an application to the head of the Institute/Department after paying the requisite fees within one week from the date of declaration of revaluation result.



## Examination Rules



- The institute/department will forward this application to COE within two working days of the receipt of such application.
- The decision of the process is communicated to the Head of the Institute/Department and the student.
- In case of increase in marks by at least 10% of total marks, revised grade sheet is issued and the fee is refunded.

### III-10 PROCEDURE TO DEAL WITH CASES OF UNFAIR MEANS

#### PART I: Procedure to Deal with Cases of Un-Fair Means Resorted to by the Students Definitions

Unless the context otherwise requires:

- a) *Student* means and includes a person who is enrolled as such by the University College / Institute/Department for receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes student or ex-student who is registered as candidate (examinee) for any of the degree or diploma or certificate examination.
- b) *'Un-fair Means'* means and includes one or more of the following acts or omissions on the part of the students during the examination period:
- I. Possessing un-fair means material and/or copying there from.
  - II. Transcribing any authorized material or any other use thereof.
  - III. Intimidating or using obscene language or threatening or using violence against invigilator or person on duty for the conduct of examination or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - IV. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - V. Mutual/ Mass copying.
  - VI. Smuggling in or out, either blank or written answer books as copying material.
  - VII. Forging signature of the Jr. Supervisor.
  - VIII. Interfering with or counterfeiting of University / Institute / Department seal, or answer books or office stationery used in the examinations.
  - IX. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
  - X. Impersonation at the University / Institute/Department examination.
  - XI. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or Institute examination.
  - XII. Or any other similar act/s and /or omission/s, which may be considered as unfair means, by the competent authority including breach of any of the rules laid down by the University Authorities for proper conduct of examination

#### a) Procedure to be followed by the Unfair Means Committee:

- I. The Controller of Examinations of the University / Head of the constituent Institute/Department or the officer authorized by them, as the case may be, shall inform the student concerned, in writing of the act of unfair means alleged to have been committed by him/her.
- II. He / she shall ask him/her to show cause as to why the charge/s levied against him/ her should not be held as proved and the punishment stipulated in the show cause notice as imposed.
- III. The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting with written reply / explanation to the show cause notice served on his/her therein.
- IV. Only the student himself/herself shall present his/her case before the Committee.
- V. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee. The evidence if any should be recorded in his/her presence
- VI. Reasonable opportunity including oral hearing shall be given to the student in his/ her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

- VII. The Committee should follow the above procedure in the spirit of the principle of natural justice.
- VIII. After serving a show cause notice, if the said student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense.
- IX. Even after offering two chances if the concerned student fails to appear before the Committee, the Committee shall take the decision in his/her case in absentia on the basis of the available evidence/documents, which shall be binding on the student concerned.
- X. The Committee shall submit its report to the concerned Competent Authority along with its recommendations regarding punishment

**Notes:**

- i) The term “Annulment of Performance” includes annulment of performance of the student at the theory as well as Annual Practical examination. It does not include performance at term work, project work with its term work, oral or practical and dissertation unless Unfair Means used thereat.

**Cases mentioned below will be forwarded to university with proper evidence**

**Broad Categories and Quantum of Punishment for Unfair Means resorted to by Students at the University / Institute Examinations**

Sr. No.	Nature of Un-Fair Means	Quantum of Punishment
1.	Possession of copying material of the concerned course.	Annulment of the performance of the student at the University examination in full for the concerned semester.
2.	Actual copying from the copying material.	Annulment of the performance of the student at the University examination in full for the concerned semester.
3.	Possession of another student's answer script with or without actual evidence of copying therefrom or any other form of mutual copying.	Annulment of the performance of the student at the University examination in full for the concerned semester (punishment to both the students).
4.	Mass copying.	Annulment of the performance of all the students at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.
5.	i) Smuggling in/out of blank or written Answer Script—main or supplement as copying material. ii) Smuggling in any copying material and insertion thereof.	Annulment of the performance of the student at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.

6.	Forging or attempting to forge signature of the Junior Supervisor on the answer script - main or supplement.	Annulment of the performance of the student at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.
7.	Interfering with or counterfeiting of University seal on an answer script (main or supplement) or any office stationery used in the examination.	Annulment of the performance of the student at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.
8.	Insertion of currency notes in answer script or attempting to bribe any of the person/s connected with the conduct of examination.	Annulment of the performance of all the students at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.
9.	Using obscene language / violence / threat at the examination centre by a student at a University Examination to Junior Supervisor / Chief Conductor / Examiners / other students.	Annulment of the performance of the student at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination in subsequent examination.
10.	Impersonation at the University Examination.	Annulment of the performance of the student at the University examination in full for the concerned semester. Additionally, exclusion of the student from University examination for two subsequent examinations.
11.	Revealing identity in any form in the answers or in any other part of the answer book by the student at the University Examination.	Annulment of the performance of the student at the University examination in full for the concerned semester.
12.	Writing on palms or on any part of the body or on clothes while in the Examination.	Annulment of the performance of the student at the University examination in full for the concerned semester.
13.	Any other Un-Fair Means not covered in the aforesaid categories including those by using electronic or other devices or materials, and other means amounting to academic misconduct as specified by the University from time to time.	Annulment of the performance of the student at the University examination in full for the concerned semester.
14.	A student against whom a disciplinary action was taken previously for any Un- Fair means is involved again in any of the above.	Enhanced punishment shall be imposed on such students which may extend to double the punishment otherwise provided for such unfair means. In case of offence in a third instance, the studentship shall be terminated.

### **III-11 AWARD OF CHANCELLOR'S GOLD MEDALS AND OTHER ACADEMIC AWARDS GIVEN DURING THE CONVOCATION OF SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU)**

#### **III-11.1 Chancellor's Gold Medal**

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

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

- Best Outgoing Student In Post Graduate Program
- Best Outgoing Student In Under Graduate Program
- Best Outgoing International Student In Post Graduate Program
- Best Outgoing International Student In Under Graduate Program

#### **III-11.1A Eligibility:**

The Chancellor's Gold Medals are awarded to students selected by the selection committee nominated by Vice Chancellor of SIU. The Criteria for eligibility is as follows:

All full time students of SIU are eligible for Best Outgoing Student in Post Graduate and Under Graduate program. However for Best Outgoing International Student in Post Graduate and Under Graduate program only International students, who are *Foreign Nationals*, are eligible. Students completing their full time Post Graduate and Under Graduate programs of SIU are eligible for the award if they fulfill following criteria:

- Student should have passed all Term End Examination in the first attempt within the prescribed period of the program.
- Student should not have received punishment for breach of code of conduct.
- Students should have scored minimum 3.0 CGPA out of 4 and minimum 7.0 CGPA out of 10 from batch 2015. (This is not applicable for International Students)

The institutes will forward the eligible students' applications ([Annexure-II](#)) every year in the month of January.

#### **III-11.2 Other Awards**

- Nani Palkhivala Gold Medal to the topper in LL.M. examination.
- Late Jayatee Deshmukh Award for the Best Out Going Girl Student from SIU.
- Late Chetan Dattaji Gaikwad Gold Medal to the Topper in B. Tech.-Civil examination.
- Certificate of Merit for Best Academic Performance in the Post Graduate & Under Graduate degree program.



F.No. 16-110/2003-DD.III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Disability Affairs

\*\*\*

Shastri Bhawan, New Delhi  
Dated: 26<sup>th</sup> February, 2013

**Office Memorandum**

**Subject:** Guidelines for conducting written examination for Persons with Disabilities.

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 ( in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 ( in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

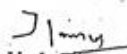
- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.
- VII. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.



- XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- XIV. The examining body should also provide reading material in Braille or Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- XV. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.
3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

  
(Jagdish Kumar)

Deputy Secretary to the Govt. of India

To

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

Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.





## SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act 1956, by notification No.F.9-12/2001-U3 Government of India)

Re-accredited by NAAC with 'A' Grade

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

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

**Note:**

- 1) Student having CGPA more than 3.000/7.00 (as applicable) are eligible to apply for this award.
- 2) Mention Achievements during the period of the programme (in Symbiosis).

1) Institute: \_\_\_\_\_ 2) Programme \_\_\_\_\_

3) Name of the Student: \_\_\_\_\_

4) Permanent Registration No. \_\_\_\_\_ 5) Batch: \_\_\_\_\_

6) Current Semester: \_\_\_\_\_ 7) CGPA of last result declared: \_\_\_\_\_

8) Exam Season of last result: \_\_\_\_\_ 9) Date of result: \_\_\_\_\_

10) Category: OPEN/SC/ST/DA/KM/PIO/NRI/Foreign Nationals/Others (Please ✓)

**A) ACADEMIC ACHIEVEMENTS:**

**(Select from the category given, attach supporting documents)**

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

**B) CO-CURRICULAR ACTIVITIES:**

**(Select from the category given, attach supporting documents)**

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

**C) SPORTS REPRESENTATION AT INTERNATIONAL AND NATIONAL MEET**

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



**D) ANY OTHER ACHIEVEMENTS:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**TO BE FILLED BY THE INSTITUTE / DEPARTMENT SCRUTINY COMMITTEE**

**REMARKS :**

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Sign:

Sign:

Sign:

Name: .....  
FACULTY INCHARGE

Name: .....  
DY. DIRECTOR

Name:.....  
DIRECTOR

**TO BE FILLED BY SCIE (FOR INTERNATIONAL STUDENT ONLY)**

**REMARKS :**

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Sign:

Sign:

Name : .....  
DY. DIRECTOR - SCIE

Name : .....  
EXECUTIVE - SCIE

**TO BE FILLED BY THE UNIVERSITY**

**REMARKS :**

.....

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Sign:

Name : .....  
CONTROLLER OF EXAMINATIONS