

EXAMINATION REGULATIONS



MNR UNIVERSITY

[Established under the Telangana State Private Universities
(Establishment and Regulation) (Amendment) Act No. 11 of 2024]
[Recognized by the UGC under Section 2(f)]

MNR Nagar, Fasalwadi 502294, Gr. Hyderabad, Sangareddy District, Telangana

MNR University (MNRU) established in the year 2024 under the Telangana State Private Universities (Establishment and Regulation) (Amendment) Act No.11 of 2024, strives to maintain high academic standards and quality in the Higher Education. This Examination Regulations of the University serves as a guide to all administrative and academic wings of MNR in the conduct of examinations. These regulations are a source of all-important information which will answer the frequently asked questions related to the conduct of examinations. It is a collage of requisite instructions, and this will be a medium of coordination for the University's Examination wing.

MNR University is committed to provide quality education through an efficient reliable, valid and continuous evaluation system. The University examination section is endowed with well-defined responsibilities and adequate authority to conduct the fair and timely examinations (as per the academic calendar of the Schools/ Centers/ Institutions and university examination calendar) for the UG/ PG/ Ph.D. programmes. The examination section has been formed to coordinate the examination and evaluation process headed by the Controller of Examinations (CoE). The conduct of examinations is an important academic activity to bring out the student's performance and support effective teaching and learning process. In this context, examination section plays a key role at every stage in the evaluation process, including Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE).

The main emphasis is to assess the knowledge gained by a student and motivate him / her to improve upon it. Instilling confidence amongst students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of student's performance has become norm of the day at MNRU. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system.

(a) Aims of the Examination Regulations

MNRU aims to establish an examination system with the following features

- (1) An independent system so that it can operate without fear, favor, pressure and prejudice.
- (2) Based on sound principles, policies, and procedures directed towards the achievement of its goals.
- (3) Flexibility and adaptability to the changing needs.
- (4) Transparent policies and procedures.
- (5) Manned by persons with appropriate qualifications and qualities like self- discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- (6) Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

(b) Reforms in Examination system

The MNRU understands that Academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation / examination systems. The examination section concentrates on the need for radical reforms in Traditional examination and assessment system and works towards evolving a credible, valid, and reliable evaluation system.

(c) Introduction of New Technology

Realizing the relevance and potential of evaluation technologies, MNRU is adopting and integrating the newer technologies to facilitate easy interface for exchange of information. MNR UNIVERSITY implements the Enterprise Resource Planning (ERP) based Examination automation system to carry out all the examination related activities smoothly and flawlessly. This ERP system supports both mark and credit based system. All the steps are fully automated with various processes such as configuration of admission, fee payment status, credit based registration of courses with subject codes, attendance, application for examination, generation and issuance of Hall ticket, seating arrangement, compilation and entry of marks in Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE), credit conversion, result generation & publication, mark statement, result analysis and report generation etc. Time-bound declaration of results and issue of marks statements will facilitate the award of degrees and ranks to the qualified candidates on time during the Convocation. University conducts the convocation as per the schedule to be announced from time to time.

The existing examination system enables to review the examination pattern, making periodical changes and sets the guidelines for the conduct of examination and evaluation from time to time and ensures the strict adherence of guidelines set by the University.

(d) Computerization of the Examination System

- (1) Activities of the office of Controller of Examination of MNR UNIVERSITY is being automated on priority.
- (2) All data regarding the conduct of semester end examinations is maintained with strict confidentiality in the centralized system with appropriate security in place.
- (3) Processes such as monitoring of examination fee payment, examination schedule, attendance monitoring, external evaluation and uploading semester examination results will be executed through university.
- (4) Re-totaling Re-evaluation were also been automated to ensure the effectiveness of the examination process.

- (5) The automated process facilitated the analysis of students' performance in course-wise which helps to undertake necessary measures for improvement.
- (6) The results were published on time as per the schedule declared for students which is available in open access for students.
- (7) An ERP based examination automation supports the layout and pattern of all types of examinations. The present ERP module has customization options for marks and grade based examinations. ERP based examination automation system gives us a lot of ways to organize data of educational institutions that would help in proper administration.
 - i) Program and course creation
 - ii) Creation of student details for examination registration like Student's data entry.
 - iii) Subject-wise registration of students
 - iv) Examination Scheme
 - v) Examination evaluation patterns
 - vi) Grading criteria
 - vii) Examination time table and hall-ticket preparation
 - viii) Attendance sheet generation
 - ix) Internal marks entry by the faculty
 - x) Entry of absentees and unfair means entry
 - xi) Records marks entry and result calculation
 - xii) External examiner's marks entry on the spot, Marks entry and grade calculation.
 - xiii) Scrutiny and finalization of results
 - xiv) Result analysis reports
 - xv) Printing of tabulated register mark sheets, merit lists, consolidate mark statements, provisional pass certificates, degree certificates, migration certificates.

(e) Assessment Mechanism

- (1) The University offers the students, the benefits of Choice Based Credit System (CBCS). Every course is allotted a certain number of credits/ marks. A student is qualified to get degree on obtaining the specified credits/ marks as per approved academic regulations governing the programmes offered in the University.
- (2) The student has abundant opportunities during the course of study to obtain additional credits by doing optional certificate courses offered by different departments of the institutions. This facility will strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective discipline of study. The introduction of the CBCS ensures
Compatibility with the academic norms practiced in other educational institutions of repute in India and abroad.
- (3) Learning Outcome Based Curriculum Framework was implemented for all programmes from the year 2024 onwards as per the recommendations of the UGC. For all these, software's has been customized periodically.

1 Preliminary

1.1 Short title and Commencement

These Regulations are called the MNRU Examination Regulations 2024.

1.2 Definitions

- 1.2.1 **The Academic Council:** The term “Academic Council” used in this Regulations shall have the same meaning and scope as provided under the MNRU regulations. The Academic Council shall be the principle academic body of the MNR University and shall, subject to the provision of the rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the University.
- 1.2.2 **Regulations:** Means the Academic Regulations and programme Regulations of all the programme coming under the MNRU.
- 1.2.3 **The Vice Chancellor:** The term “Vice Chancellor” shall have the same meaning and scope as provided in the rules of MNRU, here in after referred to as VC.
- 1.2.4 **The Registrar:** The term “Registrar” shall have the same meaning and scope as provided in the rules of MNRU.
- 1.2.5 **The Controller of Examinations:** The term “Controller of Examinations” used shall have the same meaning and scope as provided in the rules of MNRU, here in after referred to as CoE.
- 1.2.6 **Programme:** means a curriculum of two or more courses that is intended or understood to lead to a degree, diploma, or certificate. It may include all or some of the courses required for completion of a degree program.
- 1.2.7 **Course:** is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course usually covers an individual subject.
- 1.2.8 **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective / minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system.
- 1.2.9 **Learning Outcomes Based Curriculum Framework (LOCF):** Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study.
- 1.2.10 **Outcome-based education (OBE):** also known as standards-based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal.

- 1.2.11 **Program outcomes:** represent broad statements that incorporate many areas of inter-related knowledge and skills developed over the duration of the program through a wide range of courses and experiences. They represent the big picture, describe broad aspects of behavior, and encompass multiple learning experiences.
- 1.2.12 **Course outcomes:** are measurable statements that concretely formally state what students are expected to learn in a course. While goals or objectives can be written more broadly, course outcomes describe specifically how learners will achieve the goals.
- 1.2.13 **Semester** is a half-year term in the University.
- 1.2.14 **Semester Grade Point Average (SGPA)** is the weighted average of grade points obtained in all the courses registered by the student during the semester.
- 1.2.15 **Cumulative Grade Point Average (CGPA)** is the weighted average of grade points obtained in all the passed courses registered by the student in all semesters.
- 1.2.16 **External assessment** is the assessment of an examination conducted by the University.
- 1.2.17 **Internal assessment** is the continuous assessment of performance of a student during the study of a course done by the concerned internal faculty member.
- 1.2.18 **Examination Centre** means the constituent college / school of the University, recognized or approved by the University as centre for conducting theory / practical examinations of the University.
- 1.2.19 **Custodian** means the officer who is in charge of the answer books, score sheets, issue registers and all other documents in the centralized theory valuation camps.
- 1.2.20 **Chief Superintendent:** (CS) means the faculty member of the constituent college/ school of the University appointed by the Controller of Examinations for the conduct of the theory examinations at the same constituent college / schools approved as theory examination center by the University.
- 1.2.21 **Deputy Chief Superintendent** is the member of the faculty appointed by the Controller of Examinations to assist the Chief Superintendent in conducting the theory examination, if the number of candidates appearing for a particular examination is more than 500.
- 1.2.22 **Question Paper Setters** means those eligible/ qualified teachers of other colleges, institutions or Universities included in the panel approved by Board of Studies for the purpose of question paper setting who are assigned to prepare question papers in accordance with the syllabi, scheme of examination for the conduct of semester end theory examinations.

- 1.2.23 **Subject Expert** is the senior HOD of the concerned subject to deal with the complaints regarding the content of question papers of a particular subject, within the time stipulated while conducting the theory examinations, and to recommend corrections / modifications / replacement of questions, if any, to the Controller of Examinations for further action.
- 1.2.24 **QP Code** means the unique code (6 to 9 characters) assigned to the question paper.
- 1.2.25 **Moderator / Scrutinizer**, is the senior faculty who is eligible to be an examiner of the University and belonging to a college in other University, appointed by appointed by COE to scrutinize the question papers set by external question paper setters for the content as per the syllabi.
- 1.2.26 **Examiner** means those members of the faculty who are eligible to be appointed for the conduct of practical / *viva-voce* examinations and valuation of theory answer books as per the programme regulations concerned.
- 1.2.27 **Hall Ticket** means the permitting document given to each eligible candidate by the Controller of Examinations to write the University examinations for which they have registered.
- 1.2.28 **Evaluator** means the examiner who is eligible to be appointed for valuation of answer scripts.
- 1.2.29 **External Examiner** is the member of faculty who is eligible / qualified to be an examiner, of an institution / college affiliated to other University, included in the panel approved by Academic Council and appointed by the Controller of Examinations as external examiner for conducting theory or practical Examination at MNRU.
- 1.2.30 **Malpractice** means all the irregular / improper activities committed by students or on their behalf and the lapses committed by the Chief Superintendent, invigilators and all other staff of the examination centers who are involved in the conduct of examinations as detailed in the approved academic regulations MNRU R24.
- 1.2.31 **Malpractice and Lapses Enquiry Committee (M&LEC):** To enquire about the malpractices and other lapses if any occurred in / during the conduct examinations.
- 1.2.32 **Practical Centre Chief Superintendent** is one of the internal examiners for each examination / subject appointed by the Controller of Examinations for the smooth and efficient conduct of the entire practical examinations at each center/programme and for the co-ordination of the examiners.
- 1.2.33 **University Practical Convener** is the member of faculty who is eligible to be an examiner, appointed by the Controller of Examinations on the recommendation of the HOI.

- 1.2.34 **Observer of the theory examinations** is the member of faculty from other Institutions appointed by the University to observe and report on the proper conduct of the theory examinations at a particular examination center.
- 1.2.35 **Squad** for the theory examinations with 2-3 members of faculty from other Institutions/University appointed by the University to observe and report on the proper conduct of the theory examinations at all the examination centers of that day.

2 Conduct of Examinations

2.1 Appointment of Question Paper Setters and Moderators (Scrutinizers)

- 2.1.1 Appointment of question paper setters relating to all examinations, conducted by the University shall be made by the Controller of Examinations (by virtue of powers delegated to her/him by the Vice-Chancellor from the list panels of external examiners. Deans of respective schools shall submit the a panel of expert faculty to the Controller of Examinations consisting of sufficient number of names of question paper setters as required. However, CoE can appoint persons not included in the panel also as question paper setters in exceptional circumstances, with the approval of the Vice-Chancellor. The question paper setters will furnish to the CoE the question paper so set as per the syllabi.
- 2.1.2 The Controller of Examinations (CoE) can cancel the appointment offered to any person as question paper setter for valid reasons.
- 2.1.3 Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. Respective Board of Studies may review the panel of question paper setters as and when required. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice, disobedience or found ineligible for any other reasons, the Vice-Chancellor, on recommendations of the Controller of Examinations may disqualify such persons from being question paper setter.
- 2.1.4 Question paper setters can also be appointed as examiners in the subject for which they have set question paper.
- 2.1.5 Remuneration will be paid to all question paper setters / scrutinizers as per the rates fixed by the University from time to time.
- 2.1.6 The Vice Chancellor shall approve appointments as QP setters / examiners waiving the above requirements in exceptional cases.

2.2 Appointment of Examiners and Evaluators

The Controller of Examinations as delegated by the Vice-Chancellor shall appoint eligible examiners and evaluators as per the prevailing programme regulations, from the panel approved. They have the following functions

- 2.2.1 For the smooth process of the evaluation system, an evaluation Chairperson for each board / subject who shall be a senior faculty, shall be appointed by the Controller of Examinations. To help the evaluation chairperson, coordinator (s) may also be appointed by the Controller of Examinations.
- 2.2.2 For the smooth conduct of practical examinations in each of the examination centers, internal examiners of that particular examination, shall be appointed by the Controller of Examinations on the recommendation of the concerned Head of the Institution.
- 2.2.3 External examiners shall be appointed by the CoE from the panel. The list may be suggested by the HOI for consideration.
- 2.2.4 The Controller of Examinations may appoint eligible persons not included in the panel of examiners/evaluators in exceptional circumstances with the approval of Vice Chancellor. Controller of Examinations will also have discretionary power to cancel the appointment of examiner(s) / evaluator(s) for valid reasons.
- 2.2.5 Situations, if any, where an examiner/evaluator is found indulging in purposeful negligence, violation of secrecy or other acts of misconduct shall be brought to the notice of the Controller of Examinations immediately.
- 2.2.6 Remuneration shall be paid to all examiners/ evaluators and all such other officials appointed, at the rates fixed by the University from time to time

2.3 Instructions to Question Paper Setters

Extreme confidentiality must be observed by the question paper setters. They shall not disclose any information which might give a clue or hint with respect to the questions being set to anyone under any circumstances.

- 2.3.1 Every person appointed as paper setter shall be required to furnish a declaration in the form prescribed by the University, stating, inter alia, that: none of his / her near relatives are appearing in the examination concerned.
- 2.3.2 The questions should be set as per the pattern recommended for the particular examination and ensure it is error free. The subject of the paper, question paper code, duration of the examination and the maximum marks must be mentioned with clarity at the top of the question paper.
- 2.3.3 Questions shall be typed written in the prescribed format by the question paper setter in strict confidence either directly or at his dictation and the hard and soft copies of the same in the paper, shall be forwarded to the COE.
- 2.3.4 Every question paper shall be assigned a unique 6 digit numeric code (Eg. Q.P Code 009898) and the same will be made known to the question paper setter. These codes are to be written in the set question paper along with the name of the paper. If the question paper carries two sections, the question paper setter shall mention the different code numbers clearly in the question paper set by her/ him as in the model question paper.

- 2.3.5 Questions shall be free from spelling and grammatical mistakes. Abbreviations other than usually given in the text books should not be used. Acronyms shall be expanded. No questions shall be repeated in any of the sets of the question paper prepared by the question paper setter. Question paper setters making repeated mistakes will be removed from the panel.
- 2.3.6 Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
- 2.3.7 A clear note should be given at the top of the question paper so that candidates may ask for materials such as calculator, logarithm tables, charts, graph paper etc. from the examination invigilator / chief superintendent if permitted.
- 2.3.8 The question paper setter has to ensure that the prescribed standards are maintained and that the question paper, covers the broad areas of entire syllabus for the concerned course. Due weightage shall be given to all the chapters in the syllabus and also as per the marks distribution criteria prescribed by the University (if any). Composition of the question papers shall have a mixture of questions of different levels as follows
- (i) Questions that can be answered by an average student: 50% to 60%
 - (ii) Intermediate level of difficult questions: 20% to 30%
 - (iii) Advance level questions: 10% to 20%
- 2.3.9 The question paper setter shall prepare and submit as many question papers for each subject / paper as prescribed by the Controller of Examinations.
- 2.3.10 Number system used in the model question paper shall be followed strictly for showing serial numbers and mark distribution in the QP.
- 2.3.11 Question paper setting is a time bound task and paper setters shall not make any delay in reaching the prepared question paper to the University.

2.4 Instructions to Moderators (Scrutinizers)

The functions of the Scrutinizers shall include the following

- 2.4.1 To ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations, model question papers and the instructions given by the University.
- 2.4.2 To ensure that the prescribed standards have been maintained and that the questions, cover the broad areas of the entire syllabus adequately.
- 2.4.3 To check and make sure that the question paper code, the name of examination, subject / paper, scheme etc. are correct.
- 2.4.4 To check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.

- 2.4.5 To check and ensure that abbreviations other than usually given in the text books are not used & acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
- 2.4.6 To remove ambiguity / confusion in the language of the questions, if any, and make clarity.
- 2.4.7 To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- 2.4.8 Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
- 2.4.9 To ensure that the questions are serially numbered.
- 2.4.10 To ensure that representation and weightage has been given to all the chapters as far as possible.
- 2.4.11 To bring to the notice of the Controller of Examinations, lapses or omission, if any, on the part of the question paper setter.
- 2.4.12 To correct / modify / replace the questions in case of necessity.

2.6 Conduct of University Theory Examinations

- 2.6.1 The Head of Institution should send proposals pertaining to each examination within 3 months after the commencement of the classes to the Controller of Examinations. He also should submit immediately after the start of the academic year, the details of the programme and its regulations for which examinations are to be conducted.
- 2.6.2 The proposal should be sent one month before examinations, with the details of expected number of candidates for each examination / specialty, number of answer books required and budget.
- 2.6.3 The criteria / minimum requirements for the University theory examination centre are
 - i) Availability of hall(s) of the required size to accommodate all the regular and supplementary candidates attending the examination at a time. The hall(s) shall have sufficient facilities like availability of light, drinking water, fan/air conditioner, attached toilet etc.
 - ii) Availability of a confidential room attached to the examination hall with two numbers each of desktop computers, printer/digital copier, UPS and Internet connectivity, all in working condition.
 - iii) Surveillance camera system of the required specifications in working condition.
- 2.6.4 The University shall conducted semester end examinations as per notified academic calendar. All registered students in each programme in a school are eligible for appearing at these examinations. Subsequently, those students failed / become absent in a course need to register for the examination as and when notified by the University in an academic year.

- 2.6.5 Time table for both the theory and practical examinations shall be published well in advance before the commencement of examinations.
- 2.6.6 Examination registration will not be granted to candidates who have not complied with the requirements specified in the examination notification and respective course regulations. Applications received after the last notified date will not be considered under any circumstances. However, the Vice-Chancellor shall have the power to grant permission for late registrations on valid grounds.
- 2.6.7 Actual attendance and the percentage for which condonation is granted in accordance with the course regulations shall be uploaded in separate columns provided in the prescribed format.
- 2.6.8 All the institutions shall forward to the Controller of Examinations, internal assessment marks along with certificate of attendance percentage, signed by the Head of the Department, concerned faculty & Head of Institutions after getting the certificate duly acknowledged by the candidate by affixing his/her signature on or before the date stipulated in the examination notification.
- 2.6.9 The signed copy of the internal assessment marks and attendance percentage shall be displayed sufficiently well in advance in the college notice board for information and for getting anomalies if any, rectified. Complaints, if any on the part of the candidates regarding internal assessment marks and attendance shall be raised before the University with utmost diligence. Once these documents are submitted by the Head of the Institution to the examination section, no further changes will be entertained under normal circumstances.
- 2.6.10 To complete the examination registration process, the Head of the Institution shall furnish a statement regarding satisfactory completion of training pertaining to the particular examination as per the regulations, while forwarding the internal assessment marks HOI is empowered to condone the shortage of attendance up to the maximum percentage specified in the course regulations for subject/subjects for theory / practical or both for a particular examination. But such condonation is allowed only once in the entire programme period and only with the recommendations of the HOD / Dept. in charge, and on genuine grounds.

Such condonation of shortage of attendance is permissible for undergraduate courses only and is subject to payment of the prescribed fee to the University under intimation to the Controller of Examinations. Such intimation with the relevant details shall be signed by Head of Department and by the Head of the Institutions. The Head of the Institution shall give an undertaking that the

particular candidate has not availed of the provision for condonation facility previously in the entire programme period. The college shall maintain a condonation register which is subject to verification by the University authorities.

2.6.11 In exceptional cases, University may permit sharing of examination centre facility with another institute in the same campus on special request from the Head of Institutions of both institutions. The Controller of Examinations shall have the power to club one or more theory/practical examination center(s) for any particular examination as per the needs of the situation. The theory examination centers shall be finalized before the issue of hall tickets. The University reserves the right to cancel any examination centre at any time on valid reasons.

2.6.12 The University verifies the examination registrations, attendance, internal assessment marks and remittance of examination fee to ascertain eligibility of the candidates before issue of hall tickets. Hall Tickets shall be made available online by the CoE preferably two days prior to the commencement of the theory examinations. Eligible students can download the hall tickets from their portal.

The Controller of Examinations shall have the power to suspend issued Hall tickets to the candidates if found ineligible on various reasons. The Controller of Examinations shall also have the right to keep pending, the issue of hall tickets already issued on valid reasons. In exceptional cases, the Controller of Examinations can provisionally permit a candidate for appearing the examination, subject to eligibility on further verification.

2.6.13 The eligible students with their signature in the hall tickets will be permitted into the examination hall with student ID card. Invigilators shall put their initials in the hall tickets on each day of the examinations.

2.6.14 The Controller of Examinations shall appoint Chief Superintendent on the recommendation of the Head of the Institution of the theory examination centre for each examination. However, in exceptional cases, they can nominate a senior faculty member as the Chief Superintendent. The University reserves the right to appoint the Chief Superintendent who is not nominated by the Head of Institution also.

2.6.15 On receipt of the question papers from the setters, the examination branch of the University shall finalise the question paper by assigning question paper codes, scrutinize for further accuracy and arrange them according to day wise time table, compose them into a standard template and keeping them under safe custody. COE is responsible for downloading, printing and providing the question papers in the respective schools as per notified time table. The Dean of School

should make all arrangements for the smooth conduct of the examination.

- 2.6.16 Examinations once scheduled shall not be changed, unless there is a situation / reason which necessarily warrant such a rescheduling with the approval of Vice-Chancellor.
- 2.6.17 Ordinarily there shall be two examinations in a semester (regular & supplementary) unless otherwise specified by the respective programme regulations.
- 2.6.18 In extraordinary situations, the Controller of Examinations shall be competent to effect the change of date of any examination in the examination time table already published.
- 2.6.19 The Controller of Examinations shall make arrangements for the conduct of examinations at various approved centers in accordance with the rules framed by the University from time to time.
- 2.6.20 Regarding their duties and responsibilities, the Chief Superintendent and other officers involved in the conduct of examination(s) shall act according to the instructions issued by the University from time to time.
- 2.6.21 It shall be the duty of the Chief Superintendent at each center of examination to appoint Deputy Chief Superintendents and or Asst. Superintendents (Invigilators) who shall be members of the faculty and other supporting staff for the smooth conduct of examinations as per the regulations. Remuneration at the rates fixed by the University shall be paid to all the staff involved in the examination duty.
- 2.6.22 The Controller of Examinations may, if found necessary, appoint an observer/squad to supervise/monitor the University examination process carried out in the University examination centers. Observer so appointed shall be a member of faculty of a different stream and from another Institute with at least three years" experience as invigilator. Observer appointed shall in no case be a member of faculty of the same Institution.
- 2.6.23 All candidates shall bring their hall tickets and ID cards issued by the University on each day of examination. The hall tickets /ID card shall on demand be produced for inspection by the Chief Superintendent, Additional Chief Superintendent, observer, member of the squad or any other officer authorized by the University. No candidate shall be permitted to write an examination without a valid hall Ticket and ID card issued by the University.

However, the Chief Superintendent shall grant provisional admission to a candidate for an examination with the permission of the Controller of Examinations provided his / her name is included in the nominal roll issued by the University. The fact that a candidate has

been given provisional admission does not entitle him / her to further benefits of taking the examination. The Hall Tickets issued are provisional.

- 2.6.24 Candidates writing the examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all her/his instructions. In case a candidate disobeys the instructions given by Chief Superintendent / any other official appointed by the University or behaves insolently towards the officials, such candidate shall not be allowed by the Chief Superintendent to write the examination and the matter shall be reported to the Controller of Examinations for further action.
- 2.6.25 The Controller of Examinations can cancel the Hall Tickets issued to any candidate, if it is proved that she/he has indulged in misconduct or is found indulging in malpractices in the examination hall or if it is discovered later that he / she was ineligible to write the examination.
- 2.6.26 All candidates shall enter the examination hall at least 30 minutes prior to the time prescribed for the commencement of examination.
- 2.6.27 Normally question papers can be distributed to the candidates 5 minutes prior to the commencement of the examination, but candidates can be permitted to start writing the examination only at the stipulated time.

2.7 Answer Booklet

Student-wise Barcoded Answer Booklet with security features containing 40 pages supplied by the University from time to time are used for the Semester End Examinations in theory. No additional sheets will be provided for theory examinations. Instructions to candidates for filling instruction part of the answer booklet have been printed on the second page of the theory Answer booklet. Each candidate shall write her/ his hall ticket in the front cover page and sign on the answer booklet.

2.8 Instructions to the Examination Chief Superintendent (CS)

The CS is responsible for receiving the respective blank answer booklets and all examination related materials from the Head of the Institution well in advance, by submitting the indent

- 2.8.1 It shall be the duty of the CS at each centre of examination to appoint as per the rules, Deputy Chief Superintendents, Asst. Superintendents (invigilators) and other supporting staff well in advance for the concerned session of the examination for which he/she is appointed.
- 2.8.2 The CS shall go through the "*instructions to the invigilators*" and give necessary directions to the invigilators as and when required.

- 2.8.3 The CS shall ensure that all the technical arrangements like availability of personal computers, internet connections, printers, fax, UPS, mobile jammer, land line telephone connection, CCTV surveillance system etc. are functional as specified by the University from the day prior to the commencement of the examination onwards. He/She shall also re-check the same on the day of the examination one hour prior to the commencement of the examination. CS shall ensure that proper seating arrangements are made for the candidates in the examination hall. Such arrangement shall include the writing of register number on the desk/ table at the appropriate place.
- 2.8.4 The CS shall ensure that the examination hall(s) is kept clean and that there is no unwanted writing on the desks/ walls or board.
- 2.8.5 The CS shall ensure that drinking water is made available to the candidates in the examination hall.
- 2.8.6 The CS shall display hall-wise seating plan for the information of candidates at prominent places. Final nominal roll of the candidates who are to write the examination in the particular centre and instructions to the candidates with regard to the examination shall also be displayed outside the examination hall(s) besides an "OUT OF BOUNDS" (No Entry for the persons unrelated to Examination).
- 2.8.7 The CS shall be present in the examination venue at least one hour prior to the commencement of the examination for each session of the examination.
- 2.8.8 The CS shall provide necessary facilities to the observer deputed by the University for the Discharge of his / her duties.
- 2.8.9 The CS shall ensure that the invigilators collect the answer books 30 minutes prior to the commencement of the examination. CCTV surveillance system shall be working on during the theory examination and the recorded examination procedures (in DVD) shall be sent to the University along with the answer books.
- 2.8.10 Ensure that the examination hall(s) is/are opened and that the candidates are permitted to enter the hall between 10 to 15 minutes prior to the commencement of the examination.
- 2.8.11 No candidate shall be permitted to enter the hall after the stipulated time. The CS shall strictly ensure that this rule is not violated under any circumstances.
- 2.8.12 Chief Superintendent shall permit the candidates suffering from contagious diseases to write the examination with the prior approval of CoE. Such candidates shall have to submit application with medical certificate and proper recommendation of the Head of the institution to the University. The candidates shall be permitted to take examination in a secluded room. The full procedures of theory

- examination shall be video recorded at the cost of the candidate concerned.
- 2.8.13 The question papers shall be distributed in the examination hall(s) 5 minutes prior to the commencement of the examination. However, the candidates shall not be allowed to write the answers before the time fixed for the commencement of the examination.
- 2.8.14 The CS shall ensure that candidates, invigilators, observers, CS himself/herself and any other person entering the hall are not using mobile phones inside the examination hall.
- 2.8.15 The CS shall ensure that only the following items are permitted in the examination hall(s).
- (i) Hall ticket issued by University
 - (ii) ID card issued by the concerned institution
 - (iii) Permitted writing & drawing materials
 - (iv) Permitted model of calculator, for the particular examination
 - (v) Other materials permitted by the University from time to time
- 2.8.16 A candidate shall not be allowed to write examinations, if she/ he does not have a valid hall ticket issued by the University. However, if a candidate reports that her/his hall ticket/ID card is lost, the Chief Superintendent can permit her/him for the examination duly verifying his/ her identity, after obtaining a written request from her/him, and shall report the matter to the University.
- 2.8.17 The CS shall ensure that mobile phones, blue tooth devices, programmable electronic equipment like scientific calculators and other electronic gadgets are strictly not allowed in the examination hall(s). The CS will make necessary arrangements to collect such bags, gadgets during the examinations and return back after the examination. During the examination, if any such gadget is found in the possession or custody of the candidate, these items shall be taken into custody by the Chief Superintendent and the matter to be reported to the Controller of Examinations at the earliest. In such cases, the CS may permit the candidate to write the examination only on obtaining an undertaking from him/her and shall forward the same along with the suspected materials to the University on the same day.
- 2.8.18 The CS shall have proper communication with the invigilators for the smooth conduct of examination. The Chief Superintendent shall frequently visit examination hall(s) and ascertain that the invigilators are doing their duties and ensure that utmost discipline is maintained throughout the conduct of examination. Proper arrangements shall be made to alert the candidates about the time remaining during examination.

- 2.8.19 The CS shall ensure that the sealed packets containing answer books and related documents and hand-over them to the CoE of University on the same day of examination itself. In extra ordinary situations where there is any delay in handing-over, the same shall be intimated to the Controller of Examinations on the same day itself.
- 2.8.20 Unused, damaged and cancelled answer books shall be counted and returned to the Head of the Institution for proper maintenance of Stock Register.

2.9 Instructions to the Invigilators (Asst. Superintendents)

Invigilation is one of the most important tasks required to be performed during the conduct of theory examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates. A set of guidelines for the invigilators are given below

The invigilator should

- 2.9.1 Report to the Chief Superintendent at least 45 minutes before the commencement of the examination.
- 2.9.2 Permit the candidates to enter in to the examination hall within 10 to 15 minutes prior the commencement of the examination.
- 2.9.3 Collect the answer books from the Chief Superintendent check and count them and get the defective answer books (if any) replaced.
- 2.9.4 Carry the question papers from the confidential room to the examination room only in packets.
- 2.9.5 To assist the candidates to find out their seat in examination hall and to ensure the candidates should not have digital gadgets, script/notes in coded form and other materials relevant to the examination. If such materials found from students during examination, it will be seized and the same to be reported to CS for appropriate action.
- 2.9.6 The invigilator shall verify the candidates are having the examination hall ticket and student ID card issued by the competent authority. If the student is not having/bringing any of them, he/she shall be advised to meet CS for further proceedings.
- 2.9.7 After verification of the students' hall ticket and ID card, the invigilator shall obtain the signature from the student in attendance sheet and sign their initials in the hall ticket at the space provided, for each examination.
- 2.9.8 Distribute the answer book 10 minutes before the commencement of the examination (on hearing bell) and instruct them to verify their Register ID number, their names, sign on the space provided for student. The candidate shall also verify subject code & title, date of examination, name of examination in the answer booklet at the appropriate column.

- 2.9.9 Shall sign on the answer book only after verifying that the details filled in by the candidate are correct.
- 2.9.10 Question paper shall be distributed 5 minutes prior to the commencement of the examination and ask the candidates to start writing the examination. The answers to be written by the students only with blue or black pen (except diagrams, wherever necessary). The answer papers written with pencil shall not be valued.
- 2.9.11 After half an hour, the attendance list and unused answer books shall be sent to Chief Superintendent Office.
- 2.9.12 The students get notification from the invigilator for every one hour and before last 10 minutes. The invigilator should announce stop writing after examination time is over Five minutes before the close of the examinations, announce “last 5 minutes” and after the examination time is over, ask the candidates to stop writing and put their pen down.
- 2.9.13 To ensure the student should not left the blank pages in their answer books and make them strike out the unwritten pages /space in between
- 2.9.14 Arrange the collected answer books in the order of register numbers and handover to the Chief Superintendent. The invigilator shall leave the examination premises after the consent of the CS.

2.10 Important notes

- 2.10.1 No candidate shall be allowed to leave the examination hall before the end of the examination and without handing over the answer books to the invigilator.
- 2.10.2 Candidates should be asked to take their seats in accordance with the seating arrangement. No candidate will be permitted to enter in the examination hall after the stipulated time except with special permission from the Chief Superintendent which could be granted on exceptional circumstances and for very valid reasons/justification. All such instances shall be reported to the Controller of Examinations for further action. However, no candidate shall be permitted to enter the examination hall after the time of commencement of the examination.
- 2.10.3 Arrangements will be made by the Chief Superintendent to issue duplicate hall ticket for those of the students who have received the original hall ticket and failed to produce the same or where the original is lost. In cases where the University/college/school has not issued ID card or the issued card is lost by the candidate, the CS can permit the candidate on the production of proper proof of identity in the form of AADHAR card, voters ID or driving license. This can be done only in cases where his/her name is registered in the examination and the University has issued the hall ticket.

- 2.10.4 The candidate may be allowed entry into the examination hall only with his/her hall ticket, ID card and writing and drawing materials. The invigilators should ensure that strict silence is maintained in the examination hall. Communications amongst candidates, borrowing of materials, use mobile phones any other electronic equipment etc. should be strictly forbidden.
- 2.10.5 Invigilators shall not give any clarifications to the students regarding mistakes pointed out in the question paper, mode of answering etc. If any candidate brings to the notice of the invigilator, any such ambiguity / complaint regarding questions, or with regard to spelling mistakes, repetition of questions; questions being out of syllabus, etc. the candidate will be asked to give it in writing to the Chief Superintendent, who in turn, will forward the same the Controller of Examinations for necessary further action.
- 2.10.6 The invigilators shall not allow the use of logarithm tables/ Data book in the examination hall unless it is permitted as per the instructions given in the question paper.
- 2.10.7 Invigilators will keep themselves to be alert and vigilant and prevent the use of unfair means in the examination hall. If any candidate indulges in any unfair means, the invigilator shall take in his custody the answer book and the materials used for malpractice and make a report with details to the Chief Superintendent who, in turn, will forward the same to the Controller of Examinations for appropriate further action.
- 2.10.8 The invigilator shall not allow any candidate to write anything on the question paper.
- 2.10.9 No refreshments of any kind except drinking water shall be allowed for the candidates in the examination hall.
- 2.10.10 The invigilator shall not make any correction in the register number written by a candidate on his / her answer book. Instead, the candidate may be asked to correct the number and attest the same by affixing his/her signature near the correction.

2.11 Appointment of Observers and Squad

The University/ Controller of Examinations may appoint squad / observers from other institutes to supervise and report on the conduct of the theory examinations. She / he may also appoint a squad comprising of faculty of same stream or other stream for conducting surprise inspection as and when required. Such squad/observer must report about the conduct of examinations to the Controller of Examinations immediately after the examination is over.

In exceptional cases the Controller of Examinations may appoint observers for supervising the conduct of practical/clinical examination as well. Sending special observers for practical/clinical examination is strictly confined to

exceptional situations and that too at the discretion of the University and not based on any request.

3 Verification of Written Answer Scripts

On receipt of packets of answer scripts from the theory examination centers, the sorting sections shall, first of all, inspect the packets to ensure that the packing was done according to the instructions issued in this regard and that the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Controller of Examinations immediately. If the total number of answer scripts and the total number of absentees do not agree with the total number of candidates registered, the Chief Superintendent of the centre shall be contacted immediately to identify the cause of disparity. All the answer scripts are verified to see that candidates have used the prescribed answer scripts issued by the University and no identification mark is put by the candidate. If any identification mark is noticed, it shall be reported to the Controller of Examinations immediately for further action.

The dummy numbering section shall ensure that the theory answer scripts bundles dispatched from the respective theory examination centers contain the following

- (1) No. of theory answer scripts
- (2) DVD recordings
- (3) Attendance list

3.1 Stock Register

The following details of all answer scripts bundles received in the section shall be noted in the stock register of answer scripts

- 3.1.1 Name of the examination with year of admission/ subject code & title/ date & time of examination.
- 3.1.2 Name of the Centre of examination
Number of eligible candidates registered for the subject
- 3.1.3 Register numbers present in SEE (from.....to...)
- 3.1.4 Register number of absentees
- 3.1.5 Total number of answer scripts received
- 3.1.6 Number and Serial No. of answer bookslets cancelled/damaged and returned from the centre of examination.
- 3.1.7 Date & initials of the CS.

If there is any disparity, the concerned officer in charge shall contact the Chief Superintendent immediately for clarification and the matter shall be reported to the Controller of Examinations.

The conduct of examinations, dummy numbering, movement of the answer scripts and issuing to examiners are carried out under the surveillance. Only the concerned staff has the access to each process/step.

4 Evaluation of Theory Answer Scripts

Central valuation shall be done usually in the office of Controller of Examinations.

- (1) The Controller of Examinations shall arrange for evaluation of answer scripts by faculty of other colleges/Institutions/ University
- (2) Evaluators shall be appointed by the Controller of Examinations from the panel received from the Dean of respective Schools. The process of appointment of examiners applies, mutatis mutandis, to the appointment of evaluators also.

5. Safe custody of evaluated Answer Scripts and Score Sheets

- 5.1 Once the evaluation process is over and evaluation results are tabulated, results are prepared by the confidential section of the CoE and the concerned examination section staff shall enter the marks in the ERP system.
- 5.2 With the approval of the University, results of SEE are communicated to the Dean of the School, including those results which are withheld due to various reasons.
- 5.3 If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass as per the course regulations concerned, his/ her result is marked as “Passed” with the generated grade in the result column of the tabulation online.
At the end of the programme, the class in which the candidate is placed based on the total CGPA secured by the student is also indicated and recorded in the tabulation register.
The concerned examination sections shall verify the accuracy of entries of marks with the original documents containing the marks secured by each candidate. A hard copy of the tabulation register shall be authenticated by the officers concerned.
- 5.4 Continuous Internal Evaluation marks, practical marks, pass criteria (as per course regulations) etc. can be subjected to verification in the section itself before the results report is published.
- 5.5 The confidential section of the Controller of Examinations may make random verification of the results.



MNR UNIVERSITY
Fasalwadi 502294, Sangareddy District, Telangana

Annexure - 1
Application for Re-totaling / Revaluation

1.	Name	:	
2.	Register I.D.Number	:	
3.	Programme & Branch	:	
4.	Month & Year of Examination	:	
5.	No. of Courses applied for revaluation/ retotaling (<i>strike out which ever not applicable</i>)	:	
Year/ Semester	Course Code	Course Title	Marks/Grade awarded
6.	Total Amount Payable	:	
Note: <i>The prescribe fee to be paid ONLINE through ERP in CFC MNR-HERA campus.</i>			

Date:

Signature of the Candidate

Signature of the Dean
(Seal)

General Instructions

- (1) The application should reach the The Registrar, MNRU within the prescribed time.
- (2) The revaluation/ retotaling are not permissible for the failures in practical/ clinical/ project.
- (3) The application should be sent to the University through college only. Submission of the application directly to the University by the student will be summarily be rejected.
- (4) An amount of Rs.750/- for Recounting/ Re-totaling & Rs.3000/- revaluation is to be paid for each course on obtaining permission from the University. The fee is to be paid ONLINE through ERP in CFC, MNR HERA campus.
- (5) The candidate is advised to register for the subject in which revaluation / retotaling is sought for within the stipulated time for the next examination without waiting for the result of revaluation / retotaling.
- (6) The fee once paid will not be refunded. Hence any application sent in this regard should be sent after careful scrutiny.
- (7) The date of declaration of revaluation/ retotaling results if delayed due to extraneous factors disabling the candidate to pursue higher studies, shall in no way bind the University legally or otherwise.



MNR UNIVERSITY
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Annexure-2
Requisition Scribe Facility

Application for availing the facility of a Scribe/ Writer during Examinations due to permanent / temporary physical disability/ disability (*To be submitted 2 weeks prior to the commencement of Examination with *appropriate Certificate*)

To
The Controller of Examinations,
MNR UNIVERSITY,
Sangareddy, Telangana.

Dear Sir/ Madam,

I wish to avail the facility of a scribe/writer during the Examination as per the below mentioned details

Name of the Student: _____ Mobile No.: _____
Name of the School: _____
Name of Program: _____ Reg. I.D.No.: _____
Academic Year: _____ Year / Semester: _____

Details of scribe being arranged by the student

Name of the scribe: _____
Educational Qualification of the scribe (with proof - Identity card): _____
Address: _____
Mobile number: _____

Yours faithfully,

Date:

Signature of the Student

Signature of the Dean of the School with remarks

Note:

1. Enclose Medical Certificate from a Registered Medical Practitioner with seal stamp
2. Enclose latest pass port size photo of the scribe
3. Enclose Address proof (AADHAR) of the scribe
4. Enclose current study certificate of the scribe

MNR UNIVERSITY
 Fasalwadi 502294, Sangareddy District, Telangana

Annexure - 3
Semester End Examination-Theory : Observer's Report

1. Name of the Observer :
 Designation & Address :
 Phone Number :

2. Name of the School & Exam :
 Course Code & Title :
 Date and Time of examination :

S.No.	Event	Observation
1	Time of entry of students into Exam Hall	
2	Time of entry of Chief Superintendent & Invigilators	
3	Staff on duty as per order	
4	Numbering and seating arrangement	
5	Accommodation space in the hall	
6	Lighting and Ventilation	
7	Toilet Facility	
8	Drinking Water	
9	No. of student to appear in the SEE	
10	No. of students	a) Present: _____ b) Absent: _____
11	Question Paper sealed	Yes / No
12	Question Paper opened as per procedure	Yes / No
13	Time of start of the examination	
14	Instruction to students by Chief Superintendent	
15	Integrity of the staff on duty	
16	Integrity and discipline of the students	
17	Provision of Answer Booklets & Question Paper in time to students	
18	Occurrence of Malpractice (if any)	
19	Giving alert on time to students	
20	Closing time of the examination	
21	Orderly collection of answer sheets after exam	
22	Proper packing and sealing of answer sheets	

General Remarks and Confidential Report

Note: Give an account and confidential report over the observations. Suggestions may also be given.

Date:

Signature of the Observer

MNR UNIVERSITY
 Fasalwadi-502294, Sangareddy District, Telangana

Annexure - 16
REPORT OF SQUAD

Names of the Squad Team Members a)
 Designation, Address & Phone Number

b)

Report of the Squad on the Conduct of Examination

Name of the School	Name of the Examination	Date of Examination	Signature of the Chief Superintendent	Remarks

Note: Squad team may furnish a detailed report as Annexure

Date:

Signatures of the Squad Team
 (with official address)