

4. ADMISSION CARD:

- 4.1** Every candidate eligible to appear for SASTRA University Examinations shall be issued with an Admission Card. No candidate will be permitted to enter the Examination Hall without a valid Admission Card.
- 4.2** Admission cards are subject to scrutiny by the Chief Superintendent or the Hall Superintendent and officials of the University Examination Wing, at any time during the examination.
- 4.3** The instructions given on the reverse of the Admission Card are to be strictly followed. In case the candidate forgets to bring the Admission Card or misplaces it or loses it, the candidate must report to the Chief Superintendent 30 minutes before the commencement of examination with a passport size photograph and obtain a duplicate admission card at a nominal cost.

5. DECLARATION OF RESULTS:

- 5.1** The valuation of answer scripts will be done within 7 days from the date of last examination and results will be declared within 15 days from the date of last examination.
- 5.2** The processed results will be placed before a Result Passing Board duly constituted by the Vice-Chancellor for approval and then the results will be declared.
- 5.3** The result will be web cast in the SASTRA website within 24 hours from the time of declaration of results
- 5.4** A candidate completing the programme within the specified period of study and securing CGPA of 7.5 and above and passing all the courses of the programme in first appearance will be declared to have passed in First class with Distinction.
- 5.5** A candidate completing the programme within the specified period of study and securing CGPA of 6 and above will be declared to have passed in First Class.
- 5.6** A candidate completing the programme within the specified period of study and securing CGPA of 5 and above but less than 6 will be declared to have passed in second class.
- 5.7** A candidate unable to clear all the courses within the specified period of study can appear for subsequent arrear examinations and pass the courses. Then he / she will be placed in second class, irrespective of his / her overall CGPA. Even if a candidate does not carry any arrears but due to extraneous circumstances leaves the institution for an year or more and subsequently rejoins shall also be placed under this category and awarded with Second Class.

5.8 An Undergraduate Engineering / Technology candidate who completes the programme within the specified period of study and takes up four additional courses in each of 5,6,7 & 8th semesters and passes them with a Grade Point of 5 and above is classified as an Honours student. Those students who do not clear the Honours course in the first appearance in any of the four semesters become ineligible to be classified under Honours programme. The students clearing all their courses of the programme including Honours courses in the first appearance and securing a CGPA of 7.5 and above will be declared to have passed with Honours.

5.9 Some candidates due to extraneous reasons score less marks in Continuous Internal Assessment(CIA) resulting in failing in the course. There is no scope of improvement of CIA unless the candidates repeat the course. For such candidates who appear in the subsequent supplementary exams, the following formula will apply:

$M = \text{Marks scored out of 100 in any course which will be } I+E \text{ or } 2E \text{ whichever is greater.}$
 (I=CIA marks out of 50 and E=semester end examination marks out of 50).

This rule is applicable from November 2014 examinations onwards. This will help the slow learners and students with arrears. Students pursuing the programme with arrears are advised to take advantage of the amendment.

5.10 The maximum period for completion of the courses for the programme offered by SASTRA will be:

S.NO	SPECIFIED PERIOD OF STUDY	MAXIMUM PERIOD FOR COMPLETION OF COURSES
I	1 year	2 years
II	1.5 years	3 years
III	2 years	4 years
IV	3 years	5 years
V	3.5 years	6 years
VI	4 years	7 years
VII	5 years	8 years

If the candidate is unable to pass all the courses of the said programme within the maximum period of completion, the candidate has to discontinue the programme automatically.

5.11 All the above said regulations 5.1 to 5.10 will be applicable as detailed below.

ENGINEERING STREAM

- Full Time Undergraduate programme 5.1 to 5. 10
 - Part Time Undergraduate programme
 - Full Time Postgraduate programme
 - Part Time Postgraduate programme
- } 5.1 to 5.10
except 5.8
- ARTS & SCIENCE STREAM**
- Full Time Undergraduate programme
 - Full Time Postgraduate programme
- }

6.REVALUATION

6.1 A candidate can apply for revaluation within 72 hours from the time of publication of the results in the specified application form by paying the prescribed fee in person.

6.2 Those candidates who are unable to come in person but desiring to apply for revaluation can apply through Email within 72 hours from the time of publication of the results. They can remit the revaluation fee in accounts section within one week from the date of return to Institution.

6.3 A candidate can apply for revaluation for a maximum of 2(two) courses only.

6.4 After revaluation, if the marks secured by a candidate in the second valuation deviates from the first valuation by 10 or more marks, the script will be referred to a third valuation and the average of the three will be treated as the marks secured by the candidate Otherwise, higher value of the first two values secured by the candidates will be taken into account.

6.5 Any change in revaluation resulting in a higher grade will be declared and incorporated in the result accordingly. Otherwise it will be declared as “No Change”.

6.6 Revaluation provision is not available for Honours, Open Elective, Project and Viva-Voce, Seminar and Laboratory courses. Any further information required will be provided from time to time through Examination Wing Circulars.

7.TRANSPARENCY SYSTEM

7.1 A candidate can apply for the photocopy of his/her answer book for a maximum of 2 courses

7.2 Application for the transparency shall be made in person by the candidate only.

7.3 The application must be made in the specified form within 72 hours from the time of publication of results. If required the candidate can apply for revaluation within the prescribed 72 hours.

8.EXAMINATION HALL REGULATIONS

8.1 The admission card is valid only for the examination for which it is issued.

8.2 Admission card without photograph and attestation by the authorized Professor or HOD or Dean is invalid. Candidates will not be permitted to enter into the Examination Hall without a valid Admission card.

8.3 Strict silence must be observed in the examination hall. Hall Superintendent /Chief Superintendent have the authority to send the candidate out of the hall if the candidate disrupts the smooth conduct of Examination.

8.4 Possession of any incriminating material, scribbling or writing on or scales of calculators or admission card or clothes or on the body of the candidate and any other act of the candidate leading to copying or intention to copying or any action of the candidate which is detrimental to the fair conduct of the examination shall be construed as malpractice.

8.5 Exchanging pen/pencil/rubber or any other material within the examination hall or conversing with other candidates will be treated as malpractice.

8.6 Writing the Register Number and Name in the Answer Book should be confined to the fly slip only. Writing them in any other place of Answer Book including additional sheets will lead to rejection of Answer Book for valuation and treated under malpractice. If a student is very particular to depict a religious symbol or prayer to Almighty in the answer script it should be done only on the fly slip and not anywhere else. Lest it will be construed as malpractice.

8.7 Use or possession of cell phones is strictly prohibited inside the examination halls. Those not adhering to this will be booked under malpractice and the cell phones seized inside the halls will not be returned to the candidate under any circumstance.

8.8 Candidates are permitted to use only blue or black pens. Using any other colour for writing the examination shall amount to malpractice.

8.9 Any candidate indulging in any malpractice other than misconduct and impersonation will be debarred from appearing for SASTRA University Examination for one academic year or two semesters. Also all the courses for which the candidate appeared in that examination shall stand cancelled.

8.10 Any candidate indulging in misconduct will be debarred from appearing for SASTRA University Examination for two academic years or 4 semesters.

8.11 Any candidate indulging in impersonation will be summarily dismissed from the University and also handed over to Police authorities.

8.12 Programmable calculators should not be used in the examination hall. Scientific calculators alone are permitted.

8.13 Candidates will not be permitted to enter the examination hall after 30 minutes from the time of commencement of the examination.

8.14 Candidates will not be permitted to leave the hall during the first 30 minutes from the time of commencement of examination.

8.15 Candidates will not be permitted to leave the hall during the last 10 minutes before closure of examinations.

8.16 In case the original Admission Card is forgotten /misplaced /lost, the candidate must report to the Chief Superintendent's office, 30 minutes before commencement of examinations along with a passport size photograph to get a duplicate Admission Card, at a nominal cost.

8.17 Candidates should occupy their seats in examination halls at least 5 minutes before commencement of examination.

8.18 Candidate must sign in the signature column when provided in the fly slip. If the signature is not found the script will not be sent for valuation.

9.NOMINAL ROLL:

9.1 Within one week from the last date of filing applications for SASTRA University Examinations, a nominal roll of candidates registered for the ensuing examination and the courses for which the candidates have registered will be released and copies will be sent to the Dean/HOD concerned.

9.2 The candidates must check the correctness of the particulars concerning them and discrepancies if any, should be reported to Examination Wing within 3 days from the date of release of the Nominal Rolls.

9.3 The Admission Cards are prepared based on the Nominal Roll only. Once the admission card is issued, any representation for alteration will not be entertained.

10.MALPRACTICE:

10.1 Exchanging pen/pencil/rubber/calculator or any other material inside the Examination Hall, trying to signal or talk with neighbor or any other candidate, possession of any incriminating material, scribbling or writing on scales or calculators or examination reference materials or on the body of the candidate or the clothing, or any action of the candidate which is detrimental to the fair conduct of the examination shall be construed as malpractice.

10.2 The Dean /Examinations or the Controller of Examinations, the Chief Superintendent, the Dy. Controller of Examinations or the Hall Superintendents or any person authorized by the Dean/Examinations or the Controller of Examinations shall have the authority to search the person of the candidate suspected to be in possession on incriminating materials.

10.3 “A candidate whose indulgence in malpractice is established after a free and fair enquiry shall be debarred from appearing for SASTRA Deemed University Examination for one academic year or two semesters. In addition, the courses for which the candidate appeared in that examination shall also stand cancelled”. All the cancelled examination courses shall become the arrear courses for the candidate. However during the rustication period the candidate will be permitted to appear for examination in arrear courses to be held in Dec/May.

IMPLEMENTATION

(i) A candidate indulging in malpractice in Odd Semester (Dec.) examination will be permitted to write the applicable arrear examinations in next May and Dec along with regular students and join the next higher semester classless in Jan of the succeeding year (2 semesters after detection of malpractice).

(ii) A candidate indulging in malpractice in Even Semester (May) examination will be permitted to write the applicable arrear examination in the next Dec and May along with regular students and join the higher semester classes in July of the succeeding year (2 semesters after detection of malpractice). He is not eligible to appear in summer term examination.

10.4 Hall Superintendents shall inform the Chief Superintendent, the Dean or the Controller of Examinations whenever they detect a malpractice, keeping intact all the evidence in the respective locations. Hall Superintendents shall follow the procedures laid down for booking such malpractices.

11.MISCONDUCT:

11.1 a candidate who

- (a) Attempts to disrupt the calm atmosphere of the examination in session
- (b) Tries to misbehave with the hall superintendent or other candidates or any person authorized to monitor the examination
- (c) Attempts to run away from examination hall or abuses/hurts the hall superintendent when caught for indulging in malpractice
- (d) Attempts to disrupt the examination

shall be deemed to have indulged in misconduct.

11.2 A candidate who has been booked for misconduct, after a fair enquiry, if proved guilty of misconduct, shall be debarred from writing the SASTRA university examination for two full academic years (4 semesters).

11.3 The hall superintendent or any other examination authority on finding a candidate resorting to misconduct shall follow the specific procedures laid down for booking such misconduct.

11.4 Any candidate deliberately attempting to waste the examination stationery or other materials shall be considered as misconduct, calling for punitive measures by the administration, through a fine.

12. IMPERSONATION:

12.1 Any attempt by a candidate to write the examination using the identity of some other candidate shall be construed as impersonation.

12.2 Hall Superintendents or any other examination official detecting the impersonation shall inform the Chief Superintendent /Dean (Examinations)/Controller of Examinations keeping the evidence intact and follow the procedures laid down for booking such impersonation.

12.3. After a free and fair enquiry, a candidate who is charged with impersonation, if proved guilty, will be summarily removed from the University and handed over to the police Authorities.

13. MALPRACTICES COMMITTEE:

13.1 The cases of candidates charged under Malpractice or misconduct of impersonation will be referred to the Malpractices Committee for enquiry.

13.2 The Vice-Chancellor will nominate a 3-member committee as and when required to enquire into the malpractices committed by the students in the University Examinations and recommend the award of punishment. The recommendation will be sent to the Registrar for issuing orders.

1. Senior Professor -Chairman
2. Subject Expert -not below the rank of Professor
3. Dean or Controller of Examination-Member Secretary

13.3 In respect of punishments awarded for malpractices, the recommendations of the Malpractices Committee will be communicated by the Registrar to the concerned students. If any student wants to appeal against the recommendations of the Malpractice Committee, he/she may do so within 7 (seven) working days. The appeal shall be lodged with the Registrar only by the concerned student. The Registrar shall place the same before the Appeals and Grievances Committee within a week from the date of the receipt of the petition if any, with his remarks.

14. APPEALS AND GRIEVANCES COMMITTEE:

14.1 An appeals and Grievances committee will be constituted by the Vice-Chancellor with one of the Senior Professors as Chairman and with members constituted as follows:

1. One Senior Professor – Chairman.
2. Two outside members (with legal or technical or academic background).
3. Dean or Controller of Examinations –Member Secretary

14.2 The students can make representations in respect of grievances related to academic matters including continuous assessment and end semester examinations through the Tutor/HOD/Dean concerned. The Tutor/HOD/Dean will forward the representation to the Registrar with specific remarks, if any. When they are not satisfied with the outcome of their representations, the students can make representations to the Appeals and Grievances Committee.

14.3 The Appeals and Grievances Committee shall consider the appeals and grievances petitions and pass suitable orders as it deems fit and communicate the same to the persons concerned. The decision of the Appeals & Grievances Committee shall be final. Under extraordinary circumstances the Board of Management may entertain an appeal from an aggrieved person if it considers fit to do so.

14.4 In deciding the appeals and Grievances petitions the Appeals and Grievances Committee shall follow the principles of natural justice and be guided by the rules and regulations of the University and other applicable regulations. In the case of difference of opinion between the members, the decision of the majority shall stand.

14.5 The Appeals and Grievances Committee is at liberty to seek the assistance of experts as and when it feels necessary.

15 SPECIAL CLAUSE:

15.1 In extra-ordinary circumstances, a candidate whose name does not find a place in the nominal roll and whose candidature is doubtful on certain grounds will be permitted to appear for the examination for the specified number of courses under the specific approval of the Vice-Chancellor.

15.2 The answer books of such candidates will be packed separately and kept in sealed covers. The valuation will be done only after the genuineness of the candidature is cleared by the Vice-Chancellor.

15.3 If the decision is against the candidate, the answer books shall not be valued and the examination fee paid by the candidate shall be forfeited.

15.4 Such candidates whose candidature is doubtful shall make an application to the Vice-Chancellor through the Registrar asking for permission to appear for the examination under the “special clause” and the approval of the Vice-Chancellor is to be enclosed with the application to Dean/Examinations.

16. SAVING CLAUSE

These regulations are subject to change from time to time without prior notice and such changes are binding on the candidates. Wherever these regulations find commonality with the Rules and Regulations issued by the Registrar with the approval of the Board of Management, such Rules and Regulations shall have overriding character and be more binding.
