



# Lok Jagruti Kendra University (LJ University)

## University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

Date: 2<sup>nd</sup> August 2024

## NOTIFICATION

**Subject:** Lok Jagruti Kendra University - Rules and Regulations for the Conduct of Examination

Lok Jagruti Kendra University formally announces the declaration of *Rules and Regulations for the Conduct of Examinations*, appended herewith. These regulations are applicable to all internal and external assessments administered under the purview of the University.

The principal objective of these regulations is to reinforce and uphold the standards of academic quality, integrity, and institutional credibility within the examination framework. By ensuring uniformity in the administration and procedural conduct of examinations, the University seeks to maintain and enhance its established benchmarks of academic excellence, in alignment with its enduring commitment to delivering a world-class educational experience.

REGISTRAR  
LJK UNIVERSITY  
AHMEDABAD.





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### Rules and Regulations for the Conduct of Examinations

<b>Policy Title</b>	<i>Rules and Regulations for the Conduct of Examinations</i>
<b>Key Stakeholders</b>	<i>Students, Teaching Staff, Non-Teaching Staff</i>
<b>Approval Date</b>	<i>01-08-2024</i>
<b>Effective Date</b>	<i>02-08-2024</i>
<b>Next Review/Revision Date</b>	
<b>Relevant Policies</b>	<i>University's Academic and Administrative Policies</i>
<b>Governing Committees/Councils</b>	<i>University Examination Committee Academic Council</i>
<b>Related Guidelines</b>	<i>University Grants Commission (UGC) Regulations, 2008: Grant of Degrees and their Awards by Universities Other directives issued by statutory and regulatory authorities, as applicable</i>





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### (I) Short Title

These regulations shall be referred to as the “Rules and Regulations for the Conduct of Examinations and the Award of Degrees.”

### (II) Scope of Application

These regulations shall be applicable to all examinations conducted by the University across its constituent Institutes for various academic programs, unless stated otherwise under specific provisions.

### (III) Objectives

The primary objectives of these rules and regulations are as follows:

- i. To uphold transparency, integrity, and academic credibility in the conduct of University examinations.
- ii. To safeguard the rights and foster the confidence of students with respect to examination procedures.
- iii. To ensure a balanced and systematic approach to student performance evaluation through an appropriate integration of internal and external assessment methods.
- iv. To establish uniformity and standardization in examination procedures while maintaining high academic quality and institutional standards.

### (IV) Definitions

- i. **Answer Book:** Refers to the official document in which a student records responses to questions provided in an examination paper. This document is subsequently assessed for the purpose of evaluating the student's academic performance.





- ii. **Certificate/Diploma/Degree:** Denotes an academic credential awarded by the University upon the successful completion of a prescribed academic program or course.
- iii. **Controller of Examinations:** An official designated by the Vice-Chancellor (Provost) to oversee and manage all matters related to the conduct of examinations, in accordance with the University Statutes.
- iv. **Semester End Examination:** Refers to the final examinations administered at the conclusion of each academic semester, signifying the culmination of the semester's academic activities.
- v. **Evaluation:** The process of assessing students' performance by examining their answer books to determine the quality and accuracy of their responses in an examination.
- vi. **Examination:** An academic assessment process administered by the University's Examination Department. It may be conducted in various formats—written, oral, or online—and can be either internal or external in nature.
- vii. **Examination Hall:** A designated space where students undertake examinations under the supervision of invigilators, in accordance with an established seating arrangement.
- viii. **Grade Card:** An official document issued to a student that details the subjects undertaken in a given semester along with the corresponding grades achieved in each subject.
- ix. **Internal Examinations (Continuous and Comprehensive Evaluation):** Comprise continuous assessments conducted throughout the semester, including mid-term examinations, viva-voce, presentations, and similar academic evaluations.
- x. **Student:** Refers to any individual enrolled in a program or course offered by the University through its constituent institutes.
- xi. **University:** Refers to Lok Jagruti Kendra University, located in Ahmedabad.



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- xii. **Institute:** A constituent academic unit of the University that offers specific programs of study and is responsible for administering academic activities, including teaching, internal assessments, and student support services, under the framework of the University.



## 1. SECTION 1

### General Guidelines

#### 1.1. General Guidelines for the Conduct of Examinations

- i. The planning, organization, and administration of examinations shall be undertaken by the University's Examination Department, in coordination with the respective constituent Institutes where examinations are to be conducted.
- ii. Students are required to strictly adhere to all examination-related instructions and guidelines as issued by the Examination Department.
- iii. The Examination Department shall appoint appropriate officials to ensure the efficient and orderly conduct of examinations.
- iv. It shall be mandatory for all teaching and non-teaching staff of the University to discharge duties related to examination administration as and when directed by the Examination Department.

#### 1.2. Powers and Functions of the Examination Department

- i. The Examination Department of the University shall be headed by the Controller of Examinations, or in their absence, the Registrar. The department shall be responsible for the following functions:
- ii. Ensuring the smooth conduct of all examinations at both the University and constituent Institute levels.
- iii. Coordinating and supervising the fair and impartial evaluation of all University examinations.
- iv. Safeguarding all confidential examination materials, including question paper manuscripts, answer books, mark sheets, and grade records.
- v. Overseeing the secure and timely printing of question papers in accordance with prescribed guidelines.





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- vi. Inviting panels of examiners from the respective Schools, as approved by the Board of Examinations. The Examination Department reserves the right to amend the proposed panel of examiners.
- vii. Selecting internal and external examiners from the approved panel for question paper setting and evaluation of answer books.
- viii. Appointing key personnel for examination administration, including the Central Assessment Coordinator, Senior Supervisors, Junior Supervisors, and Department-level Examination Coordinators. The Central Assessment Coordinator and Supervisors shall be teaching staff, while the Department-level Coordinator shall be non-teaching staff from the concerned Institute.
- ix. Facilitating student registration for examinations based on the list of eligible candidates provided by the respective Schools.
- x. Preparing and publishing the examination timetable and assessment schedule.
- xi. Inviting and receiving end-semester examination question papers and/or assignments from designated examiners.
- xii. Supervising the generation and distribution of examination forms, Seat numbers and hall tickets.
- xiii. Reviewing seating arrangements prepared by the constituent Institutes, subject to approval by the respective Deans.
- xiv. Verifying invigilation duty rosters prepared by the constituent Institutes, with the approval of the respective Deans.
- xv. Maintaining comprehensive records of internal assessment marks received from constituent Institutes.
- xvi. Ensuring the timely declaration of examination results.
- xvii. Managing processes related to the rechecking and re-assessment of answer books, and publishing the revised results where applicable.



- xviii. Printing and issuing official Grade Cards in accordance with University regulations.
- xix. Processing and resolving cases related to the use of unfair means during examinations.
- xx. Preparing examination timetables and result declarations for students registered for repeat examinations.
- xxi. Maintaining all records and documents related to the conduct of examinations.
- xxii. Supervising the printing and issuance of Degrees, Diplomas, and Certificates as per University norms.
- xxiii. Ensuring the integrity, confidentiality, and discipline of the entire examination process.
- xxiv. Initiating corrective or remedial actions in response to any errors, lapses, or misconduct observed during the conduct of examinations by any stakeholder.

### 1.3. Course Evaluation

The evaluation of students enrolled in various academic programs shall be conducted through two principal segments:

- **Continuous and Comprehensive Evaluation**
- **Semester End Examination**

The details for each segment are outlined below:

Sr. No.	Evaluation Segment	Components	Period of Conduct	Responsibility
1	Continuous and Comprehensive Evaluation	Written tests, quizzes, viva voce, etc. (as per syllabus)	Throughout the semester	Head of the Institute (HoI) shall ensure the smooth conduct, fairness, and timely declaration of results. The HoI may delegate responsibilities to Heads of Departments (HoDs) and Faculty Mentors.



2	Semester End Examination	Theory examinations; Practical/Jury (performance and viva voce); Assignment submissions	At the end of the semester	The Hol shall ensure the fair and smooth conduct of examinations and timely submission of results. The Senior Supervisor of each Institute shall coordinate the overall examination process, evaluation, and submission of marks to the Examination Department.
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**Note:** The faculty member teaching a particular course shall be responsible for ensuring fair evaluation of students enrolled in that course. Faculty are expected to assess student performance ethically and monitor academic progress consistently.

#### 1.4. Regulations Pertaining to Question Papers and Assignments

- Internal examination question papers shall be prepared by the respective subject faculty, adhering to the evaluation framework as defined by the constituent Institutes and in accordance with the norms set forth by the relevant regulatory authorities, where applicable.
- Question papers for the End-Semester Examinations shall be jointly prepared by Internal and External Examiners (subject experts), in line with the University's prescribed guidelines. End-semester assignments where applicable, shall be framed by External Examiners, selected from the approved Panel of Examiners proposed by the constituent Institutes.
- All End-Semester Examination question papers must be submitted to the University Examination Department in sealed envelopes. Each paper must clearly state the subject name, subject code, total marks, marks distribution per question and section, and detailed instructions for candidates.
- The format, number, and type of questions (e.g., Multiple Choice Questions, Short-answer, Long-answer, Short Notes, Essay-type, etc.), as well as the total



marks and the marks assigned to each question, shall be determined by the Board of Examinations of the respective constituent Institute, in consultation with the University Examination Department.

### 1.5. Examination Officials

The following officials shall be responsible for the effective and transparent conduct of University examinations:

- a. *Chairperson, Board of Examinations*
- b. *Examiner (Internal/External)*
- c. *Department-Level Examination Coordinator*
- d. *Junior Supervisor*
- e. *Senior Supervisor*
- f. *Members of the Vigilance Squad*
- g. *Central Assessment Coordinator*

### 1.6. Duties and Responsibilities of the Chairperson - Examinations

The Chairperson of the Board of Examinations shall be the Dean or Director of the respective Institute and shall be responsible for the following:

- i. Ensuring the timely submission of question papers and corresponding answer keys (including marking schemes and distribution) by the designated internal examiners to the University Examination Department, in accordance with the submission deadlines.
- ii. Ensuring that the evaluation of all written End-Semester Examination answer scripts is completed within a maximum of **seven (07) days** from the conclusion of the respective examinations by the assigned examiners.



- iii. Ensuring that marks obtained in continuous/internal assessments are submitted to the University Examination Department no later than **eight (8) days** prior to the commencement of the End-Semester Examinations.
- iv. Ensuring that marks for practical examinations, viva voce, or jury assessments conducted during the End-Semester Examinations are submitted to the Examination Department **on the same day** of the examination.

### 1.7. Responsibilities of the Examiner

The *Internal Examiner* shall be a faculty member from the University, while the *External Examiner* shall be an academic or professional from outside the University. Both shall be appointed by the Examination Department and shall carry out the following responsibilities:

- i. Assess answer books in accordance with the prescribed marking scheme, ensuring accuracy and consistency in evaluation.
- ii. Authenticate evaluated answer books, assignments, jury evaluations, and viva-voce mark sheets with their signature.
- iii. Report and submit to the Examination Department any answer book that discloses the identity of the student (e.g., name or identifying marks).
- iv. Complete the evaluation process within ten (10) days from the date of the examination.

### 1.8. Responsibilities of the Department-Level Examination Coordinator

The Department-Level Examination Coordinator shall be a teaching or non-teaching staff member appointed by the Dean of the respective Constituent Institute, in consultation with the Examination Department. Their responsibilities shall include:





- i. Assisting Senior Supervisors in preliminary arrangements for the conduct of examinations, including seating arrangements, labelling of desks, and other logistical support.
- ii. Ensuring availability of required stationery such as answer books, supplementary sheets, sealed stickers, supervisor reports, etc.
- iii. Supporting the Senior Supervisor during examination sessions.
- iv. Collecting answer books and reports from Junior Supervisors in tamper-proof envelopes and maintaining a comprehensive record of received materials.
- v. Collecting unused or blank answer books and supplementary sheets from Junior Supervisors and documenting them appropriately.
- vi. Submitting jury and viva-voce mark sheets, along with the list of absent students, to the Examination Department on the same day of the examination.
- vii. Performing any other tasks assigned by the Examination Committee pertaining to the proper conduct of the examination.

### 1.9. Responsibilities of the Junior Supervisor

The Junior Supervisor shall be a teaching staff member appointed by the Dean of the Constituent Institute in consultation with the Examination Department. The responsibilities include:

- i. Supervising students during examinations and ensuring adherence to academic integrity and examination protocols.
- ii. Permitting entry into the examination hall only to students presenting valid admit cards.
- iii. Opening the sealed question paper packets five (5) minutes before the commencement of the examination and distributing them at the scheduled time.



- iv. Restricting entry to the examination hall thirty (30) minutes after the commencement of the examination, as per examination norms.
- v. Preventing students from exiting the examination hall during the first hour and the last ten minutes of the examination.
- vi. Ensuring that students maintain decorum and follow examination rules throughout the duration.
- vii. Prohibiting the presence of personal belongings such as bags, wallets, reading material, electronic devices (e.g., mobile phones, laptops, smart watches, pen drives, earphones) inside the examination hall.
- viii. Ensuring that once an answer book is submitted, it is not returned to the student, and such students shall not re-enter the hall.
- ix. Verifying and signing each answer book after checking student details.
- x. Recording attendance of all students present for the examination.
- xi. Preparing and submitting reports of any unfair means used, in the prescribed format, to the Senior Supervisor.
- xii. Immediately reporting any unauthorized behavior by students to the Senior Supervisor.

### 1.10. Responsibilities of the Senior Supervisor

The Senior Supervisor shall be appointed by the Dean of the Constituent Institute in consultation with the Examination Department. The key responsibilities are:

- i. Overseeing the overall conduct of the examination and preparing duty charts for Junior Supervisors.
- ii. Collecting sealed question papers from the Examination Department and distributing them to Junior Supervisors fifteen (15) minutes prior to the examination.



- iii. Receiving answer books from Junior Supervisors and verifying submitted reports.
- iv. Safely submitting collected answer books to the University Examination Department.
- v. Ensuring that jury/viva-voce mark sheets and the list of absent students are submitted through the Department-Level Examination Coordinator on the same day.

### 1.11. Appointment and Responsibilities of the Examination Vigilance Squad

The Examination Vigilance Squad shall be constituted by the Examination Department upon the recommendation of the Vice-Chancellor. Members may include faculty members, members of the Board of Management, or the Academic Council. Their responsibilities are:

- i. Ensuring that examinations are conducted fairly and impartially.
- ii. Monitoring examinations through CCTV surveillance and conducting surprise inspections.
- iii. Identifying and addressing any misconduct by students or negligence by invigilators.
- iv. Conducting physical checks in case of suspicion of possession of unauthorized materials.
- v. Reporting incidents of unfair means or misconduct to the Senior Supervisor for appropriate action.
- vi. Recommending improvements in examination conduct based on observations.

### 1.12. Online Examination Guidelines

To uphold the integrity of online examinations, the University may adopt the following measures:



- i. Determining the mode of evaluation through Examination Committee deliberations.
- ii. Conducting proctored examinations to deter the use of unfair means.
- iii. Communicating hardware and software requirements to students in advance.
- iv. Applying University policies on unfair means to online examinations.
- v. Issuing timely instructions and training for students and faculty on new examination software.

### 1.13. Unfair Means (UFM) in Examinations

All students must refrain from any form of academic misconduct during continuous assessments, examinations, and related evaluation components. Unless otherwise specified, all student submissions must be original. The following actions shall constitute use of Unfair Means (UFM):

1. Disregarding supervisor instructions within the examination hall.
2. Revealing personal identity in the answer script.
3. Misbehaviour or causing disturbances during the examination.
4. Possessing or using unauthorized materials.
5. Copying or facilitating copying during the examination.
6. Communicating with other students using verbal or non-verbal cues.
7. Damaging or attempting to remove the answer book from the hall.
8. Impersonation or substitution by another individual.
9. Engaging in any behavior deemed improper in an examination context.
10. Violating plagiarism policies.
11. Possession of contraband such as drugs or weapons.
12. Submitting forged identification or admit cards.



### 1.14. Reporting Procedure:

- Junior Supervisors shall inform the Senior Supervisor upon detecting UFM.
- The evidence (answer sheet, materials) must be collected, and a fresh answer book issued to the student.
- Statements from both the student and the supervisor shall be documented on the UFM report.
- The Senior Supervisor shall forward the complete report and sealed answer book to the Examination Department.

### 1.15. Lapses During Examination

Any lapses or negligence by examination personnel—whether during preparation, conduct, assessment, or result processing—must be reported to the Examination Department. Appropriate action shall be determined based on the nature and impact of the lapse.





## 2. SECTION 2

### Eligibility Criteria

#### 2.1. Eligibility Criteria for Appearing in Examinations

- i. A student shall be deemed eligible to appear for the end-semester examination only upon fulfilment of the following conditions:
  - a. Attainment of a minimum of 75% overall attendance across all enrolled courses in the respective semester.
  - b. Completion and submission of the examination application form along with payment of the prescribed examination fee within the stipulated timeframe.
  - c. Clearance of all outstanding dues, including but not limited to tuition fees, registration charges, student activity fees, library fines, and any other financial obligations owed to the University. Clearance is mandatory for the issuance of the examination admit card.
  - d. The student must not be subject to any disciplinary action or under investigation for any misconduct that may bar them from participating in the examination. Any such pending issue must be resolved prior to the examination period.
  - e. Submission of all required academic work, including assignments, projects, and other course-related tasks, within the deadlines established by the respective departments.
  - f. Compliance with the examination rules and code of conduct as prescribed by the University. Any breach of such regulations may result in disqualification from appearing in the examinations.
- ii. Students who do not meet the eligibility criteria shall not be issued the examination hall ticket.



### 2.2. Repeat Registration for Examinations

- i. Students who fail to appear in an end-semester examination due to any reason, including medical emergencies, shortage of attendance, or disciplinary actions (e.g., involvement in Unfair Means), shall be marked as "Absent."
- ii. Such students shall be eligible to appear in the subsequent end-semester examination cycle upon payment of the prescribed fee per subject.
- iii. Students who have failed one or more courses may also re-register for those examinations by paying the requisite fees, as per the University's policy.



### 3. SECTION 3

#### University Examination Rules (Internal and External Assessments)

##### 3.1. Passing Requirements:

- In order to successfully complete a semester, students must secure a passing grade in **all** the courses registered during that semester. It is mandatory to achieve passing marks in both the **internal** and **external** components of each course to be declared as 'passed' in that subject.

##### 3.2. Continuous Evaluation:

A continuous evaluation system will be employed throughout the semester to monitor academic performance. This may include class tests, quizzes, assignments, presentations, practicals, or any other form of academic activity as prescribed by the faculty.

##### 3.3. Grading Policy:

At the end of each semester, students will be awarded a **letter grade** in each course. The final grade will be based on a **composite assessment**, which includes both internal (continuous) and external (end-semester) performance. The criteria for awarding grades will be determined by the Examination Department in coordination with the respective academic units.

##### 3.4. Internal Assessment Guidelines:

- The structure and components of internal assessments (e.g., weightage of assignments, tests, projects, etc.) will be decided by the **Head of the respective Institute**. These details shall be clearly communicated to students at the **beginning of the academic term** to ensure transparency and preparedness.

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### 3.5. End-Semester Examinations:

- The mode, method, and schedule for conducting end-semester examinations will be determined or formally approved by the **Examination Department** of the university. This includes the format (offline/online), duration, pattern of questions, and scheduling.

### 3.6. Weightage Distribution:

- The relative weightage between internal assessments and end-semester examinations for each course will be decided by the Examination Department and conveyed to students well in advance of the examinations.

### 3.7. Compulsory Participation:

- It is **compulsory** for students to appear in **all components** of both internal and external assessments. Failure to attend any part of the evaluation may result in being marked absent or failing the course, unless prior approval or valid justification is provided.

### 3.8. Examination Conduct and Answer Book Guidelines:

- Students must thoroughly read and comply with all instructions mentioned on the **admit card, question paper, and answer booklet**. Only **blue or black ballpoint pens** are to be used for writing the examination.
- It is the student's responsibility to correctly fill in details such as **roll number, subject code, and subject title** on the front page of the answer booklet. Answer booklets must be submitted to the invigilator before leaving the examination hall.



### 3.9. Assistance for Students with Medical Conditions:

Students with certified medical conditions may request permission to use a **scribe** (writer) during examinations. To avail of this facility:

- A formal application, along with a valid **medical certificate** from a registered practitioner, must be submitted to the **Head of Institution (HOI)** in advance.
- The HOI will verify the documents and forward the request to the University for approval.
- Once approved, the **Senior Supervisor** will allocate a separate examination room for the student and the approved scribe.
- Only the candidate and the approved scribe will be permitted in this room.
- An **additional 30 minutes** will be granted beyond the standard exam duration.
- Emergency contact details of the student's **parent/guardian** must also be submitted beforehand.

### 3.10. Misconduct and Disciplinary Measures:

- Any act of misconduct or violation of examination rules will be immediately reported to the **Examination Committee**. This includes behaviours such as refusing to follow instructions, disturbing the exam environment, or any other inappropriate conduct.
- The Examination Committee will investigate the case and take suitable **disciplinary action**, which may include warnings, cancellation of the exam, suspension, or other penalties as per university policies.





### 3.11. Seating Arrangements:

- Exam committee should display and convey the seating arrangements to students at least **two** days before the commencement of examination
- Students must occupy only the seat allotted to them 10 minutes before the exam starts, as per the seating plan displayed prior to the examination.
- Seating will be arranged to ensure minimum distance between candidates to avoid malpractice.
- Switching seats without invigilator approval is strictly prohibited.

### 3.12. Identity Verification Process:

- All students must carry and display a valid university ID card and admit card (if applicable) during the examination.
- Identity will be verified by invigilators before the start of the exam.
- Candidates without valid identification will not be permitted to appear for the examination.

### 3.13. Items Allowed/Prohibited in Exam Halls:

- **Allowed:** Transparent pen pouch, pens, pencils, erasers, university ID card, non-programmable calculator (if permitted), water bottle (transparent).
- **Prohibited:** Mobile phones, smartwatches, earphones, notes, books (unless open-book), programmable calculators, electronic gadgets, bags.
- Any unauthorized material found will be treated as malpractice.

### 3.14. Rules for Late Entry and Early Exit:

- Late entry beyond **15 minutes** after the start of the exam is not permitted. (Late entry time limit for internal exams will be decided by respective Institute)



- Students must remain in the examination hall for at least **30 minutes** after the exam start.
- No candidate will be allowed to leave the hall during the final **15 minutes** of the examination.
- Student must enter or exit the examination hall with the permission of invigilator.

### 3.15. Consequences of Malpractices:

- Use of unfair means, communication with other candidates, or possession of unauthorized materials will lead to immediate disqualification.
- The incident will be reported to the Examination Committee for further disciplinary action, which may include cancellation of the paper or debarment from future exams.
- Tampering with exam materials or impersonation will attract strict legal and academic consequences.

### 3.16. Dress Code:

- Students must wear decent, comfortable, and non-provocative attire.
- Clothing with large pockets or hoods is discouraged.
- Shoes may be subject to checking.
- Religious or cultural attire may be subject to security verification.

### 3.17. Grace Marks Policy

- The University adheres to a strict no-grace marks policy; hence, no grace marks shall be awarded under any circumstances in any examination result.

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