



नेताजीसुभाषचंद्रबोसउच्चशिक्षासंस्थान

(यूजीसीअधिनियम, 1956के धारा 3के तहत मानित विश्वविद्यालय घोषित)

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

Minutes of the Academic Council Meeting held on 2nd June 2026 at 1.00 pm in the Conference Hall of Secretariat, A & N Administration under the Chairmanship of Hon'ble Vice Chancellor

Members Present:

List of Attendees Attached

At the outset, the Registrar, NSCBIHL – the ex-Officio Secretary, Academic Council welcomed the Chairman and esteemed members of the Council and requested the Chairman of the Council for opening remarks.

The Hon'ble Chairman greeted the members and set the context of the first Academic Council Meeting of NSCBIHL. Subsequently, the Registrar, NSCBIHL introduced point wise agenda for deliberation

1. Approval of Minutes of Meeting of BoS for respective programmes

There are 07 constituent colleges of Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL), Declared as Deemed to be University under Section 3 of the UGC Act, 1956, dated 8th March 2024 vide Gazette Notification No. 9-1/2023-U.3(A)

S.No	Acronym	Full Name	Specialization / Focus
1	JNRM	Jawaharlal Nehru Rajkeeya Mahavidyalaya (1964)	General Degree College – Arts, Science, Commerce, Humanities
2	MGGC	Mahatma Gandhi Government College (1990)	General Degree College – Arts/ Commerce
3	ANCOL	Andaman College (2014)	General Degree College – Art, Commerce, Business Administration
4	TGCE	Tagore Government College of Education (1981)	Teacher Edn-4 year UG-Ed and 2 yr B.Ed programmes
5	DBRAIT	Dr. B. R. Ambedkar Institute of	Engg - Engineering, Technology

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		Technology(1984)	
6	ALC	Andaman Law College (2016)	Legal Studies -Integrated BA.LLB Hons
7	ANIIMS	Andaman & Nicobar Islands Institute of Medical Sciences (2015)	Medical Education - 01 MBBS and 06 PG programmes

Programme specific Board of Studies was constituted with chairman and subject experts from respective Mentor Institutes along with members and convenors from respective departments of constituent colleges of NSCBIHL.

The Board of Studies were constituted vide order No. 1584 dated 05-07-2024 issued by A & N Administration with subsequent amendments. Each programme held BoS Meetings with respective Board of Studies and the curriculum was finalized. The programme wise approval minutes of the BoS (UG and PG) are placed before the Academic Council

UG Programs

S.No	Course	S.No	Course
1	Bengali	16	Computer Applications
2	English	17	Physical Education
3	Hindi	18	Tourism
4	Tamil	19	BBA
5	Economics	20	BSc Psychology
6	History	21	BA Performing Arts
7	Political Science	22	BCom(CS)
8	Chemistry	23	BA Sociology
9	Geography	24	BCom Cooperative Mgmt
10	Home Science	25	BTech CSE
11	Mathematics	26	BTech Civil
12	Physics	27	BTech ECE
13	Botany	28	UGEd /B.Ed /ITEP
14	Zoology	29	BA LLB Hons
15	Commerce	30	MBBS

PG Programs

S.No	Course	S.No	Course
1	Bengali	9	Chemistry



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S.No	Course	S.No	Course
2	English	10	MD Anatomy
3	Hindi	11	MD Biochemistry
4	Political Science	12	MD Microbiology
5	Computer Science	13	MS General Surgery
6	Geography	14	MS Ophthalmology
7	Botany	15	MD Anaesthesiology
8	M.Com		

Discussions and Decisions

The Minutes of Meeting for programme wise approval were presented to the Council for all the aforementioned UG and PG programmes offered by the constituent colleges.

The Academic Council unanimously approved the BOS minutes for all UG and PG programmes. However, the MoM of BoS B.Tech (Civil Engg) had not been received and presented, hence the old syllabus is allowed to continue. The Council took a serious note of the casual approach of the board and dissolved the BoS of B. Tech. (Civil). Hence, the Council authorized the Chairman of the Council to constitute the new BoS for B.Tech. (Civil).

The MoM of BoS B.Tech (ECE) had also not been received and presented, however the Chairman of the BoS apprised the Council that it is in the final stage of approval with minor changes. The Council authorized the Chairman of the Council to consider the same for approval. Till such time, the old syllabus of B.Tech (ECE) should continue.

Academic Council accepted the request made by Director (ANIIMS), to follow the curriculum as issued by Statutory Regulatory Body - National Medical Council (NMC) which is binding. Academic Council approved to continue the syllabus as per NMC for UG-MBBS and 6 PG programmes - MD Anatomy, MD Biochemistry, MD Microbiology, MS General Surgery, MS Ophthalmology, MD Anesthesiology

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Principal TGCE, and Convenor BoS B.Sc. (Botany) has apprised the council that minor changes have been suggested by the BoS and is in the final stage of approval. The council resolved that Chairman, Academic Council is authorized to consider the same for approval.

It was also decided to place all the approved curriculum on the University Website.

2. Approval of Academic Regulations

The detailed Academic Rules and Regulations (UG & PG), 2026 for NSCBIHL and constituent colleges, effective AY 2026-27 is placed at **Annexure – B**

The Gist of the Academic Rules & Regulations (UG & PG), 2026 is as follows:

General Structure

Section	Provision	Details
Preamble	Commitment to NEP 2020	Framed under UGC 2025 Regulations; ensures quality, transparency, and rigour.
Short Title & Application	NSCBIHL Academic Rules & Regulations (UG & PG), 2026	Binding on all UG/PG programmes across constituent colleges with exemptions as per SRA with approval of competent authority of University
Definitions	Terminology clarified	Includes Act, statutory bodies, Academic Council, BoS, CGPA/SGPA, credits, courses, internships, multiple entry/exit.
Medium of Instruction / Examination	As approved by Academic Council.	
Induction	“Deeksharambh” as decided by the institution	



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Programme	ranging from 5 days to 3 weeks
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Admissions & Programme Structure

Section	Provision
Admissions	Conducted by respective colleges through Common College Admission portal.
Reservation Policy	As per A&N/GoI norms
UG Duration & Exit Options	Multi-level awards of Certificate (Year 1), Diploma (Year 2), Degree (Year 3), Honours/Honours with Research (Year 4).
Engineering Programmes	Progressive awards Certificate → Diploma → B.Sc./BVoc → B.Tech.
PG Duration & Exit Options	Flexible pathways PG Diploma (Year 1), Master's Degree (Year 2), One-Year Master's for 4-Year UG Honours with Research.

Academic Administration

Section	Provision	Details
Roles & Responsibilities	Faculty Adviser, HoD, Principal	Defined functions in mentoring, administration, compliance, and examinations.
Attendance Requirements	As per UGC norms	
Cancellation of Admission	Grounds for cancellation	Misrepresentation, non-payment, misconduct or any other reason thereof.
Registration & Fee Payment	Mandatory registration	Via portal; as per norms.
Withdrawal & Discontinuation	Voluntary or automatic }	Written application; discontinuation after 30 days' absence without intimation.

Discussion and Decisions



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The draft Academic Regulations placed at **Annexure B** was presented to the Academic Council. After due deliberations the following were decided:

The Academic Rules and Regulation (UG & PG), 2026-NSCBIHL placed at Annexure B was passed by Academic Council with effect from AY 2026-27.

The Council resolved that the decision for cancellation of Admission as a result of any misrepresentation of information, non-payment, misconduct or any other reason there-of, lies with the university with the approval of the competent authority.

3. Approval of Examination Regulations

The detailed Exam Regulations & Exam Manual (UG & PG), 2026 for NSCBIHL and constituent colleges, effective AY 2026-27 is placed at **Annexure – B**. The gist is as under:

Section	Provision	Details
Assessment Structure	Dual component	Internal Assessment (25 marks) + End-Semester Examination (75 marks).
Practical Courses	IA + ESE	Rubric-based evaluation; distribution across performance, viva, and practical record/report.
Attendance Marks	Linked to attendance	Up to 5 marks awarded based on percentage of attendance (70%-90%+).
End-Semester Exams	Conducted by Controller of Examinations	University-level exams; 3-hour duration unless otherwise specified.

Discussions and Decisions

The draft Examination Regulations and Exam Manual with exemptions as per Statutory regulatory Authority placed at Annexure C was



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presented to the Academic Council. After due deliberations the following were decided:

The Examination Regulation – NSCBIHL placed at Annexure C was passed by Academic Council with effect from AY 2026-27

The Council advised that the mode of Internal Assessment be based on the norms as approved in the Minutes of the BoS. Further, the Council also suggested that the minimum attendance requirement criteria for any programme shall be as per the Statutory Regulatory Body norms for the constituent colleges. In case no such norms are specified. UGC norms shall prevail, accordingly the same is updated in Examination Regulations.

The Council suggested letter grade MP in Exam Regulations be remarked as Mandatory Pass Audit Courses for better clarity. Accordingly, the suggestions have been incorporated in the Regulations.

4. Approval of Admissions in various programs in different constituent colleges of NSCBIHL for AY 2026-27

The admissions for first year of all constituent colleges to start under aegis of NSCBIHL for the AY 2026-27 as per the Academic Calendar issued by the university and shall follow the same in subsequent years as notified by the Registrar.

Admission for different programs run by the constituent colleges of NSCBIHL shall be conducted through Common College Admission Portal (CCAP) followed by the counseling done by respective colleges. The colleges post completion of the admission modalities shall ensure the registration of the newly admitted students for generation of enrollment number and other formalities as required.

Discussion and Decision



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The Academic Council resolved that admissions to the Undergraduate and Postgraduate programmes for the first year of all constituent colleges under NSCBIHL shall commence from the Academic Year 2026-27, strictly in accordance with the Academic Calendar issued by the University. The process shall adhere to the reservation guidelines and/or entrance norms prescribed by the A&N Administration, Government of India, and the concerned Statutory Regulatory Authorities, as applicable, and the same shall be binding on all constituent colleges.

5. Approval of Framework for Academic Planning and Monitoring

The Draft framework for academic Planning and Monitoring, applicable to all constituent colleges placed at **Annexure D**, establishes a structured system for academic planning, monitoring, and reporting to ensure quality teaching-learning processes, transparency in administration, accountability of faculty and departments, and compliance with UGC 2025 Regulations and NEP 2020 guidelines, thereby strengthening institutional credibility and academic excellence. The Academic Council is requested to approve the *Framework for Academic Planning and Monitoring* for the Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL), Sri Vijayapuram, Andaman & Nicobar Islands

Discussion and Decision

*The Framework for Academic Planning and Monitoring for the Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL), Sri Vijayapuram, Andaman & Nicobar Islands placed at **Annexure D** was presented to the Academic Council. After due deliberations:*

The Academic Council passed the Framework for Academic Planning and Monitoring for the Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL), SVP. The same shall be applicable to all constituent colleges from AY 2026-27



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6. Any other items with the approval of Chairman

- 6.1 MHA vide letter 7th Jan 2026 has mandated the introduction of a 2-credit Skill Enhancement Course on Disaster Risk Reduction and Management (DRRM) and the establishment of Disaster Risk Reduction (DRR) Clubs at the undergraduate level. The same has also been endorsed by UGC, AICTE and A & N Administration.

Hence it was placed before the council to:

Introduce DRRM Course and DRR Clubs from Academic Year 2026–27 (in the 2nd Semester).

16/12/2025
JHIBCCN

16/12/2025
JHIBCCN

Discussion and Decision:

The Council giving due consideration to the GoI mandate has passed the same. It was advised that Constituent Colleges shall explore the implementation of the same as an Audit Course in the second semester. It was further suggested that in case any programme already offers such course may seek an exemption from the competent authority.

- 6.2 One of the members proposed to have a Dean Academic for the University to oversee the academic planning, curriculum design, teaching load, timetables, and academic functioning of the university and be responsible for ensuring quality of academic delivery across programmes of constituent colleges.

Discussion and Decision:



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The Council after deliberation authorized the chairman of council to initiate and consider the proposal for approval.

The meeting ended with thanks to Chair.

**Registrar
NSCBIHL
Sri Vijaya Puram**

Annexure - B

Academic Regulations



ACADEMIC RULES AND REGULATIONS (UG & PG) 2026

(Effective from Academic Year 2026-27)

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING (NSCBIHL)

SRI VIJAYA PURAM, ANDAMAN & NICOBAR ISLANDS

Applicable to all constituent colleges

Recommended by the Academic Council vide Resolution No.1 dated June 02, 2026.

1. Preamble

Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL) - a Deemed to be University - is committed to impart quality higher education in consonance with the National Education Policy 2020. These Academic Rules and Regulations govern all undergraduate (UG) and postgraduate (PG) programmes offered by the university and its constituent colleges. They are framed to ensure uniformity, transparency and academic rigour in all matters relating to admission, conduct of courses, examinations and the award of degrees. These Regulations have been framed in accordance with the UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025 and other regulatory bodies as applicable. All students, faculties and academic officers of NSCBIHL shall be bound by these Regulations unless specific exemptions are granted by the Academic Council.

2. Short Title, Application, and Definitions

2.1 Short Title and Commencement

These Regulations shall be known as the NSCBIHL Academic Rules and Regulations (UG & PG), 2026, and shall come into force from the Academic Year 2026-27.

2.2 Application

These regulations shall apply to all students enrolled in UG and PG Degree Programmes offered by NSCBIHL and constituent colleges of NSCBIHL. These regulation shall have exception where such rules/norms are superseded by the statutory bodies as applicable for specific professional programmes with due approval of Uiniversity Bodies/ Vice Chancellor. Any amendments to these regulations that may be made from time to time shall be binding. If any unforeseen difficulty arises in the implementation of these regulations, the same may be resolved using the discretionary power of the University Authorities/Vice Chancellor in accordance with University statutes.

2.3 Definitions – In these Regulations,

- "Act" means the University Grants Commission Act, 1956 (3 of 1956), and Act of regulatory Bodies - AICTE, BCI, NMC and NCTE;
- "Statutory Regulatory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, including the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Indian Nursing Council (INC), the National Council for Teacher Education (NCTE) and the National Medical Commission (NMC), or any other statutory body established under an Act of Parliament;
- "Institution deemed to be University" means Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL), A&N.
- "Academic Council" means the apex academic body of NSCBIHL empowered to take decisions regarding all academic matters, including the framing, amendment, and enforcement of academic policies, standards, and regulations of the University;
- "Academic Year" means a duration of twelve months commencing in the month of July of current calendar year and concluding in the month of June of the succeeding year, divided into two semesters;
- "Board of Studies" (BoS) means the academic body constituted with the approval of the Vice-Chancellor / Academic Council based on the recommendations of the college Principal of each constituent college for the design, development, review, and revision of the curriculum, syllabus, and course structure of the Programme, and for making recommendations thereon to the Academic Council;
- "CGPA" means the Cumulative Grade Point Average, being the weighted average of all grade points earned by a student across all completed semesters of the Programme;
- "Constituent College" means the colleges operating under administrative, academic and financial control of the University sponsoring body;
- "Controller of Examinations" means the officer designated by the University who is responsible for the conduct of examinations,

evaluation processes, declaration of results, issuance of Grade Cards, and all matters incidental thereto;

- "Course" means a unit of instruction — whether in theory, practical, field-based, clinical, or any other mode — forming part of a Programme, with a defined syllabus, credit load, and scheme of assessment, and identified by a course code;
- "Credit" means the number of hours of instruction required per week over the duration of a semester as defined in the National Credit Framework (NCrF); one credit is equivalent to one hour of lecture or tutorial instruction, or two hours of practical work, fieldwork, or community engagement, per week;
- "Examination" means the process of evaluation of a student's academic performance, and includes continuous internal assessment, end-semester written or practical examinations, viva-voce, dissertation evaluation, and any other mode of evaluation prescribed for a course;
- "Exit Option" means the facility available to a student to leave a Programme at a prescribed exit point upon earning the minimum credits stipulated for the corresponding award, with the right to re-enter within the permissible period;
- "Institution" means any of the Constituent Colleges of NSCBIHL recognised under these Regulations for the purposes of conducting programmes leading to a degree, diploma, or certificate of the University;
- "Internship" means supervised work-based learning undertaken by a student in a local industry, business establishment, research institution, government organisation, or community setting, or as prescribed in the Programme structure;
- "Multiple entry and exit" means an enabling mechanism wherein the learner can exit after any level and join back to continue in the programme and acquire higher qualifications within a specified duration;

- "Principal" means the academic and administrative head of a Constituent College of NSCBIHL;
- "Programme" means an organised set of courses leading to the award of a Degree, Diploma, or Certificate by the University, as specified in the relevant Curriculum and Credit Framework;
- "Registrar" means the officer of the University responsible for academic administration, maintenance of records, and implementation of decisions of the Academic Council and the Executive Council;
- "Semester" means a teaching-learning period of fifteen weeks comprising ninety working days, set apart for instruction, internal assessment, and end-semester examination;
- "SGPA" means the Semester Grade Point Average, being the weighted average of grade points earned by a student in all courses of a given semester;
- "Teaching Days" means the working days devoted exclusively to instruction; the University shall maintain a minimum of one hundred and eighty teaching days, equivalent to thirty weeks on a six-day week pattern, per academic year; of the remaining period, ten weeks shall be devoted to admissions, examinations, and preparation therefor, ten weeks to vacations, and two weeks to public holidays;
- "teacher" means professors, associate professors, assistant professors and such other academic staff as may be appointed for imparting instructions or conducting research in the institution deemed to be University including the adjunct faculty or professor of practice or visiting faculty; and
- "Vice-Chancellor" means the principal executive and academic officer of the University, responsible for the general supervision and control of the affairs and academic work of the University.

2.4 Medium of Instruction

The medium of instruction and examination for all programmes of NSCBIHL shall be English, unless otherwise specified in the syllabi (e.g., for

language programmes) or approved by the Academic Council for specific disciplines.

2.5 Induction Programme

Every student admitted to NSCBIHL and its constituent colleges shall undergo a mandatory Student Induction Programme – ‘Deeksharambh’ at the commencement of the first semester to familiarise students with the campus environment, curriculum and examination, faculty, library and laboratory resources, amenities, student beneficiary schemes, anti-ragging norms, mental health support services and peer networks spanning from mandatory 5 to 7 days or upto 3 weeks as prescribed by the statutory bodies.

PART I — ADMISSIONS

3. ADMISSIONS

3.1 Admission to Undergraduate Programmes

Admission to undergraduate Programmes to constituent colleges under NSCBIHL shall be carried out through a transparent and centralised process using Common college Admission Portal, ensuring adherence to SRA Regulations and the National Education Policy 2020. The framework defines eligibility, reservation norms, and programme-specific requirements, while also incorporating multiple entry and exit provisions to provide flexibility, academic mobility, and equitable access across all constituent colleges.

3.1.1 General Minimum Eligibility Conditions for B.A. / B.Sc. / B.Com. / BBA programmes

A candidate seeking admission to any UG Programme of NSCBIHL shall satisfy the following minimum eligibility conditions:

- a. A student who has passed Level 4/Class 10+2 schooling (either through formal schooling or through the open school system) or its equivalent from recognized Board of Examination shall be eligible for admission to an undergraduate programme with the relevant subject combination prescribed for the Programme.
- b. A minimum aggregate of 45% marks in qualifying examinations (40% for candidates belonging to SC/ST).
- c. OBC (Non-Creamy Layer) candidates are eligible for a relaxation of 10% in the minimum marks relative to the open category.
- d. PwD candidates (minimum 40% disability) are eligible for a relaxation of 5% in the minimum marks.
- e. Satisfaction of any additional subject-specific eligibility conditions as notified by the respective Board of Studies.
- f. For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.1.2 General Minimum Eligibility Conditions for Engineering Programs

3.1.2.1 (4 YEARS B.Tech Program - 1st Year Entry)

- i. **Entry Qualification:** A candidate for admission to the B.Tech. Degree programme should have passed: The higher Secondary Examination of the (10+2) Curriculum (Science Stream-PCM) prescribed by CBSE or any other examination equivalent with minimum of 45% marks (40% for ST candidates) in

aggregate of subjects-Mathematics, Physics, and any one of the following optional subjects: Chemistry / Biotechnology / Computer Science / Biology.

- ii. **Age: NO UPPER AGE LIMIT.**
- iii. At the time of admission, a candidate should have passed in the final examination of any of the following qualifying examinations:
 - a. Final examination of the 10+2 system, conducted by Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc. OR
 - b. Intermediate or two-year Pre-University Examination conducted by a recognized Board/University OR
 - c. Any Public School/Board/University Examination in India or in any foreign country recognized as equivalent to 10+2 system by the Association of Indian Universities (AIU) OR
 - d. 3 year Diploma recognized by AICTE or a State Board of Technical Education and in case the relevant qualifying examination is not a public examination, the candidate must have passed at least one public (Board or Pre-University) examination at an earlier level.
 - e. Candidates belonging to General Category, and OBC should have secured at least 45% marks in aggregate in their qualifying examination.
 - f. Candidates belonging to ST and PD categories must secure a minimum of 40% marks in aggregate in the qualifying examination.
 - g. If any board awards only letter grades without providing an equivalent percentage of marks on the grade-sheet, the candidate should obtain a certificate from the Board specify in equivalent marks and submit it at the time of counseling. In case such a certificate is not provided by the candidate, the decision of the Joint Implementation Committee regarding his/ her eligibility shall be held final.
 - h. For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.1.2.2 Lateral Entry in B.Tech Programmes (Direct entry at II Year at DBRAIT)

Candidates possessing Diploma in relevant branch of Engineering as per the table below passed in First class from recognized Board of Technical Education are eligible to apply for lateral entry to BTech programme with direct entry in 2nd year. The candidates shall have to qualify in the entrance exam conducted by the institute. The minimum qualifying marks is 40% in entrance exam:

S.No.	B.Tech Programme	Eligible Diploma Programme
01.	Civil Engineering	✓ Civil Engineering ✓ Civil and Rural Engineering ✓ Architectural Assistantship ✓ Architecture

		✓ Agricultural Engineering
02.	Electronics and Communication Engineering	✓ Electrical Engineering ✓ Electrical and Electronics Engineering ✓ Electronics & Instrumentation Engineering ✓ Instrumentation Engineering/ Technology ✓ Electronics and Communication Engineering ✓ Electronics Engineering ✓ Medical Electronics ✓ Instrumentation and Control Engineering ✓ Applied Electronics
03.	Computer Science and Engineering	✓ Computer Science and Engineering ✓ Computer Technology ✓ Electrical and Electronics Engineering ✓ Electronics & Communication Engineering ✓ Electronics & Instrumentation Engineering ✓ Instrumentation Engineering / Technology

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.1.3 General Minimum Eligibility Conditions for Admission to Teacher education programmes

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.1.4 General Minimum Eligibility Conditions for Admission to BA LLB (Hons.) programme

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.1.5 General Minimum Eligibility Conditions for Admission to MBBS programme

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.2 Admission to Postgraduate Programmes

Admission to Postgraduate Programmes to constituent colleges under NSCBIHL shall be carried out through a transparent and centralised process using Common college Admission Portal, ensuring adherence to SRA Regulations and the National Education Policy 2020. The framework defines eligibility, reservation norms, and programme-specific requirements, while also incorporating multiple entry and exit provisions to provide flexibility, academic mobility, and equitable access across all constituent colleges.

3.2.1 General Minimum Eligibility Conditions for M.A. / M.Sc. / M.Com. programmes

Eligibility

A candidate shall be eligible for admission to a PG Programme if they satisfy all the following:

- a. A student shall be eligible for admission to a postgraduate degree programme if he/she has passed a 3-year undergraduate degree (level 5.5, a total of 120 credits) / 4-year undergraduate degree with Honours/Honours with Research (level 6, a total of 160 credits).
- b. Possession of a Bachelor's Degree (3-year or 4-year) or equivalent from a recognised university, with a minimum of 50% aggregate marks (40% for candidates belonging to SC/ST).
- c. OBC (Non-Creamy Layer) candidates are eligible for a relaxation of 10% in the minimum marks relative to the open category.
- d. PwD candidates (minimum 40% disability) are eligible for a relaxation of 5% in the minimum marks.
- e. Completion of relevant UG-level courses in the major discipline, as prescribed by the Board of Studies of the Department.
- f. Such additional eligibility requirements as may be notified by the Academic Council for specific Programmes.

Admission to PG Programmes shall be through any one of the following:

- a. Merit-based selection on the basis of aggregate marks in qualifying examinations.
- b. CUET-PG scores, wherever mandated by the University Grants Commission.

- c. A university-level written test and/or Interview, as decided by the admission committee of the concerned department.
- d. Inter-se merit ranking in cases where multiple candidates obtain equal marks in the entrance test, determined successively by (a) UG aggregate, (b) Class XII marks, (c) Class X marks, and (d) date of birth.

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.2.2 General Minimum Eligibility Conditions for Admission to MD / MS programme

For more information along with the relevant application forms, candidates may refer information brochure available in the <https://collegeadmission.andamannicobar.gov.in/>.

3.4. Duration of UG Programmes

3.4.1 Duration and Graduation Matrix for B.A./B.Sc./B.Com./BBA:

Stage	Credits Required	Award
After Year 1 (2 Semesters)	40 + 4 (Internship)	UG Certificate
After Year 2 (4 Semesters)	80 + 4 (Internship)	UG Diploma
After Year 3 (6 Semesters)	120	Bachelor's Degree
After Year 4 (8 Semesters)	160	B.A./B.Sc./B.Com./BBA (Honours)
After Year 4 (Research) (8 Semesters)	160 incl. 12 (Dissertation)	B.A./B.Sc./B.Com./BBA (Honours with Research)

3.4.2 For Engineering Programmes

Stage	Credits Required	Award
After Year 1 (2 Semesters)	40 Minimum	UG Certificate
After Year 2 (4 Semesters)	80 Minimum	UG Diploma
After Year 3 (6 Semesters)	120 Minimum	B.Voc / B.Sc. (Engineering)
After Year 4 (8 Semesters)	160 Minimum	B.Tech

Note: Students who exit at Certificate or Diploma level are entitled to re-enter the Programme to complete the degree within seven years, subject to availability of seats and fulfilment of credit requirements.

3.5 Multiple Entry and Exit

In accordance with UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025 and the National Credit Framework (NCrF), NSCBIHL provides multiple entry and exit options at all levels of UG and PG programmes.

3.5.1 UG Multiple Exit Options

A student may exit a UG Programme at any of the following prescribed points upon earning the stipulated credits, provided they have also completed the required course requirement if any as detailed in clauses 3.4.2 and 3.4.3

3.5.2 UG Re-entry Provisions

A student who has exit / exited at any level under Clauses clauses 6.1 and 6.2 above may re-enter the Programme to continue to the next level, subject to the following conditions:

- Re-entry must be made before the expiry of the credits earned, within a maximum overall duration of seven years from the date

of first registration in the Programme, as per UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025.

- b. Credits earned prior to exit shall be deposited in the student's Academic Bank of Credits (ABC) account and shall be redeemable upon re-entry, as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021, as amended from time to time.
- c. Re-entry is subject to availability of seats in the relevant year of the Programme.
- d. A student re-entering from another institution shall be required to fulfil / fulfill any additional course requirements prescribed by the Board of Studies to address gaps in the curriculum between the two institutions.

3.5.3 UG Lateral Entry

- a. A student holding a UG Certificate (minimum 40 credits) from a recognised / recognized institution may seek direct admission to the second year of a UG Programme, subject to credit equivalence verification through the Academic Bank of Credits (ABC) mechanism.
- b. A student holding a UG Diploma (minimum 80 credits) from a recognised / recognized institution may seek direct admission to the third year, on the same terms.
- c. A student seeking lateral entry from another institution shall submit their ABC account details to the Registrar with a copy to Controller of Examinations through Principal of constituent college, who shall determine credit equivalence in consultation with the Board of Studies of the relevant Department.

3.5. Duration of PG Programmes - Multiple Entry and Exit in Postgraduate Programmes

In alignment with the National Education Policy (NEP) 2020 and the UGC Guidelines on Multiple Entry and Exit, the University shall permit students enrolled in the Two-Year Postgraduate Programme to avail structured entry and exit options.

3.5.1 Exit after First Year (Two Semesters) and Re-Entry:

- A student who successfully completes the prescribed curriculum and earns the minimum credit requirement at the end of the first academic year shall be eligible for the award of a Post-Graduate Diploma.
- Such students may re-enter the programme within the stipulated period through the Academic Bank of Credits (ABC) mechanism.

3.5.2 Completion after Second Year (Four Semesters):

- A student who successfully completes the full programme and earns the minimum credit requirement shall be awarded the Master's Degree (M.A./M.Sc./M.Com./MBA or equivalent). The Master's Degree shall be recognized as Level 6.5–7 under the National Credit Framework.

3.5.3 Special Provision for One-Year Master's:

- Students who have completed a Four-Year Undergraduate Programme with Honours and Research shall be eligible for direct admission to a One-Year Master's Programme, subject to fulfilment of prescribed criteria.

3.5.4 All credits earned under this framework shall be deposited in the ABC to facilitate mobility, re-entry, and recognition across Higher Education Institutions.

The summary of clause 7 is tabulated as under:

Stage	Credits / Duration	Award
After Year 1 (2 Semesters)	PG Diploma (Level 6)	Post-Graduate Diploma
After Year 2 (4 Semesters)	Master's Degree (Level 6.5–7)	Master's (M.A./M.Sc./M.Com./MBA etc.)

Special Provision	1 Year (after 4-Year UG Honours with Research)	Master's Degree
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4. Roles and Responsibilities of officers in Academic System

4.1 Faculty Adviser / Mentor System

Every student enrolled in a UG or PG programme shall be assigned a Faculty Adviser by the Head of Department at the time of admission. The Faculty Adviser shall guide the student in academic planning, credit accumulation and career counselling / counselling throughout the programme. Faculty Advisers shall be available to students for a minimum of two hours per week. Students are required to meet their faculty adviser at least once per month. The Faculty Advisor shall maintain a register as written Record of Interaction/meeting/discussion of all adviser-advisee assignments/interactions and submit the same to the Head of Department for endorsement.

Note: Students experiencing personal or mental health difficulties shall be referred by the Faculty Adviser to appropriate support services.

4.2 Head of Department

The Head of Department (HoD) shall be responsible for the academic administration of the Department and shall perform the following functions:

- Coordinate the preparation and implementation of the Academic Calendar for the Department / Institute with Dean Academic in accordance with the University Academic Calendar.
- Ensure that all courses are assigned to qualified faculty members at the commencement of each semester.
- Ensure that the Department shall **maintain and monitor month-wise attendance records** of students, course-wise, in a prescribed format. The consolidated attendance record for each course shall be **updated and authenticated by the concerned faculty** within 3 working days at the close of every month. The verified record shall be **displayed on the departmental notice**

board and/or uploaded to the designated software platform by the 5th day of the succeeding month.

- Ensure that Internal Assessment examinations are conducted as per the schedule notified in the Academic Calendar and that marks are submitted to the Controller of Examinations / Academic In-Charge / Controller of Examinations through Principal of the constituent institute within the prescribed time.
- Assign Faculty Advisers to students and maintain a register of all Adviser-advisee interactions.
- Convene meetings of the Board of Studies for curriculum review, syllabus revision, and course structure updates, and forward recommendations to the Academic Council through the Principal.
- Ensure compliance with anti-ragging, anti-plagiarism, and student welfare norms within the Department.
- Report cases of student misconduct, prolonged unauthorised / unauthorized absence, and unfair means in Internal Assessments to the Principal.
- Coordinate with the Controller of Examinations / Academic In-Charge / Controller of Examinations through Principal of constituent college for all examination-related matters pertaining to the Department such as submission of Internal Assessment marks, practical examination schedules, and question paper requirements.
- Perform such other functions as may be assigned by the Principal or the competent authority from time to time.

4.3 Principal

The Principal is the academic and administrative head of the Constituent College. He/she shall be responsible for the overall conduct of academic programmes, maintenance of standards, and welfare of students and staff. The Principal shall perform the following functions:

- Ensure implementation of the University's Academic Rules and Regulations, Academic Calendar, and all directives of the competent authority and Academic Council within the Constituent College.

- Supervise and coordinate the work of all Heads of Departments within the College.
- Ensure timely conduct of Internal Assessment examinations, submission of marks to the Controller of Examinations / Academic In-Charge of the university.
- Issue and verify Admit Cards / Hall Tickets for eligible students and forward examination-related communications from the Controller of Examinations of the university to students and departments.
- Maintain the College's anti-ragging committee and squad, and report all ragging incidents to the University-level Anti-Ragging Committee and the National Anti-Ragging Helpline.
- Constitute college-level Grievance Redressal Committees for the first level of grievance disposal and forward unresolved grievances to the Registrar/Academic In-Charge of the university within the prescribed timeline.
- Recommend voluntary withdrawal, re-admission, and discontinuation cases to the Registrar / Academic In-Charge after due verification.
- Ensure that attendance records are maintained course-wise by all Departments and displayed on notice boards regularly.
- Forward applications for grade improvement, revaluation, migration certificates, and other examination-related matters from students to the Controller of Examinations of the university.
- Maintain student records including admission documents, attendance registers, Internal Assessment mark sheets, and disciplinary records, and make them available to the University on demand.
- Perform such other functions as may be assigned by the Vice-Chancellor, Competent Authority or the Academic Council from time to time.

5. Attendance Requirements

In exercise of the discretion vested in Higher Educational Institutions under Clause 8.0 of the UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025, NSCBIHL prescribes the following minimum attendance requirements for all UG and PG Programmes.

- A student shall be required to maintain a minimum attendance of 75% of the total classes conducted in each course during a semester.
- Students falling below 75% but above 65% may be permitted to appear in the end-semester examination at the discretion of the Head of Department in the following circumstances:
 - Students who are absent on valid medical grounds may be permitted to appear in the End-Semester Examination with a minimum attendance of 65%, on submission of a medical certificate with a condonation fee of Rs.150 per student per subject per semester
 - Students' participation in NSS, NCC, Sports, Extracurricular Activities, etc., or Students deputed by the University and Constituent College to represent in academic, cultural, or sports events shall be entitled to an attendance concession without condonation fee.

Note: Attendance shall be calculated course-wise, not on aggregate.

6. Cancellation of Admission

The University reserves the right to cancel the admission of any student who:

- (a) Has obtained admission by misrepresentation of facts, submission of forged documents, or suppression of material information.
- (b) Fails to pay prescribed fees within the notified period without prior intimation.
- (c) Is found guilty of gross misconduct or any other such breaches thereof found unsuitable by the university.

7. Registration and Fee Payment

Every admitted student shall register for courses at the beginning of each semester within the dates published in the Academic Calendar. Registration shall be done through the CommonCollege Admission portal through the respective Constituent College. A student who fails to register within the stipulated period without prior written approval of the Principal, countersigned by the Dean (Academics), shall not be permitted to attend classes or appear in examinations for that semester.

Semester fees as stipulated in the guidelines of the admission information brochure shall be paid at the time of registration. Failure to pay fees within the prescribed period shall result in deactivation of the student's academic account and forfeiture of registration for that semester.

8. Withdrawal and Discontinuation

A student who wishes to withdraw from a Programme voluntarily shall submit a written application to the Head of the Department. The Head of Department shall forward the application to the Registrar / Academic In-Charge of the University through Principal/Director of the institute for record. The withdrawal shall take effect from the date of receipt of the application.

A student who fails to attend classes or appear in examinations for a continuous period of 30 days without prior intimation or sanction shall be treated as having discontinued the programme. The Head of Department shall report the matter to the Registrar / Academic In-Charge for removal of the name from the rolls. Such a student may apply for re-admission within one academic year, subject to the Academic Council's approval and availability of seats.

Annexure- C

Exam Regulation

PART II- Examination

9. Assessment and Examination Structure

9.1 Components of Assessment

There shall be three types of credit courses:

1. Course with only Theory
2. Course with Theory & Practical
3. Course with only Practical

9.1.1 Every credit course having a Theory Component shall be evaluated under a dual-component system as follows:

Component	Marks	Nature
Internal Assessment (IA)	25 Marks	02 Continuous Assessment tests Theory/practicals called as T1/T2
End-Semester Examination (ESE)	75 Marks	University-conducted written examination
Total	100 Marks	—

The Internal Assessment of 25 marks for Theory component shall be distributed as follows:

IA Component (Theory)	Marks	Time
As Per Approved Syllabus	20	60 minutes
Attendance in the course	5	

Internal tests shall be conducted during each semester as per the dates notified in the Academic Calendar by the university. Assessment components shall be designed to have direct correlation with the learning outcomes of each course.

9.1.2 Every credit course having a Practical Component shall be evaluated under a dual-component system/ or as specified in the curriculum as follows:

Component	Marks	Nature
Internal	As stipulated in the	Practical Performance

Assessment (IA)	respective syllabus	based on average of 2 practical test viz. P1/P2
End-Semester Practical Examination (ESE)		University-conducted practical examination
Total	100 Marks	—

For practical courses, project work, and field-based courses, the total marks of assessment shall be distributed based on Implementation/Practical Performance (50%), Viva (30%) Practical Record/Report (20%), The assessment should be Rubric Based assessment.

9.1.3 End-Semester Practical Examination

The end-semester examination for Practical courses shall be conducted at the constituent college level as per the notified Academic Calendar. The constituent colleges should communicate the department wise consolidated practical time table to the Controller of Examination of the University at least 7 days before the first day of the scheduled examination. The examination shall ordinarily be held at the end of each semester, covering the complete syllabus of the course. The duration of each written paper shall be three hours unless otherwise specified.

Out of the total marks of assessment (M) as defined in the course syllabus structure 5 marks is given for Attendance based on clause 9.2. The remaining marks (M-5) shall be distributed as Implementation/Practical Performance (60%), Viva (30%) Practical Record/Report submission (10%). To ensure objectivity in Practical Examination assessment, the evaluation should be a Rubric Based assessment.

End Semester Practical	Marks	Time
Practical Examination	M -5	3 Hours
Attendance in the course	5	

9.2 Attendance Marks

Marks for attendance are as follows:

Attendance %	Marks
Below 70%	0
70% or more but less than 75%	1
75% or more but less than 80%	2
80% or more but less than 85%	3
85% or more but less than 90%	4
90% and above	5

9.3 End-Semester Theory Examination

The end-semester examination for Theory courses shall be conducted by the Controller of Examinations in accordance with the University's Examination Ordinance/Manual. The examination shall ordinarily be held at the end of each semester, covering the complete syllabus of the course. The duration of each written paper shall be three hours unless otherwise specified.

10. Grading System

10.1 Letter Grades and Grade Points

NSCBIHL follows a ten-point grading scale in accordance with UGC guidelines:

Letter Grade	Grade Point	Performance Level	Mark Range (%)
A+	10	Outstanding	90-100
A	9	Excellent	80-89
B	8	Very Good	70-79
C	7	Good	60-69
D	6	Average	50-59
E	5	Pass	40-49
F	0	Fail	Below 40
MP#	-	Mandatory Pass	
Ab	0	Absent	—

For Audit Courses

11.2 Computation of SGPA and CGPA

The Semester Grade Point Average (SGPA) shall be computed as the sum of the products of grade points and credit values of all courses in a semester, divided by the total credits for that semester. The Cumulative Grade Point Average (CGPA) shall be similarly computed across all completed semesters. The SGPA and CGPA shall be rounded off to two decimal points and reported in the Grade Card and transcripts. The Grade Card shall, in addition to letter grades and grade points, mention the marks obtained in each course and the weighted average of marks across all semesters, for the benefit of students applying to other institutions or for employment.

In accordance with UGC (Minimum Standards of Instruction for the Grant of Undergraduate Degree and Postgraduate Degree) Regulations, 2025 and the UGC Curriculum and Credit Framework for Postgraduate Programmes (June 2024), the following method shall be used for the computation of SGPA and CGPA:

Step 1 — Calculate SGPA for each semester

Multiply the credits of each course by the grade points earned in that course. Add all these products together. Divide the total by the sum of all credits in that semester.

$$\text{SGPA} = \frac{\sum(\text{Credits of each subject} \times \text{Grade points obtained})}{\sum(\text{Total credits in that semester})}$$

Example:

Course	Credits (C)	Grade	Grade Points (G)	C × G
Course 1	4	A+	9	36
Course 2	4	A	8	32
Course 3	4	B+	7	28
Course 4	4	B	6	24

Course 5	4	0	10	40
Total	20			160

$$\text{SGPA} = 160 \div 20 = 8.00$$

Step 2 — Calculate CGPA at the end of the programme

Multiply the credits of each semester by its SGPA. Add all these products together. Divide by the total credits across all semesters.

$$\text{CGPA} = \frac{\sum(\text{Credits of each subject} \times \text{Grade points obtained})}{\sum(\text{Total credits in the Programme})}$$

Example for a 2-year PG (4 semesters):

Semester	Credits	SGPA	Credits × SGPA
Semester I	20	8.00	160
Semester II	20	7.50	150
Semester III	20	7.00	140
Semester IV	20	8.50	170
Total	80		620

$$\text{CGPA} = 620 \div 80 = 7.75$$

11.3 Passing Criteria

A student shall be declared to have passed a semester upon obtaining a minimum grade of E (Grade Point 5.0) in each course. A student who fails to secure the minimum grade in any course may repeat that course in the subsequent semester in which it is offered.

11.4 Conversion of CGPA to Percentage

For the purpose of inter-institutional comparisons, employment applications, and higher studies, the CGPA earned by a student may be converted to an equivalent percentage as follows: Equivalent Percentage = CGPA × 10. The University and its Constituent Colleges shall publish the grade-to-percentage conversion table on their website.

Equivalent Percentage = CGPA × 10

Example: CGPA of 7.75 → 7.75 × 10 = 77.5%

11.5 Passing Criteria

For UG Programmes: A student shall be declared to have passed a semester upon obtaining a minimum grade of P (Grade Point 4.0) in each course. A student who obtains Grade F in any course shall be declared to have failed in that course and shall be required to re-appear in that course at the next available opportunity.

For PG Programmes: A student shall be declared to have passed a semester upon obtaining a minimum grade of P (Grade Point 4.0) in each course and a minimum SGPA of 5.0 in that semester. A student who fails to obtain the minimum grade in any course, or fails to achieve SGPA 5.0, shall be required to re-appear in the failed course(s) at the next available opportunity.

For Practical Courses: A student must pass the practical examination independently. Passing in the theory component shall not compensate for failure in the practical component, and vice versa. Both components must be cleared separately.

General: A student shall be eligible for the award of a degree only upon clearing all prescribed courses i.e. theory and practical with a minimum grade of P in each.

11.6 Classification of Result

CGPA Range	Class / Division
8.0 and above	First Class with Distinction
6.0 and above	First Class
5.0 to below 5.99	Second Class
4.0 to 4.99	Pass

12. Conduct of Examinations

12.1 Eligibility to Appear

A student shall be eligible to appear in the End-Semester Examination only if they satisfy all of the following conditions:

- Fulfilment of the minimum attendance requirement of as per Statutory Regulatory Body in each course. *In case no such norms are specified by Statutory Regulatory Body UGC norms shall prevail*
- Students who are absent on valid medical grounds may be permitted to appear in the End-Semester Examination with a minimum attendance of atleast 60%, on submission of a medical certificate.
- Students' participation in NSS, NCC, Sports, Extracurricular Activities, etc., with documentary evidence may be allowed with a minimum attendance of 60%.
- Completion and submission of all prescribed internal assessment components.
- Clearance of all outstanding fee dues to the University or the Constituent College.
- Absence of any pending disciplinary proceeding that specifically prohibits examination appearance.

12.2 Examination Schedule

The Controller of Examinations shall notify the examination schedule not less than 21 days before the commencement of End-Semester Examinations. The schedule shall be published on the University website and communicated to the Principals of all Constituent Colleges for display

on college notice boards. No change in the schedule shall ordinarily be made after notification except in exceptional circumstances with the approval of the Vice-Chancellor.

12.3 Special Examination Arrangement for NCC Cadets, Sports Persons, and College and University Representatives

Students who are unable to appear in the regular End-Semester Examination due to their participation in NCC Republic Day Training Camps, sports events at National/International level, or other University / College-deputed activities during the examination period shall be entitled to a special examination arrangement, subject to the following conditions:

(a) The student must produce documentary proof of their participation such as a participation certificate, selection letter, or deputation order issued by the competent authority, at least seven days before the commencement of the examination, wherever possible. In cases of emergency deputation, the document shall be submitted within seven days of return.

(b) The Head of Department, on the recommendation of the Principal, shall forward a request to the Controller of Examinations for a special examination to be conducted for the student.

(c) The Controller of Examinations shall schedule the special examination. The special examination shall be conducted at the University level with a fresh question paper.

(d) The special examination shall be treated as equivalent to the regular End-Semester Examination for all purposes, including grading and CGPA computation. No separate supplementary fee shall be charged for the special examination.

(e) This facility shall be available only for End-Semester Examination papers missed on account of the above-mentioned activities. It shall not be available for Mid-Semester / Internal Assessment components, which shall be rescheduled at the Department level by the Head of Department.

(f) A student availing the special examination facility shall not be counted as absent for the purpose of the unfair means register or the attendance record for examination purposes.

12.4 Admit Card

A Hall Ticket / Admit Card shall be issued to eligible students by the Controller of Examinations through the University portal or through the Principal of the respective Constituent College. Students must present their Admit Card along with a valid photo identity card at the examination hall. No student shall be permitted to appear in the examination without a valid Admit Card.

Exam Manual



1.0 CONTEXT

University will be conducting examinations through various constituent colleges. University has issued Norms, procedures and Instructions for smooth conduct of examination. They have been compiled herein in the form of Instruction manual, for ready availability to those managing the examinations. University shall widely circulate the manual among all Institutes. Principals and Heads of Institutes would insist on and internalize the provisions laid down in the manual by routinely referring to and adopting the same. The importance of accuracy, quality and reliability in the conduct of examination work shall be often repeated and inculcated in the staff.

2.0 OBJECTIVES

The main objectives of instructional manual are to:

- a. Educate all those who are conducting and managing the examinations.
- b. Help to achieve desirable accuracy, enhance quality and increase reliability in the conduct of the examinations.
- c. Maintain consistency and uniformity in examination work.
- d. Minimize the chances of lapses in the examination work.
- e. Monitor the process of conduct of examinations at various examination centres.
- f. Establish credibility of procedure by spreading awareness amongst all concerned.
- g. Define the accountability of the officers and supporting staff of the University/ Institutes in the conduct of examinations.

3.0 CONCEPTUAL FRAMEWORKS

The Controller of Examination (CoE) of University would hold meetings with the Chief Centre Superintendent of all the constituent colleges in the region to discuss the quality parameters of examination work and make them aware about their role and responsibilities.

4.0 PROCEDURE FOR CONDUCT OF EXAMINATIONS

- a. The Principal / Head of institution shall act as the Chief Centre Superintendent of examination / inquiry centres.
- b. The Chief Centre Superintendent, in turn, shall appoint necessary Centre Superintendent for distribution and examination work. He shall also appoint other exam committee members and supporting staff as per the norms of University.
- c. Qualified and experienced officers and supporting staff shall be appointed for the conduct of the examinations.
- d. The officers and staff engaged in examination work shall be made aware of the rules, regulations, norms and guidelines for the conduct of examination and importance of accuracy, quality, confidentiality and reliability in examination work.

a.0 DEFINITIONS

a.1 Distribution Centre (DC): The University shall act as the Distribution Centre and keep custody of sealed question paper bundles during the period of examination and distribute the sealed question paper bundles as per inventory to examination centres attached to it as per the procedure laid down by the University. Distribution Centre also keeps the custody of sealed answer script bundles received from the examination centre after the examination and convey the same to the allocated Local Assessment Centres as per the procedure laid down by the University.

a.2 Examination Centre (EC): The constituent colleges shall act as Examination Centre conduct examination as per the University norms. The examination centre may cater for examinees from own institute. The Examination Centre may also cater the examinees of other Constituent Colleges of the University with the approval of Vice Chancellor. The examinees if wish to appear for the examination in other constituent colleges of the University, he/she shall have to apply in the University around 01 month prior to the examination for the approval of Vice Chancellor. The constituent colleges shall be responsible for conducting the non-theory and theory examinations of the examinees registered to it.

a.3 Vigilance Committee: Each Examination Centre shall constitute a 3 member Vigilance committee that will be active throughout the completion of Theory and non-Theory examinations for surprise inspections and rounds for ensuring free and fair



conduction of exams and report any malpractices observed to the Centre Superintendent. A vigilance squad shall consist of:

- An officer, not below the rank of Head of the Department/Professor/Associate Professor as Chairman
- Two officers, not below the rank of Assistant Professor as Members

a.4 Enquiry Centre (EQC): The constituent colleges designated by University shall constitute a 4 member committee comprising atleast 01 Professor/Associate Professor level faculty and 01 student counsellor to conduct enquiry of students reported by the Vigilance committee have involved in malpractice during examination conducted by the University. Principal/Head of the Institute shall act as Chairman of the Enquiry Committee. The Chairman is assisted by the other 3 members of the enquiry committee as mentioned above. The Enquiry Committee report shall be signed by all members and be attached with the Proforma 16 (Report of Malpractice)

b) ROLES & RESPONSIBILITIES OF CONTROLLER OF EXAMINATION:

- a. CoE shall notify the examination time table to all the affiliated Institute 01 month before the scheduled examination.
- b. For the initial 02 years, the respective Mentor Institutes of the Constituent Colleges shall set the question papers, evaluate and moderate the answer scripts of the examinations of all the courses offered by the Constituent Colleges.
- c. He/She shall communicate with the Exam Coordinator of the Mentor Institute for all the necessary activities to be carried out by the Mentor Institute.
- d. He/She shall obtain the list of question paper setters, evaluators and moderators (such as name, designation, program, email Id, contact number) from the Exam Coordinator of the Mentor Institutes/constituent colleges before the scheduled examination.
- e. He/She shall ensure that the Exam Coordinator of the Mentor Institute issue necessary orders for appointing the question paper setters/evaluators/moderators along with the details of subject and curriculum confidentially before the scheduled examination and shall maintain copy of all such orders in confidential mode.
- f. He/She shall ensure that the Exam Coordinator of the Mentor Institute arrange proper training session for the evaluators and moderators with respect to the Examination Assessment software for evaluation and moderation of answer scripts.
- g. He/She shall obtain the details of examination materials such as blank answer scripts, graph sheets, supplementary answer sheets, etc., 45 days before the commencement of examination.
- h. He/She shall ensure the printing of answer scripts and supplementary sheets along with all the formats and issue it to the Constituent Colleges before the commencement of examination.
- i. He/She shall obtain the details of Centre Superintendent from all the constituent colleges around 20 days prior to the examination.
- j. He/She shall receive the question paper through email (in password protected form) by the assigned question paper setters of Mentor Institutes few hours before the commencement of the scheduled examination.
- k. He/She shall obtain the password from the Observer and generate the question papers as per the number of registered students and seal it in the prescribed envelope Institute wise few hours before the examination.
- l. He/She shall sealed question papers in the Presence of Observer in envelopes and hand over to the Centre Superintendent of the Constituent Colleges an hour prior to the commencement the examination.
- m. After the completion of examination, the CoE shall receive the sealed answer scripts envelopes from the Centre Superintendent of all the constituent colleges after completion of entire examination.
- n. He/She shall open the sealed envelope day wise and verify the number of answer scripts along with the attendance statement available in the envelope.
- o. He/She shall scan all the answer scripts and upload in the examination evaluation software.
- p. CoE shall assign the evaluators and moderatos in the Examination evaluation software as per the list received from the constituent colleges.
- q. He/She shall intimate all the Constituent Colleges/Mentor Institute to depute the assigned evaluators and moderators for evaluation in the Assessment Centre/Mentor Institute of the constituent colleges.



- r. He/She shall generate the Login Credential of all the Evaluators and moderators and share the Login Credential along with the details of subjects assigned to all concerned.
- s. He/She shall be responsible for scanning and uploading all the received answer scripts subject wise and Institute wise in the evaluation software within the stipulated time period.
- t. He/She shall prepare the schedule for evaluation & moderation as per the time table and share with all assigned faculties/examiners.
- u. He/She shall ensure that the evaluation and moderation to be completed within the stipulated time as laid down by the University.
- v. He/She shall publish the results of the examination through website with the approval of Vice Chancellor.
- w. He/She shall notify the reassessment schedule, if the student willing to apply for verification.
- x. He/She shall carry out the reassessment activity as per the norms laid by the University.
- y. He/She shall reschedule or cancel the examination in case of any disaster or natural calamity with the approval of Vice Chancellor.

7.0 ROLES & RESPONSIBILITIES OF OBSERVER

The Observer shall be appointed by the University for the Constituent Colleges. The role of an observer can vary depending on the specific function they are fulfilling. However, in general, an observer's duties and responsibilities include overseeing and ensuring the proper conduct of various academic and administrative processes. The common roles and responsibilities are as mentioned below:

- i. The observer ensures that exams are conducted fairly, smoothly, and according to the established guidelines and policies.
- ii. The ratio of observers to students would be 1:1000
- iii. Shall ensure there is no cheating, plagiarism, or other forms of dishonesty during exams.
- iv. Observers confirm that exam papers and materials are securely handled and distributed.
- v. Observer is responsible for reporting any irregularities or misconduct that occurs during the exam.
- vi. Observers might be tasked with overseeing student-led events, academic seminars, or extracurricular activities to ensure they run smoothly and align with university guidelines.
- vii. They monitor for adherence to health, safety, and organizational regulations during the events.
- viii. Observers may provide feedback to event organizers, faculty, or administrators on the event's success and areas for improvement.
- ix. Shall ensure that processes like admissions, grading, or staff evaluations are conducted in accordance with university policies and regulations.
- x. Observers may assist in resolving conflicts or complaints related to university procedures.

8.0 ROLES & RESPONSIBILITIES OF CHIEF CENTRE SUPERINTENDENT

- a. The Principal / Head of Institute shall work as Chief Centre Superintendent for all the examination activities of the Institute (all theory and non-theory examinations, (i.e. for EC and DC (if the institute is assigned with responsibility of DC)).
- b. The Chief Centre Superintendent of the Institute shall issue orders appointing Centre Superintendent/Hall Superintendent - a faculty not below the rank of Professor/Associate Professor/Assistant Professor
- c. The Chief Centre Superintendent of the Institute shall issue appointment orders for constituting various Committees related to the examination comprising:
 - a. Vigilance Committee as per Clause a.3
 - b. Examination Committee as under:
 - i. Centre Superintendent (Group A)
 - ii. Hall Superintendent (Group A)
 - iii. Record & Billing Supervisor (Group B)
 - iv. Sealing Supervisor (Group C)
 - v. Lab Technician/Lab Attendant/Skilled Assistant (Group B/Group C)



- vi. Support Staff (Group C)
 - vii. Any other portfolio as required for supporting the examination process.
- d. The Chief Centre Superintendent shall send a copy of all appointment orders related to the examination to the University for Information.
- e. **Pre- Examination Responsibilities:**
- i. Ensure that all exam-related activities are well-coordinated with the university's examination office.
 - ii. Ensure that the exam centre is set up properly, with all resources and materials required for the examination in place (e.g., question papers, answer sheets, seating arrangements).
 - iii. Select and assign invigilators, clerks, and other staff members to various duties.
 - iv. Ensure that all staff members are well-trained on the university's examination rules, codes of conduct, and procedures.
 - v. Supervise the secure handling, storage, and transportation of exam materials like question papers and answer scripts.
 - vi. Ensure that no unauthorized individuals have access to exam papers prior to the examination.
- f. **During the Examination:**
- i. Oversee the smooth conduct of the examination, ensuring it adheres to the rules and regulations set by the college/university.
 - ii. Make sure the examination begins and ends at the scheduled time.
 - iii. Address any issues that arise during the exam, such as technical problems, student queries, or disturbances.
 - iv. Handle any instances of malpractice or misconduct following the prescribed protocols
 - v. Monitor invigilators to ensure they are performing their duties correctly, such as checking student IDs, ensuring no cheating, and maintaining order.
 - vi. Ensure that students are provided with any necessary assistance (e.g., extra time, medical support) in case of emergencies or special circumstances.
 - vii. Ensure the integrity of the examination process by managing the security of the exam centre (preventing cheating, maintaining order, controlling entry/exit).
 - viii. Prevent unauthorized access to exam halls and ensure that no communication between students occurs during the exam.
- g. **Post-Examination Responsibilities:**
- i. Ensure that all answer sheets and any other examination-related materials are securely collected at the end of the exam.
 - ii. Ensure proper documentation and packing of the answer scripts for further processing.
 - iii. Prepare and submit reports on any incidents of misconduct or issues during the examination.
 - iv. Provide feedback regarding the exam centre's operation to the examination office or authorities for future improvements.
 - v. Handle any emergencies, such as medical situations or natural disasters, by taking appropriate action to ensure the safety of students and staff.
 - vi. Ensure backup plans are in place in case of any technical failures (e.g., power outages) or other unexpected events.

9.0 ROLES & RESPONSIBILITIES OF CENTRE SUPERINTENDENT:

- a. The Centre Superintendent shall be monitoring the activities related to the theory and practical examination.
- b. The Centre Superintendent of the Institute shall issue necessary orders appointing teaching faculties as Invigilator with the approval of Chief Centre Superintendent.
- c. The Centre Superintendent shall collect the session wise bundles containing sealed packets of question papers from the University before the examination and keep in the strong room under safe custody.
- d. The Centre Superintendent shall give receipt to the CoE of the University in the prescribed format as a proof of receiving the sealed question paper bundles from the University.



- e. The Institute shall arrange for a closed four-wheeler vehicle with responsible escort person for the safe conveyance of sealed question paper bundles from University to Institute and sealed answer script bundles from Institute to University.
- f. The Institute shall also arrange Strong Room to keep confidential materials pertaining to examination under the safe custody of Chief Centre Superintendent and Centre Superintendent (the strong room to have CCTV facility).
- g. Centre Superintendent shall check all the sealed envelopes received in the presence of Chief Centre Superintendent with the inventory received from the University. If in case any damage is found, the same shall be reported to the CoE of the University immediately.
- h. 01 hr prior to the commencement of the examination for the session, the Chief Centre Superintendent hands over the bundle of question paper/password, if question paper has to be generated online for the session to the Centre Superintendent, for opening. The Centre Superintendent shall fill the details in the prescribed format available on the envelope.
- i. Centre Superintendent shall distribute the question paper in the examination hall to the Invigilators 30 minutes prior to the conduct of examination.
- j. Centre Superintendent shall ensure proper conduct of examination as per the rules prescribed by the University.
- k. After the examination, the Centre Superintendent shall collect the answer scripts and verified with the attendance statement. Also to collect the unused answer scripts, question papers and supplementary sheets.
- l. After verification, all the answer scripts shall be sealed in an envelope along with 01 question paper and attendance sheet.
- m. Centre Superintendent shall retain 01 copy of question paper and copy of attendance sheet for documentation day wise.
- n. The Chief Centre Superintendent shall supervise the conduction of the examination as per norms of the University.
- o. After the completion of written examination for the session, the Chief Centre Superintendent shall scrupulously monitor the collection, tallying and sealing of the answer script bundles. At the end of the day's examination, the Centre Superintendent shall collect the sealed answer script bundles and fill details in the prescribed format available on the envelope. The Centre Superintendent shall keep the sealed answer packets in safe custody before handing it to the CoE of the University.
- p. The Centre Superintendent shall also collect all the related documents pertaining to malpractice cases reported during the examination sessions separately in sealed packets.
- q. The Centre Superintendent shall hand over all the sealed packets pertaining to the examination to the Controller of Examination of the University within every 04 consecutive day.
- r. The Centre Superintendent to keep all the records and documents pertaining to the examination properly and hand it over to the In-charge of Examination Control Room of the Institute after Completion of Examination.
- s. The Chief Centre Superintendent and Centre Superintendent shall be responsible for keeping all the exam materials such as question paper envelope, answer scripts envelope, and other related documents in the strong room of the Institute in safe custody.

10.0 ROLES & RESPONSIBILITIES OF RECORD & BILLING SUPERVISOR

- a. Record and Billing Supervisor shall be conversant with University portal. Shall also be conversant with the examination norms of the University & Institute for the Conduct of Examination, Assessment Process & Post Result Activities. Shall also be conversant with the time table for the examination, latest circulars and any other notices related to examination.
- b. Assist the Centre Superintendent in all matters/activities related to examination.
- c. Receive the stationery required for examination from the University and updates the stock register.
- d. Collect the information about the number of examinees appearing in each session of examination at the respective examination centre.
- e. For each session of examination, issue the hall/classroom wise answer scripts and maintain the record of main answer scripts and supplements.



- f. Maintain the attendance record of the Officers and other staff assigned various responsibilities in the examination control room during the entire examination period. Also maintain attendance record of hall/classroom wise invigilator and reliever.
- g. Prepare claims for individuals and the Institute, for the charges admissible as per prevailing norms of University and submit all bills of the Institute to the University with necessary supporting documents, within the prescribed time limit for the remuneration.

11.0 ROLES & RESPONSIBILITIES OF SEALING SUPERVISOR

- a. Sealing Supervisor shall be conversant with University portal. Shall also be conversant with the examination norms of the University & Institute for the Conduct of Examination, Assessment Process & Post Result Activities. Shall also be conversant with the time table for the examination, latest circulars and any other notices related to examination.
- a. Assist the Centre Superintendent in all matters related to examination including display of circulars and notices related to examination.
- b. Receive the pre-examination documents and take actions in relation to examination.
- c. Assist Centre Superintendent in preparing seating chart, seating arrangement, block preparation and display of seating arrangement.
- d. Prepare block wise attendance sheets for each session of examination.
- e. During each session of examination, note down the seat numbers of absent examinees from each block in prescribed format and update the absentee report to the Centre Superintendent for entry of special code on e-mark sheet.
- f. The sealing supervisor along with Billing supervisor under the guidance of Centre Superintendent counts the block wise answer papers and matches with the attendance sheet. While counting the sealing supervisor also ensure the correctness of the entries on the facing page of answer book like examination seat number, course/programme code, paper code, date of examination, supplement account and in block supervisors signature on main answer book as well as supplements.
- g. The sealing supervisor along with billing supervisor shall segregate the answer books to course/programme wise and paper code wise bundles. Final counting of answer books is done before packing the answer book bundles.
- h. After sealing of the answer book bundles, the sealing supervisor assists the Centre Superintendent to verify the complete entries on the packing slip and endorse the same by signing on the packing slip.
- i. If any malpractice cases are reported, the sealing supervisor ensures that all the documents pertaining to copy cases shall be sealed independently and a covering letter reporting the details of copying cases for the day is prepared.
- j. The sealing supervisor shall maintain the records pertaining to attendance, copy cases, receipt & dispatch of question papers and answer paper bundles and all other important correspondences in respective files. During external vigilance squad visits, the sealing supervisor provides all the necessary information to the vigilance squad.

12.0 ROLES & RESPONSIBILITIES OF SUPPORT STAFF

- a. Preparing and arranging the exam hall or room according to guidelines, ensuring seating arrangements are in place and the room is ready for the exam.
- b. Ensuring that items such as question papers, answer sheets, writing materials, clocks, water facility in exam rooms and any special equipment (like calculators, if allowed) are ready and available for the exam.
- c. Assisting in the distribution of exam papers, answer sheets, and other materials to the candidates.
- d. Offering help for logistical issues, such as directing students to their seats, assisting with bathroom breaks, or addressing technical issues (e.g., malfunctioning equipment).
- e. Gathering and organizing completed answer sheets or exam materials after the exam to ensure proper submission.
- f. Assisting in the transportation of completed exams or other materials to the designated location (e.g., exam office or grading area) safely and securely.
- g. After the examination, ensuring that the exam rooms are cleaned and reset for the next session, if applicable.



- h. Helping in organizing and sorting the answer sheets or materials for grading, and ensuring that all documentation is properly filed for record-keeping.
- i. Being alert to any health or emergency situations and ensuring that candidates get the necessary support.

13.0 ROLES & RESPONSIBILITIES OF INVIGILATOR

The invigilator shall:

- a. Report at the examination control room 30 minutes prior to the start of examination and mark his attendance.
- b. The ratio of invigilator to student shall be 1:25.
- c. Collect the envelope containing blank answer scripts, seating arrangement and attendance sheet from the Centre Superintendent and the count of answer scripts as per the seating arrangement and also verifies if there are any damaged or unsuitable answer scripts and replace them with correct answer scripts in consultation with record & billing supervisor.
- d. Reports at the allocated examination hall/classroom 15 minutes prior to the commencement of examination and ensures that the hall/classroom is ready for conduction of examination.
- e. Permits the examinees into the examination hall/classroom 10 minutes prior to the examination by making them to leave their belongings outside the examination hall/classroom except for those which are needed for attending the examination. Ensures that the examinees occupied their allocated seats. Also gives all necessary instructions to the examinees.
- f. Issue blank answer scripts only for the examinees present in the examination hall/classroom and ask them to complete the entries on the answer scripts and also ask them to read the instructions mentioned on the answer scripts.
- g. Receives the question papers for the hall/classroom from the Centre Superintendent and check whether it matches with requirement of hall/classroom. In case of any discrepancy found, the same shall be reported to the Centre Superintendent and get it rectified before the commencement of examination.
- h. At the commencement bell, distribute correct question papers to the examinees and ask them to confirm by matching the question paper code with that on the hall ticket. Ask all the examinees to write their exam registration number on the question paper.
- i. Visits each examinee, check hall ticket and photo ID followed by verification of entries on the front sheet of main answer scripts, put dated signature in the designated block on the main answer scripts and then ask the examinee to enter the details along with sign in the attendance sheet.
- j. Permit late reporting candidates only up to 30 minutes after commencement of examination. Do not permit any examinee to leave the examination room within the first 30 minutes of the examination and last 10 minutes of the paper duration.
- k. In case examinee needs supplement answer scripts after ensuring that the examinee really needs supplement. Ask the examinee to complete the required entries on supplement answer scripts. Keep record of the issue of supplements.
- l. Invigilator to conduct the examination by keeping strict vigil on all the examinees in the room. Attend to any difficulties reported by the examinees by reporting to Centre Superintendent and try to resolve them. In case any malpractice is noticed in the room, immediately report the same as per the procedure of handling the malpractices. In case malpractice case is detected by others like internal vigilance squad, external vigilance squad or any other special squad, assist in reporting of the case by extending all necessary cooperation.
- m. At the end of examination warning bell, instruct the examinees in the room to tie up their main answer scripts with the supplement and ask them to complete the answer scripts account on the main answer script. Also instruct examinee that they will not get supplement after warning bell.
- n. At the end of examination, collect the written answer scripts from examinees present in the room, count and match with the attendance sheet. Only after perfect matching of collected of answer scripts and the record of answer scripts on attendance sheet, permit the examinee to leave the examination hall/room.
- o. Report at the examination control room and submit the written answer scripts, unused main answer scripts along with unused supplements and attendance



- sheet to the receiving personnel. Wait till the same is verified and confirmed then leave the examination control room with the permission of Centre Superintendent.
- p. Maintain a professional demeanour at all times, ensuring the exam environment remains respectful and conducive to student concentration.
 - q. Ensure that the examination space remains orderly and that students follow all instructions properly.
 - r. Adhere to all university policies and guidelines related to examination conduct, safety, and security.

14.0 PROCEDURE OF STORING UNUSED QUESTION PAPERS, AFTER EXAMINATION IS OVER

- a. The opened and later sealed question paper packets, containing unused question papers at the end of the examination and the unopened packets shall be kept at the examination centre.
- b. The Principal/Chief Centre Superintendent shall keep all above-mentioned question paper packets in his safe custody in the strong room.
- c. After the end of examination, question papers and the packets shall be disposed as per University norms.

15.0 STORAGE AND SAFETY OF BLANK ANSWER SCRIPTS

The University shall collect necessary quantity of blank answer scripts, supplements and other examination stationery from respective Institutes and shall meticulously store them in safe custody in the strong room. The stock record of blank answer scripts shall be accurately maintained in the stock register by immediate updating after each receipt and issue.

16.0 CONDUCTION OF PRACTICAL EXAMINATION

- a. The Hall Superintendent shall monitor the process for appointment of External Examiners, Internal Examiner and other supporting staff by the concerned Head of the Department/Faculty In-charges for the conduct of University practical examination as per the Academic calendar.
- b. Appropriately well ahead of commencement of examination, Hall Superintendent shall verify the eligibility of the staff members for appointment of examiners before submitting the information to the University. The field experts, experienced and well-known professionals and retired teachers may be recommended and appointed.
- c. The Hall Superintendent shall ensure the appointments of eligible examiners and issue necessary orders to for information to all concerned.
- d. The Head of the Department/Faculty In-charges shall send a copy of appointment orders of the External examiners along with the details of internal examiner and practical exam schedule to the University.
- e. The constituent colleges shall conduct the University practical examination as per the norms/ rules prescribed by the University in-line with the curriculum.

17.0 ROLES & RESPONSIBILITIES OF HALL SUPERINTENDENT

The Hall Superintendent shall play a pivotal role in ensuring the smooth and efficient conduct of the practical examinations, thus contributing to the academic integrity and fairness of the examination process. The roles and responsibilities of Hall Superintendent is as mentioned below:

17.1 Pre-Examination Responsibilities

- a. Ensure that the all the laboratories is ready well in advance, including arranging seating arrangements, ensuring availability of necessary equipment, and setting up practical resources.
- b. Verify that all necessary materials and equipment (e.g., lab instruments, models, charts, computers) are available and functioning.
- c. Ensure all examination instructions are clearly displayed in the laboratory.
- d. Brief students about exam guidelines, rules, and any specific instructions related to the practical examination.
- e. Maintain an up-to-date list of students attending the examination.



- f. Assign duties to Internal Examiners and support staff (Lab Technician/Lab Attendant) for the smooth operation of the exam.
- g. Ensure that the external Examiners are communicated about the schedule and details of practical examination well in advance
- h. Ensure that the Internal Examiners and support staff (Lab Technician/Lab Attendant) are well-acquainted with their responsibilities and specific protocols for practical exams.

17.2 During the Examination

- a. Ensure that students adhere to the university's code of conduct, such as no cheating or use of unauthorized materials.
- b. Maintain order and discipline throughout the exam.
- c. Supervise the overall process of the practical examination, ensuring it adheres to the given instructions and guidelines.
- d. Monitor the timing of the exam and ensure students complete the practical tasks within the allotted time.
- e. Handle any emergencies or unforeseen circumstances, such as medical issues, appropriately and according to protocol.
- f. Report any suspicious activity or irregularities to the Centre Superintendent immediately.

17.3 Post-Examination Responsibilities:

- a. Ensure that all answer sheets are evaluated and marks were also posted on the answer scripts and properly signed by the Internal & external examiners along with the Lab Tech/Lab Attd.
- b. Collect all the evaluated answer scripts, attendance sheet, feedback form and other practical related Performa's and sealed in separate envelopes subject wise.
- c. Document any irregularities or issues that occurred during the exam and submit a report to the examination office.

17.5 Post-Examination Responsibilities:

- a. Ensure all examination materials, including student work and exam scripts, are packed securely and sent for evaluation.

18.0 ROLES & RESPONSIBILITIES OF LAB TECHNICIAN/LAB ATTENDANT/SKILLED ASSISTANT

- a. Preparing and setting up laboratory equipment, instruments, and materials required for the practical exam. This includes ensuring that all tools are in working order and available.
- b. Checking safety equipment such as fire extinguishers, first aid kits, safety goggles, gloves, and lab coats are available and in good condition.
- c. Ensuring all necessary consumable materials (e.g., chemicals, reagents, specimens, etc.) are prepared and appropriately labelled for the exam.
- d. Ensuring that the laboratory is in a clean, orderly, and safe condition, with no hazards or obstacles that could affect the examination or pose a risk to candidates.
- e. Providing guidance or assistance to candidates during the practical exam, especially if they encounter technical issues or require clarification regarding equipment or procedures.
- f. Ensuring that candidates follow the prescribed examination guidelines and procedures, particularly when it comes to the proper use of equipment and materials.
- g. Ensuring that all students adhere to safety protocols during the practical exam, especially when handling chemicals, electrical equipment, or delicate instruments.
- h. Monitoring the use of laboratory equipment to ensure that candidates handle them correctly and safely.
- i. Being prepared to respond to any emergencies that arise during the exam, such as spills, accidents, or equipment failures, and ensuring that candidates are safe.
- j. If there are any issues with the equipment or apparatus (e.g., malfunctioning devices), troubleshooting or contacting technical support to resolve the issue quickly.



- k. Helping to keep track of the time for the practical exam and ensuring that students are aware of how much time they have left.
- l. After the exam, ensuring that the lab is thoroughly cleaned and that all equipment is properly stored or disposed of, especially if consumables are used.
- m. Managing the safe disposal of waste materials, especially hazardous ones like chemicals or biological waste, in compliance with safety standards.
- n. Ensuring that all equipment is properly cleaned, maintained, and stored after the examination for future use.
- o. Keeping a log of the equipment and materials used during the practical examination to ensure accountability and avoid any shortages.
- p. Reporting any irregularities, accidents, or issues that occur during the examination (such as cheating, misuse of equipment, or safety breaches) to the supervising staff or examination authorities.
- q. Tracking the attendance of candidates, noting if any student is absent or has left early, and ensuring proper monitoring of each candidate's progress during the exam.
- r. Assisting in the collection and securing of any used materials or student work after the exam, ensuring they are safely stored for grading or review.
- s. Conducting a final check of the laboratory to ensure all equipment is intact, in good condition, and ready for future use.

19.0 GUIDELINES FOR HANDLING COPYING, MISCONDUCT, MALPRACTICE AND IMPERSONATION CASES

- a. The invigilator shall immediately report to the Centre Superintendent about any event of misconduct/copying/malpractice/impersonation.
- b. Chief Centre Superintendent/Centre Superintendent/Observer shall visit the spot and get acquainted with the facts of the event.
- c. Chief Centre Superintendent/Centre Superintendent/Observer shall seize answer scripts (and supplement, if any) and copying material, if any of alleged examinee and shall take the examinee to the exam control room.
- d. Name, registration number and dated signature of the alleged examinee shall be taken on all such seized material and it should be attested by Centre Superintendent.
- e. Written statements from the alleged examinee and invigilator shall be obtained. The statements shall include details of situation / event of malpractice, regardless whether confessed or denied.
- f. The following acts shall be considered as malpractice which includes any form of cheating during exams impersonation, plagiarism, possession of unauthorised materials, disruptive behaviour in the exam hall, any other similar acts/practices.
- g. Following are the Punishments in case of malpractice or use of any unfair means by the examinee:
 - 1. Cancellation of the exam for the subject in which the student is caught cheating.
 - 2. Cancellation of all exams if malpractice is repeated.
 - 3. Debarment from future exams for a specified period.
 - 4. Expulsion from the university in cases of severe malpractice, students may be expelled from the university altogether.
 - 5. Legal action: In cases involving impersonation or other serious offenses, legal action may be taken, especially against individuals who are not students of the university.

The level of punishments will be decided by the Enquiry Centre Committee.

- h. If the alleged examinee does not wish to continue the examination, a written statement duly signed by the examinee shall be taken from him/her by the Centre Superintendent
- i. No extra time shall be granted for writing on the fresh answer script.
- j. If needed, statements of one or two examinees seated adjacent to the alleged examinee shall be recorded, regardless of confession or denial of the alleged misconduct. If requested, adequate additional time be given to these examinees to make up for the lost time in giving the statement.
- k. The statements of the examinees and other persons shall be taken either in English or Hindi language only in the formats provided.



- l. A sketch showing the seating arrangement with the seat numbers around the alleged examinee and certified by the invigilator shall be prepared by the Centre Superintendent.
- m. The seized material shall be attached /enclosed with the original answer script and all statements and sketches be kept in the custody in the strong room by the Centre Superintendent.
- n. In case of impersonation, the impersonator shall be handed over to the police after seizing the answer script.
- o. A show cause notice, in the prescribed form, shall be issued by the Centre Superintendent to the examinee alleged to be involved in malpractice or use of unfair means or misconduct. The notice shall inform the place, date and time for the examinee to remain present for further enquiry and to give his statement in the matter. Receipt of the show cause notice from the examinee shall be obtained and copy of the same shall be sent to the Enquiry Officer along with other evidence and documents.
- p. The show cause notice shall be served on the alleged examinee immediately, in any case before he / she is allowed to leave the examination centre on that day. In case the alleged examinee leaves the centre without accepting the show cause notice, it shall be sent to him/her by registered post.
- q. At the end of the examination session on that day:
 - i. All original and subsequently issued fresh answer script, along with supplements, if any issued to the alleged examinee, shall be collected separately by the Centre Superintendent and the information of the case shall be reported to the Controller of Examination of the University.
 - ii. The answer scripts and other seized evidence, if any, shall be separately packed and duly sealed by the Centre Superintendent.
 - iii. The above sealed packet shall be handed over to the Chief Centre Superintendent, for further action on same day along with necessary proofs, statements and documents.
 - iv. In no case, these answer scripts shall be sent to Assessment Centre.
- r. Forwarding malpractice/copying cases: All cases of malpractice and use of unfair means shall be forwarded by the Centre Superintendent to the Enquiry Officer, as per the instructions of the University.
 - i. Important: The documents of each case of malpractice / copying shall include statement(s) of the alleged examinee(s), statements of neighbouring examinees if required and invigilator/reporting officer along with their names, signatures and the copying material. A chart showing seating arrangement of the alleged examinee and the surrounding seats should also accompany the documents. The Centre Superintendent shall submit his/her specific report about the event. The report shall contain only facts. Ambiguous or vague statements shall not be made in the report.
 - ii. On the detection of a case of malpractice, the Centre Superintendent shall take immediate action as per the laid down procedure and prevailing instructions of the University. It should be specifically noted that every statement in above case including copying material must be attested by the Centre Superintendent of the examination centre. For instance, if the copying material is a small chit, the photocopy of it, duly signed by the alleged examinee with his/her registration number and date, shall be attested by the Centre Superintendent with his stamp and date. In no case, printed formats be used for taking the statement of the alleged examinee.

20.0 DISCREPANCIES IN THE QUESTION PAPERS

- a. Where the discrepancies are due to printing or typographical errors or due to question or its part being out of syllabus and where all examinees encounter similar degree of difficulty because of aforesaid discrepancies, the matter shall be duly reported to University by the Chief Centre Superintendent. No corrections shall be announced on their own by the Invigilator/Centre Superintendent/Chief Centre Superintendent/Observer at an examination centre.
- b. A detailed representation regarding the discrepancies along with unambiguous remarks of the subject teacher from the Institute and Head of the Institute or the Centre Superintendent shall accompany the report of discrepancies in a



question paper. Two copies of the concerned question paper shall also be sent with the report.

- c. Such report should reach the University within 05 days from the date of examination of the above question paper. Reports received after above time limit shall not be valid for any consideration.

21.0 ROLES AND RESPONSIBILITIES OF VIGILANCE COMMITTEE

- a. The committee shall monitor all aspects of the conduct of examinations and ensure that examinations are conducted punctiliously, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the distribution and examination centres.
- b. The vigilance squads shall prepare individual confidential schedule of visits under guidance and with consent of the Chairman. Each vigilance squad shall inspect the allotted centres as per its confidential schedule. The vigilance squads shall submit its reports in the prescribed format (Proforma IV) to the Chairman, Vigilance Committee, latest by next working day. Matters of grave concern shall be reported to the Chairman, Vigilance committee immediately. The Chairman (Vigilance Committee) shall submit all such reports of the vigilance squads to the Chief Centre Superintendent University within two days of receipt of such report.
- c. Instructions to Exam Centre for Vigilance:
- Exam centres shall maintain a vigilance register.
 - Every vigilance squad inspecting the examination centre shall duly make relevant entries in the vigilance register maintained in the centre.
 - The vigilance officers making the entries, shall exercise due care not to write vague observations, such as satisfactory, OK, up to the mark, excellent, poor etc. The observations shall be specific for a proper follow up by the centre and verification by the subsequent squads / authorities.
 - Each vigilance squad shall present the vigilance register after the inspection is over, to the Centre Superintendent for his perusal and dated signature.
 - The Chairman, Vigilance Committee, shall immediately report the matters of grave concern directly to the Chief Centre Superintendent.
 - The Chief Centre Superintendent shall issue necessary corrective instructions to rectify the adverse observations at the earliest, before the declaration of result.
 - The copying cases / misconduct detected by the vigilance squads shall be handed over to the concerned Centre Superintendent along with evidence duly signed and summarized report of the incidence. Copy of this report in prescribed format shall be submitted to University.
 - The officers working on vigilance duty shall be entitled to remuneration as per the norms of the University.

22.0 MISCELLANEOUS

- a. Requirements for an Examination Block:
- The examination block shall be clean, well ventilated, well Lighted, and adequately furnished with suitable furniture.
 - Separate toilet blocks for gents and ladies shall be available in the near vicinity of the examination block.
 - Each examination hall/classroom shall accommodate 50/30 examinees.
- b. Following shall not be permitted in examination block:
- Any material (print or non-print) relevant with any subject.
 - Programmable Calculator.
 - Electronic communication device, e-gadgets (Smart watch, mobile phone etc.)
 - Smoking, consumption of alcoholic beverages or any narcotic drugs is prohibited.
 - Arms and ammunition.
 - Possession of any item likely to cause disturbance in peaceful and orderly conduct of examination.



- c. Change of Examination Centre: Normally, no examinee shall be permitted to change his allotted examination centre. However, permission for change of examination centre may be granted under following circumstances
- Natural calamities.
 - Institute where the course has been discontinued.
 - Closed down Institutes.
 - Distance learning / Part-time Diploma student.
 - Police case or Court case.
 - Examinee who is medically advised to avoid travel.
 - Any other case at the discretion of the University.

23.0 Concessions to the Examinee

- a. Concessions to "Divyang" students
- i. Concession of extra time as per UGC/AICTE guidelines for writing examination shall be granted to a Divyang examinee with/without scribe, on his/her producing an appropriate permission letter from University in this behalf. (As per current UGC/AICTE guidelines, the additional time should not be less than 20 minutes per hour of examination. If the examination is less than one hour, then additional time must be allocated accordingly on a pro-rata basis. Additional time should not be less than five minutes and should be in multiples of five.)
 - ii. For availing such concession the examinee with benchmark disability (PwBD) shall apply to the Chief Centre Superintendent along with a medical certificate mentioning the nature and degree of the disability, from the competent Medical Authority. Such permission shall be available for the related examination only and the examinee shall have to apply afresh for each examination.
 - iii. The Chief Centre Superintendent shall submit all such cases reported along with supporting documents to the University for grant of concession.
 - iv. The order granting concession shall be issued by the University, after due scrutiny of the application and as per prevailing instructions of the A & N Administration in consensus with AICTE/UGC guidelines in this regard.

24.0 ROLES & RESPONSIBILITIES OF EVALUATOR

- a. The Evaluator shall be regular teaching faculties and must have 03 years of teaching experience in any reputed Institute/University.
- b. Evaluator shall
- i. Not disclose their appointments, treating it as strictly confidential. They are prohibited from communicating any matter related to examination on postcards.
 - ii. Make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
 - iii. The acceptance of an appointment as evaluator implies an agreement on the part of the acceptor to perform carefully the work entrusted to him/her and to carry out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
 - iv. Evaluator shall assess the answer script through the evaluation software as per the schedule received from Exam Coordinator of the Mentor Institute.
 - v. Evaluators shall not communicate either orally or in writing with examinees or other persons who are not their co-evaluators in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
 - vi. Evaluators shall report to Exam Coordinator of the Mentor Institute for any matter of grave concern relating to the examinations.
 - vii. Evaluator shall immediately report to the Exam Coordinator of the Mentor Institute in case of any issue/problem faced during online evaluation.
 - viii. Evaluation shall be completed as per the guidelines communicated within 15 working days from the receipt of the answer scripts.

25.0 ROLES & RESPONSIBILITIES OF MODERATORS



- a. The Moderator shall be regular teaching faculties and must have 05 years of teaching experience in any reputed Institute/University.
- b. Moderator shall
 - i. Assess the answer books as per the through the evaluation software as per the schedule/information received from Exam Coordinator of the Mentor Institute.
 - ii. Follow all instructions and complete the moderation as per the norms / instructions issued from time to time by University.
 - iii. Moderation shall be completed as per the guidelines communicated within 05 working days from the receipt of the answer scripts.
 - iv. In case of variation in more than 05 marks, the same may be resolved in consultation with the evaluator. However, the marks given by the evaluator is final and binding.
 - v. Not communicate either orally or in writing with evaluators or other persons who are not their co-evaluators in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
 - vi. Report to Exam Coordinator of the Mentor Institute, moderation for any matter of grave concern relating to the examinations.

26.0 RULES FOR MODERATION

26.1 OBJECTIVES OF MODERATION:

- a. To ensure envisaged overall quality in assessment of answers.
- b. To minimize any gap in the assessment
- c. To cross verify the process of assessment on sampling basis.
- d. To establish and enhance the credibility of the assessment process.
- e. To propagate the quality aspect in the assessment process among the staff in general

26.2 MODERATION OF ANSWER SCRIPTS: POLICY

- a. Centre Superintendent shall identify adequate number of moderators for each subject of assessment, well in advance.
- b. The moderators shall be subject teachers and shall have at least 5 year of teaching experience or work experience in the field / industry.
- c. The examiner and moderator shall prepare solution if not already provided by MSBTE and marking scheme for each subject allotted to them for assessment / moderation.
- d. For theoretical subjects, the structured marking schemes shall specify key words that examinees are expected to write in their answers.
- e. Additional officer-in-charge (Moderation) shall keep a copy of the solution and the marking scheme for record.
- f. All critical cases (as defined by the Board) shall be moderated irrespective of the number of answer scripts that have to be moderated for that subject.
- g. If a subject has two sections the critical cases shall be moderated section-wise.

26.3 MODERATION OF ANSWER SCRIPTS

- a. Centre Superintendent shall send few answer scripts on sampling basis as per the under mentioned table for moderation. It must be noted that the moderation should include at least one answer sheet with a low mark, one from average, and one from a high mark picked randomly from low/high/average marks:

Number of Answer Scripts in first Bundle	Number of answer scripts to be moderated as part of initial moderation*	Number of answer scripts to be moderated as part of subsequent moderation*	Critical cases Moderation
Up to - 05	02	10 % of the total answer scripts of remaining bundles (in	All critical cases in a bundle is to be moderated
6 - 10	03		
11-15	04		



16 - 20	05	case of fraction round it to next higher Integer)	
21 - 30	08		
31 - 50	10		
More than 50	20% of answer books in the bundle.		

- Centre Superintendent shall handover selected answer scripts assessed by the assessor to the assigned moderator along with new blank bitwise marking templates.
- Moderator shall assess these answer books and enter the bitwise marks in green pen on bitwise marking template only. (Under any circumstance moderator is not supposed to enter any marks inside the answer book throughout the moderation procedure).
- In case of difference of 10% of marks (10% marks are with respect to Assessor marks rounded to higher integer. If Assessor marks are 4.5 then 10% variation is 5) in assessors and Moderator, Additional officer-in-charge (Moderation) shall arrange for discussion of assessor and moderator along with the filled bitwise marking templates and the corresponding assessed answer books.
- The assessor and moderator shall mutually arrive at correct marks to be awarded for each bit and accordingly correct the bitwise marking template of the assessor.
- At the end of the initial moderation, the strategy for effective assessment of answer paper of a particular question paper code must be finalized.
- In case the marks awarded by moderator exceeds than assessor marks then moderator shall get marks increased by logically convincing the assessor to correct his/her awarded marks on assessors bitwise marking template or moderator may decrease his marks on his own bitwise marking template
- Moderator decision is final and binding on assessor.
- Finally mutually agreed marks must satisfy the criteria that Moderator and assessor marks shall be equal or moderator marks shall be in the limit of 10 % variations on lower side. Marks Finalization must be done by assessor as per the directives of moderator on assessor's bitwise marking template only. In no case the moderator marks shall be higher than assessor marks.
- Chief Centre Superintendent shall be responsible for getting done the moderation. If for a subject, moderator is not available, the University shall call a moderator from other organization or Institute. In case, a moderator is not available despite earnest attempts, the matter shall be reported to the University office in writing for instructions in this regard.
- Notifying the senior exam staff or authorities in case of any unusual occurrences, such as cheating, technical malfunctions, or disturbances.
- Acting as a liaison between candidates and exam officials, passing along messages or instructions as necessary.

27.0 HONORARIUM

Sl. No.	Role/Responsibility	Amount (per session/entire exam/per paper) – Revised
1.	Observer*	Rs. 1000/- per session
2.	Chief Centre Superintendent	Rs. 1000/- per day
3.	Centre Superintendent	Rs. 800/- per session
4.	Record & Billing Supervisor (Theory)	Rs. 300/- per session
5.	Vigilance Committee Chairman	Rs. 400/- per session
6.	Vigilance Committee member	Rs. 300/- per session
7.	Sealing Supervisor	Rs. 250/- per session
8.	Invigilators	Rs. 500/- per session
9.	Lab Tech/Skilled Tech/Instructor	Rs. 300/- per session
10.	Support Staff/Lab Attd	Rs. 200/- per session
11.	Evaluator*	Rs. 100/- per Answer script
12.	Moderator*	Rs. 150/- per Answer script
13.	Question Paper Preparation(without Key)*	Rs. 2000/- per Question Paper



13.	Question Paper Preparation(with Key)*	Rs. 3500/- per Question Paper
14.	Answer Key Generation (if Question Paper was sent without Answer Key due to any reason)*	Rs. 1500/- per Question Paper
15.	Coordinator of Mentor Institute*	Rs. 5000/- for entire exam
16.	University Controller of Exams	Rs. 1500/- per session
17.	Scanning Supervisor	Rs. 5/- per paper
18.	Scanning Assistant	Rs. 2/- per paper
16.	Hall Superintendent (Practical)	Rs. 800/- per session
17.	Internal Examiner	Rs. 500/- per subject
18.	External Examiner	Rs. 800/- per subject
19.	Clerical Assistant/ Record & Billing Supervisor (Practical)	Rs. 300/- per session
20.	Waterman	Rs. 100/- per session
21.	Scribe	Rs. 150/- per candidate
22.	Sweeper/Cleaner	Rs. 100/- per session

*Note: The aforementioned rates shall be applicable to both the university as well as the Constituent Colleges of NSCBIHL as per the engagement of staff for the examination.

Instructions to Examinees

A. General Instructions:

- The examinee is expected to be present at the examination centre 10 minutes before the commencement of examination.
- No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- The examinee shall have the proper hall ticket duly signed by Principal / Head of Institute. The valid institutional identity card for producing when demanded, without which he/she shall not be eligible to appear for the examination.
- Examinees are not permitted to leave examination hall in the initial 30 minutes and last 10 minutes of the paper duration.
- A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination hall/s.
- Next ringing of the bell shall announce the commencement of the examination.
- A warning bell will be sounded 10 minutes before the close of the examination. Examinees shall tie the supplements and enclosures to the main answer script and be ready to hand over it to the invigilator at the ringing of the final bell announcing the end of the examination.
- Exchange of answer scripts, supplements, calculators and drawing instruments etc. among the examinees is strictly prohibited.
- Possession of any arms, weapons, etc. in the examination hall or at the examination centre by the examinee is strictly prohibited.

B. Instructions regarding writing answer scripts:

- The examinee shall check the answer script issued to him for loose sheets or improper printing etc. and if found so he shall get it changed before commencing to write the answers.
- The examinee shall enter the requisite information on the face sheet of the answer script properly before commencing to write the answers.
- Start each answer on a fresh page and write question number at the beginning of each answer. Do not write anything in the margin of answer script.



- iv. Use only blue or black ink pen to write answers. If there is change in ink, it shall be got attested by the supervisor/Invigilator.
- v. Do not leave blank page/s between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)." Answers written beyond a blank page may not be assessed.
- vi. The examinee shall use separate answer script for each section, where there are sections in question paper.
- vii. Do not write your name or examination seat no. or any objectionable matter anywhere inside the answer script. If any answer requires name or signature, write "XYZ".
- viii. Do not tear off any page from the answer script.
- ix. Before submitting, tie securely additional answer script (supplements) and other enclosures, if any to main answer script. Write total no. of enclosures (main answer script + graph sheet + drawing sheet + supplement if any) attached in the column provided on the cover page of the answer script.

C. Special instructions:

- i. The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, book/s, mobile phone, pager, programmable calculator, electronic communication devices etc. The violation of this instruction shall attract suitable punitive action.
- ii. The examinee shall behave properly before, during or after the examination to maintain the conducive environment at the examination center.
- iii. The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.
- iv. Discloser of identity on the part of examinee by way of communicating name/seat number/signature or any request to the examiner in the answer script is a punishable offence.
- v. The examinee is prohibited from taking away the answer script/s or any enclosure/s issued to him out of examination hall. Violation shall attract punitive action under the extant rules.

Important: The instructions to examinee shall be displayed on the notice board of the University and/ or at entry places of the Examination Center, so as to make the examinee fully aware about these instructions and their implications.

28.0 Process for Mark Corrections in the NSCBIHL software portal (in case of any Typo-error / posting error by Evaluator)

29.0 Re-scheduling/Re-Examination of University exams

PRESCRIBED SUGGESTIVE PROFORMAS



Proforma - 02

ROOM / HALL No.....

NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING**THEORY EXAM (Month.....20.....)****RECORD OF ANSWER BOOKS**

College ID:

College:

Program:

Date of Exam:

Session:

Subject:.....

Subject Code:

S. No.	Numbers of Main Answer Book Issued	Numbers of Main Answer Book Used	Numbers of Main Answer Book Unused	Signature of Invigilator 1	Signature of Invigilator 2

**Sign of Centre Superintendent
(Name with Date)**



Proforma - 03

**NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER
LEARNING**

THEORY EXAM (Month.....20.....)

College ID:

SEATING PLAN

Room / Hall No:.....

Date:

Time:

Registration No. (from to)	Department	No of Candidates

Column A	Column B	Column C	Column D

**Sign of Center Superintendent
(Name with Date)**

**NETAI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING****FORMAT FOR REPORTING MALPRACTICE CASES
REPORT OF MALPRACTICE CASES**

College ID

Name of the Examination Center:

.....

Date of Incidence:

.....

Sr. No.	Examinee Registration No.	Subject of Examination	Timing of Examination	Course-Year-	Nature of malpractice (chit/mobile/electronic gadgets, etc.)

- Whether the necessary statements are recorded and other documents supporting the alleged incidence of malpractice are collected, as required under University Regulations and sent to the Enquiry Officer?
- Whether the notice informing the date and time of enquiry is issued to the examinee? If yes, when?
- Name of the Vigilance Committee, if present at the time of incidence

Signature of Centre Superintendent
(Name with Date)Signature of Invigilator
(Name with Date)



NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

UNIVERSITY PRACTICAL EXAM

SESSION :.....

FEEDBACK FORM FOR EXTERNAL EXAMINER

Program: B Tech (Civil / CSE / ECE)

Subject:.....

Date of Examination:

Comments on performance of student

.....
.....
.....
.....
.....

Comments on lab facility

.....
.....
.....
.....
.....

Suggestion for improvement

.....
.....
.....
.....
.....

**Signature of the External Examiner
(Name with Date)**

Designation:.....

Organization:.....

Mobile No:



NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

UNDERTAKING

I do hereby undertake that the amount received as remuneration from NSCBIHL for evaluation of practical exam will be included in my total gross salary income for the calculation of Income Tax, for the respective financial year.

Name of the Examiner :

Designation :

Organization where employed :

Bank Details :

PAN No. :

Place of Assessment :

Mobile No. :

Signature & Address



Conduct of Examination Manual / NSCBIHL

Proforma - 09

NETAIL SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

THEORY EXAM (Month.....20.....)

College ID:

INVIGILATION DUTY CHART

[illegible]

Signature of the Chief Centre Superintendent
(Name with Date)
27

**Signature of Centre Superintendent
(Name with Date)**



Conduct of Examination Manual / NSCBIHL

Proforma - 10

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING**DEGREE PRACTICAL EXAMINATION (Month20.....)**
(Day wise Statement showing the number of candidate examined in Practical Examination)

COLLEGE ID :

SUBJECT :

COLLEGE :

SESSION:

PROGRAM : B Tech (Civil / CSE / ECE)

Date of Practical Examination	Subject	No. of Batches	No. of Candidates Registered	No. of Candidates Absent	No. of Candidates Examined	Name of the Practical Examiners with Address

Signature of the Centre Superintendent
(With Name & Date)Signature of the Hall Superintendent
(With Name & Date)



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Proforma - 11

**Remuneration Bill for Members of Examination Committee
(Theory & Practical Exam) (Month..... 20))**

Name of the College:.....

College ID:

Sl. No	Name of the Staff	Designation	Date		Total Session	Rate Rs.	Amount Rs.	Pan No.	Bank Account No	Bank Name & IFSC	Branch
			From	To							

**Signature of Centre Superintendent
(Name with Date)**

e



Conduct of Examination Manual / NSCBIHL

Proforma - 12

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING
Remuneration Bill for Practical Exam (External) (Month..... 20.....)

Name of the College:.....

College ID:

Sl. No	Name of the Staff	Designation	Date		Total Session	Rate Rs.	Amount Rs.	Pan No.	Bank Account No	Bank Name & IFSC	Branch
			From	To							

Signature of Hall Superintendent
(Name with Date)

Signature of Centre Superintendent
(Name with Date)



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NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Proforma - 13

Remuneration Bill for Practical Exam (Internal) (Month..... 20.....)

Name of the College:.....

College ID:

Sl. No	Name of the Staff	Designation	Date		Total Session	Rate Rs.	Amount Rs.	Pan No.	Bank Account No	Bank Name & IFSC	Branch
			From	To							

Signature of Hall Superintendent
(Name with Date)Signature of Centre Superintendent
(Name with Date)



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING
Remuneration Bill for Invigilators (Theory Exam) (Month..... 20)

Name of the College:

Sl. No	Name of the Staff	Designation	Date		Total Session	Rate Rs.	Amount Rs.	Pan No.	Bank Account No	Bank Name & IFSC	Branch
			From	To							

Signature of Centre Superintendent
(Name with Date)



Conduct of Examination Manual / NSCBIHL

EN - 01

QUESTION PAPER

ACCOUNT

No. of question paper inside Packet:	Date of Exam:
Subject:	Subject Code:
Sign of Centre Supdt.:	Total Question Papers Used:
Sign of Chief Centre Supdt.:	Unused Question Papers:

Name & Signature of Centre Superintendent

Name & Signature of Dy. Controller of Exam

QUESTION PAPER OPENING FORMAT

NAME OF THE INSTITUTE:		CODE OF THE INSTITUTE:	
This packet is INTACT and Found in SEALED conditions. (YES/NO)		On Date: At Time:	
Centre Superintendent (Name)	Signature	Chief Superintendent (Name)	Signature
Police – I (Name)	Signature	Police – II (Name)	Signature
Student – I (Name)	Signature	Student – II (Name)	Signature



ANSWER BOOKLET ACCOUNT

EN - 02

NAME OF THE INSTITUTE:	CODE OF THE INSTITUTE:
This packet is INTACT and Found in SEALED conditions.	On Date: At Time:
S. No. of Answer Booklet to	Total No. of Answer EN - 03
Subject:	Subject Code:
Centre Superintendent (Name)	Signature
.....	



QUESTION PAPER ACCOUNT

Question Papers Received in Packet:	Date of Exam:
Question Paper Used:	Total Question Papers Used:
Subject:	Subject Code:
Question Paper kept in Packet :	Balance Question Papers:

**Signature of Centre Superintendent
(Name with Date)**



USED ANSWER SCRIPT PACKET

NAME OF THE INSTITUTE:	CODE OF THE INSTITUTE:
This packet is INTACT and Found in SEALED conditions.	On Date: At Time:
S. No. of Answer Booklet to	Total No. of Answer Booklet
Subject:	Subject Code:
Centre Superintendent (Name)	Signature

**UNUSED / DAMAGED ANSWER SCRIPT PACKET**

NAME OF THE INSTITUTE:	CODE OF THE INSTITUTE:
This packet is INTACT and Found in SEALED conditions.	On Date: At Time:
S. No. of Answer Booklet to	Total No. of Answer Booklet
Subject:	Subject Code:
Centre Superintendent (Name)	Signature

**PACKING SLIP**

Examination: (Month..... 20.....)

NAME OF THE INSTITUTE:	CODE OF THE INSTITUTE:
Exam Centre Code:	Session : Morning / Afternoon
Date of Exam:	Program:
Subject Name:	Subject Code:
Number of Answer books in this packet:	Total No. of Packets:
Date & Time of Sealing : Date: _____ Time: _____	

Signature of Centre Superintendent
(Name with Date)
 30 | Page

**PRACTICAL EXAM RECORDS**

EN - 07

Examination: (Month..... 20))

NAME OF THE INSTITUTE:	CODE OF THE INSTITUTE:
Exam Centre Code:	Session : Morning / Afternoon
Date of Exam:	Program:
Subject Name:	Subject Code:
Number of Answer books in this packet:	Details of Formats in Packets: (1) (2) (3) (4) (5) Total No. of Formats:.....
Date & Time of Sealing : Date: _____ Time: _____	

Signature of Centre Superintendent
(Name with Date)

Signature of Hall Superintendent
(Name with Date)



NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Format of Notice of Enquiry to the Examinee Alleged of using Unfair Means / Malpractice

BY SPEED POST / HAND DELIVERY

SHOW CAUSE NOTICE OF ENQUIRY

Subject: Enquiry as per the procedure prescribed by the NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING, SVP, A & N Islands in case of the examinee having examination university Enrollment number _____ at the examination center _____ (Name of the Institute) for the University's summer (May) / winter (Nov-Dec) examination of _____ (Name of the Course) of the year 20__.

1. Whereas you, Shri / Smt. / Ku. _____ having examination university Enrollment number _____ have appeared at the University's above-mentioned examination on _____ (Date) held at _____ (Time) and
2. **Whereas it is observed from the answer book of _____ (subject) and other copying material seized from you while the examination of the above subject was on, that ***
 - A. You possessed the copying material related to _____ (subject) during the examination with the intention of copying the answers with its help and have copied / attempted to copy the answers in your answer book.
 - B. Instead of appearing yourself, you sent an impersonator in your place for writing your answer book in the above examination.
 - C. You have attached paper/s brought from outside the examination block, to the original answer book.
 - D. You have exchanged the answer book/supplementary sheets.
 - E. Any other _____

**(Strike off the item/s not applicable)*
3. As per the procedure laid down by the University, I, the undersigned, Shri / Smt/ Dr. _____ as Centre Superintendent of examination, am serving this notice of enquiry on you on behalf of the Enquiry Officer in the case of your above mentioned misconduct.
4. You have been charged with using unfair means yourself or abetting such use. If the charge/s against you are proved, the University shall put the case before the Enquiry Committee as per the laid down procedure of enquiry and the penalty as decided by it shall be imposed.
5. Following documents shall be used as basic evidence in your enquiry:
 - i. Your answer book of _____ (subject)
 - ii. The following copying material found in your possession and seized during the said examination. *(Give details of the seized copying material.)*

 - iii. The statements given by following officers / persons:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - iv. Statement dated _____ given by you at the incident of the said misconduct.



- v. You may peruse above documents at the below mentioned enquiry centre on _____
(Date) at 11:00 A.M. You will be allowed to put up your case, present the proof and witnesses in your defense, if any, and give your statement. If admissible, the proof and the oral statements of the witnesses would be considered. You are to be present on the day, time and the enquiry centre as mentioned below.
6. If you remain absent on the above appointed day and time at the enquiry centre, it shall be assumed that you have nothing to say in regard to this enquiry and the case will be decided in absentia. It may be noted that the decision taken shall be binding on you.
 7. No other person or pleader / lawyer is permitted to present your case on your behalf in this enquiry.
 8. Further also note that none of your efforts to present your case after the decision of this enquiry shall be acceptable and entertained.
-

ENQUIRY DETAILS

- Enquiry Centre: _____ (Name of the institute and address)
- Date of enquiry: _____
- Time of enquiry: 11:00 A.M.
- Place: _____
- Date: _____

Centre Superintendent Examination, on behalf of the Enquiry Officer

Seal of the Institution serving the Notice of Enquiry

To,

(Examinee's present residential address)

Copy to:

1. Enquiry Officer (Institution Code No: ____). The notice of Enquiry has been served on the Examinee. The ceased Answer Book, other copying material and statements obtained are enclosed with this letter.
2. The Controller of Examination, NSCBIHL for information pl.



NETAJI SUBASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING, SRI VIJAYA PURAM

REPORT OF MALPRACTICE

BY SPEED POST / HAND DELIVERY

1. Name of the Constituent College : _____
2. Name of the Candidate : _____
3. University Enrollment No. : _____
4. Name of the Course : _____
5. Date of Examination & Session : _____
6. A. Branch : _____
- B. Subject Title : _____
- C. Subject Code / Q.P. Code : _____
7. Name of the Chief Superintendent : _____
8. Name of the Centre Superintendent : _____
9. Name of the Observer : _____
10. Name of the Hall Supdt. / Invigilator : _____
11. Name/s of the External / Internal : _____
Vigilance Committee Member, : _____
present at the time of incidence

Brief Report (with time)

12. Type of unfair means attempted : **a b c d e f g h i j k l m** (as listed in Annexure 16/1) or any other unfair means.

13. List of items enclosed : _____
1. Answer Booklet No. : _____
 2. Material seized by Chief Superintendent / Hall Superintendent / Observer / Flying Squad : _____
 3. Electronic Gadgets : _____
 4. Written Statement of the Students : _____
 5. Any other item (to specify) : _____



- Whether the necessary statements are recorded and other documents supporting the alleged incidence of malpractice are collected as required, and sent to Enquiry Officer? (YES / NO)
- Whether the notice informing the date and time of enquiry is issued to the examinee? (YES / NO). If yes, when? _____ (Date & Time)

Signature of the Chief Superintendent

Signature of the Center Superintendent

Signature of the Observer

Place: _____

Date: _____

Seal of the Examination Center



Annexure – 16/1

The corresponding definitions for the unfair means/malpractices categorized from **a to m** (item 12 on Proforma-16) are defined as follows:

- a) **(Possession of Incriminating Material):** Found to be in possession of any books, notes, scribbled papers, or any other material containing matter printed / written / photocopied relating to the subject of the examination paper.
- b) **(Writing on Person/Property):** Found with text relating to the subject written on the candidate's body (palms, clothes), or on the desk, tables, walls, or instruments box.
- c) **(Copying From Material):** Caught actively copying or looking into books, notes, or smuggled manuscript sheets during the hours of the examination.
- d) **(Assisting/Receiving Assistance):** Found giving assistance to, or receiving assistance from, any other candidate in the examination hall (oral whispering, signals, gestures).
- e) **(Exchanging Question Papers/Answer books):** Found exchanging question papers, main or supplementary answer booklets with another candidate.
- f) **(Using Electronic Gadgets/Smart Devices):** Possession or usage of forbidden electronic aids such as scientific programmable calculators, smartphones, smartwatches, digital diaries, or communication gadgets inside the hall.
- g) **(Tearing/Destroying Pages):** Actively tearing pages from the main or supplementary answer sheet, or destroying seized incriminating material to escape evidence tracking.
- h) **(Smuggling Answer Sheets In/Out):** Attempting to smuggle a completely or partially written answer booklet out of the examination room, or replacing it with an answer sheet written outside the venue.
- i) **(Impersonation):** Arranging for, or acting as, a proxy/impersonator to sit and write the university exam on behalf of the actual registered candidate.
- j) **(Misbehavior/Obstruction of Duties):** Behaving in an unruly, rude, or aggressive manner towards the Invigilator, Hall Superintendent, Observer, or members of the Flying Squad.
- k) **(Refusal to Provide Statement):** Refusing to surrender candidate details, answer scripts, or outright denying to give a mandatory written explanation /statement upon being intercepted by authorities.
- l) **(Identity Disclosure Malpractice):** Writing an appealing or threatening note to the examiner, making unique markings, or writing register numbers in prohibited margins/locations intended to explicitly reveal candidate identity.
- m) **(Mass Copying/Instigation):** Organizing, instigating, or taking part in mass copying, general walkouts, or causing institutional scale disruption during an ongoing university session.



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Guideline for Rechecking of Answer Scripts

As per the provisions laid down by the University the following guidelines are stipulated consistent with UGC Clause 17 on Re-evaluation, ensuring compliance with national standards. for the following:

1. Revaluation / Retotalling

- a. **Revaluation:** Permitted only for a maximum of two failed theory papers, at a fee of Rs. 500/- per paper.
- b. **Retotalling:** Permitted for all students, at a fee of Rs. 300/- per paper.
- c. Applications must be submitted within 5 days of result declaration; late applications will not be entertained.
- d. Revaluation is not permitted for mid-term/internal exams, practicals, dissertations, project works, or reports.
- e. All Revaluation / Retotalling requests should be submitted to the Controller of Exams NSCBIHL in the prescribed Proforma 17

2. Improvement of Marks

- a. No provision for improvement of marks.
- b. Marks obtained in the first successful attempt alone will be considered for all academic and administrative purposes.

3. Query/Claim Time Limit

- a. All examination-related claims (absent, revaluation, result, name correction, mark statement, provisional certificate, etc.) must be submitted within five (05) days of result publication.
- b. Claims received beyond this period will not be entertained.

4. Institutional Authority

- a. NSCBIHL, IDTBU reserves the right to cancel, amend, or modify these instructions.
- b. Such decisions shall be binding on all candidates.



Netaji Subhash Chandra Bose Institute of Higher Learning

APPLICATION FOR RETOTALLING/Re-EVALUATION

(To be filled by the Candidate)

1. Name of the Candidate : _____
2. Register Number : _____
3. Course & Branch : _____
4. Name of the Examination : _____
5. Month & Year : _____
6. Total No. of Papers Registered : _____
7. No. of Papers Passed : _____
8. No. of Papers Failed : _____
9. No. of Papers Applying for Retotaling * / Re-evaluation # : _____
10. Name of Subjects applied with subject code: _____

Details of Payment:

Account Number: 44856006681, Bank: State Bank of India, Branch: Dollygunj, Sri Vijaya Puram,
IFSC code: SBIN0017178

Demand Draft No./epay receipt / UTR transaction no.	Date of Payment	Amount Paid in Rupees	@/#

Date: _____

Signature of the Candidate

Certified that the information furnished above are correct and the candidate had fulfilled all the conditions for Revaluation.

Signature of Head of the Institute

Date:

* Maximum 2 subjects only @ Rs. 300 per subject # Rs. 500 per subject

Annexure - D

Framework for Academic Planning & Monitoring



FRAMEWORK FOR ACADEMIC PLANNING AND MONITORING

(Effective from Academic Year 2026–27)

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING (NSCBIHL)

SRI VIJAYA PURAM, ANDAMAN & NICOBAR ISLANDS

Applicable to all constituent colleges

Recommended by the Academic Council vide Resolution No. 1 dated June 02, 2026

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8.8 Statement of Marks (Internal Th/Pr)	
8.9 Classroom Monitoring	
8.10 Unauthorized Absence of Students	
8.11 Letter to parents	

- 8.12 Stakeholder Feedback
- 8.13 Asset Register
- 8.14 Result Analysis & Identification of Gray subjects and corrective action
- 8.15 CR meeting
- 8.16 Faculty review Meetings
- 8.17 Mentor Mentee Register
- 8.18 Placement Details
- 8.19 Faculty FDP/Workshop Participation
- 8.20 Research Publications
- 8.21 Activities Conducted
- 8.22 Co curricular Activities
- 8.23 FDP/MDP Conducted
- 8.24 Industrial Visits
- 8.25 Guest Lectures
- 8.26 Research Projects/Consultancies
- 8.27 Co curricular/Extra curricular Calendar
- 8.28 Academic Progress Report
- 8.29 Student Feedback Form
- 8.30 Audit Proforma

1.0 Introduction

Proper academic planning and monitoring is an essential element in providing consistent response to ensure a sustainable future for the University. Naturally it is important that academic planning and monitoring process is consistent and properly communicated down the line.

The planning and monitoring process therefore needs to be open and transparent in order to improve dialogue and understanding between all stakeholders of the University.

The objective of academic planning and monitoring process are as follows -

- i. To ensure quality teaching learning processes.
- ii. To ensure that all departments have done proper planning before the start of semester for conduction of lectures, practical, and other co-curricular and extracurricular activities.
- iii. To ensure using of proper pedagogical tools for effective and quality delivery.
- iv. To ensure the all-round development of the students by implementing various activities.
- v. To ensure that effective teaching learning is taking place throughout the semester.
- vi. To ensure that fair continuous assessment and evaluation is taking place to support teaching learning.
- vii. To ensure quality in all academic processes by integration of stakeholder feedback.

2.0 Applicability of the Policy

Effective Date: The provisions of this Manual shall come into force with effect from the date of its approval by the competent authority.

Scope: This policy is applicable to all teaching staff and students of the University.

Coverage: All academic planning, monitoring, and related activities shall be governed by the provisions outlined herein.

3.0 Focus Areas

The manual describes the following constituent parts -

- i. Curriculum Design and Review
- ii. Academic Planning and Monitoring Process
- iii. Regulation Related to Process
- iv. Documentation Requirements.
- v. Various Reports to ensure Effectiveness and Quality

4.0 Curriculum Design and Review

The design and review process begins with a need analysis which comprises of following inputs-

- i. Needs based analysis on Stakeholder Feedback received.
- ii. Recommendations of BoS
- iii. Recommendations from IQAC
- iv. Relevant standards i.e. AICTE, UGC guidelines and SRA viz NMC, BCI, CoA etc

The IQAC shall analyze the stakeholders' feedback every year and share with the Deans / HoDs of the faculty/department for further necessary action in terms of new course/program introduction or planning of co-curricular activities to bridge the gap. Through various reviews and verifications, it is ensured that the curriculum design input meets the design output requirements.

The design output includes:

- The skill and knowledge to be imparted
- Scheme of courses and the detailed syllabi
- Assessment and evaluation.

To ensure the skill and knowledge imparted for employability, in curriculum design is through –

- Involvement of industry professionals in curriculum development and revision.
- Mandatory projects/internships for all UG and PG as per NEP 2020 for all programs.
- Regular interaction of students with stakeholders i.e. industry professionals, alumni.
- Planning and organizing experiential and participative learning pedagogical tools based activities as per the requirements of program curriculum.

The general steps followed in curriculum development are as under:

- The need for starting a new program or course(s) may arise from interaction with Industry, Faculty, Students, Alumni, AC / BoS, UGC / AICTE and other SRA / University bodies etc.
- The idea of proposed program is discussed by HoDs in the department and the Head of concerned department puts up a proposal to BoS.
- The BoS after deliberating on the proposal may make the desired modifications and then send the proposal to APMC for consideration.
- The proposal after review by APMC is put up for consideration to Academic Council and upon its approval the recommendations may be sent to the Board of Management.
- After the Academic Council approval, the proposal may be sent to concern Department / Faculty for implementation from the upcoming academic session.

The curriculum design and development for all programs to be done once after Four to Five years to ensure the adequacy and effectiveness in achievement of University vision and mission. Apart from that, the University shall go by the guidelines received from UGC, AICTE and other regulatory bodies i.e. BCI, NCTE, CoA etc. for developing/restructuring the curricula.

5.0 Process of Effective Academic Planning and Monitoring

The process of academic planning and monitoring shall be carried out through a systematic procedure as follows:

5.1 Preparation of University Academic Calendar

At the beginning of each semester the University Academic Planning and Monitoring Committee (APMC) shall finalize Academic Calendar and Guidelines about the dates of commencement of the semester, end of the semester, mid-semester and end-semester examinations, practical examinations, holidays, etc. and circulate it to the constituent colleges one month prior to the commencement of new session. The University Academic Calendar shall be binding to all constituent colleges however 10 % deviation is allowed w.r.t the constituent college requirement.

5.2 Preparation of Academic Calendar by Constituent College

After circulation of University Academic Calendar, the same may be integrated in the academic calendar of constituent college. The Academic Calendars to be issued by the academic cell of the institute with the approval of respective Principals. The constituent colleges should also prepare an annual calendar of extra and co-curricular student activities. Planning of student activities both extra and co-curricular shall be done in co-ordination with respective department heads.

5.3 Teaching load and Subject Allocation

Heads of departments to finalize the teaching load and subject allocation for the subsequent semester atleast 45 days in advance by the end of current semester in order to enable faculty members to start their preparation in advance for the courses allotted to them. The steps to be followed by departments are:

- Collecting electives choices from the final year students
- Collecting the course choices from faculty members
- Finalization of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- Calculation of theory and practical teaching hours as per the finalized electives and University structure inline with SRA.
- Proper distribution of teaching load among all the faculty members of the department.

5.4 Preparation of Course Plan and Lab Plan

The University prescribes the syllabus which specifies the number of lectures per week, list of recommended books and assessment scheme of internal and external marks. Every faculty member will prepare the teaching plan, lab plan of entire semester in-line with the syllabus, department's academic calendar and class time table. Detailed unit-wise and date-wise plan for theory as well as lab will be prepared as per format. Teaching plan shall be approved by Dean / Head of Department.

5.5 Preparation of Timetables (Class/Lab and Faculty Timetable)

Preparation of all time tables including class / lab and faculty shall be completed by respective time table co-coordinators of the departments before the commencement of semester. Same shall be approved by head of department and dean.

5.6 Preparation of Course Files

Every faculty member shall prepare the course file, which shall contain the following documents and get it approved by Dean/HOD, before the commencement of the semester:

- Individual Time Table
- Syllabus
- Lesson Plan / Practical Schedule
- Faculty Guidelines
- Academic Calendar
- Model Questions/ Old Question Papers
- Learning aids
- Micro projects if any
- Internal Question Papers
- Monthly Attendance
- Assignment / Class Test Evaluation Sheet
- Continuous Assessment Record
- Notes etc.

5.7 Curriculum Delivery (Theory and Practical Sessions)

The effective implementation of curriculum shall be ensured by supplementing classroom teaching with Expert Lectures, Presentations/Seminars, Mini Projects, In-house and Industry Supported Projects, Tutorials, Group Assignments, Case Studies, Industrial Visits, Industrial Training, Internships, Hands-on-Sessions, E-learning, NPTEL Lectures, MOOCs, Assignments, Internal-Tests, any other Domain Specific Activities etc.

Contents beyond curriculum will be identified and taught both in the classroom and in the laboratory to expose student learning to recent trends in the industry.

5.8 Academic Monitoring

HoD, Dean Academics and IQAC will monitor the progress of syllabus coverage. The number of lectures planned and the number of lectures actually conducted will be monitored, and necessary corrective actions will be taken for filling the gap from time to time. The quality teaching learning processes will be ensured by proper monitoring through various predefined report formats.

Following activities related to academic monitoring shall be carried out:

- Daily Class and Lab Session Monitoring
- Attendance Monitoring (Subject-wise, Class-wise)
- Slow and Advanced Learner Activity Monitoring
- Syllabus Coverage Monitoring
- Continuous Assessment Monitoring
- Internal Examination Schedule, Result Analysis
- Faculty to Develop and Upload Assignments, Videos on website/LMS
- Communication to Parents through Letters and SMS.

6.0 Roles and Responsibilities of Teaching Staff Involved

Multiple teaching staff may be responsible for carrying out different aspects of an Academic planning and monitoring process as follows:

6.1 Dean Academics

Every constituent college to designate a senior faculty member as the Dean Academics, who shall be responsible for overseeing curriculum design, teaching quality, research initiatives, and ensuring academic integrity across departments. They act as a bridge between faculty, students, and administration, guiding policy, resource allocation, and innovation in academic programs. Academic cell through Dean Academics should be the single point of contact for all academic related correspondences and coordination's.

6.2 Head of Department (HoD)

The Head of Department shall be responsible for :

- Course Allocation to faculty
- Preparation of Departmental Academic Calendar
- Preparing Schedule of Industrial Visits, Guest Lectures.
- QIPs (Conferences, Seminars) if any

- Allotting Mentees to the Teachers.
- Overall Monitoring of Department and Corrective Measures (if any)
- Prepare Comprehensive Department End Semester Report (Attendance, Marks, syllabus coverage details etc.) and submit to the Dean Academics

6.3 Role of Departmental Academic Coordinator

The Program Coordinator shall have the following responsibilities:

- Display of Class Time-Table, Timely Distribution of Individual Time-Table.
- Collection and Maintenance of Theory and Practical Attendance of Students and Monitoring.
- Monitoring Conduction of Lectures and Practical regularly and making alternative arrangements in case of faculty is on leave and see that same must be recovered by subject teacher taking extra lectures if required.
- Records of sending letters/SMS to the parents regarding their wards' performance.
- Display of Monthly Attendance, Unit Test Marks etc.
- To conduct Interaction with Subject Teachers (if required).
- Conduct CR feedback, End Semester Feedback, Course end Survey.
- Ensuring the Roll call list, batches, students' and their parents/ local guardians' data with address, mobile number, email ids etc. is in place.
- Record from Subject Teachers and to prepare Monthly Defaulter Students' List.
- Monitoring the Syllabus Completion (Theory and Practical) Fortnightly and Submitting the report to HoD.
- Monitoring Leave and Late Reporting of Students.

6.4 Role of Subject Teacher

Subject Teachers will be responsible for all the academic aspects as follows:

- Development of Teaching Material, Planning of Lessons, Setting-up Laboratories and Experiment,
- Preparing and Maintaining Course File, Taking Attendance for each Lecture / Practical.
- Maintaining the Daily Attendance Report.
- Providing Subject Notes, Question Bank, Assignments and Other Course Material to Students.
- Periodic conduction of Class Tests, Remedial Classes, Activities for Slow Learners and Advanced Learners etc.
- Handling ancillary Teaching Activities such as Student Counseling, setting and evaluating Test Papers, Arranging and Conducting surprise tests, Conduct of University Examinations, Implementation and Evaluation of Project for Students.
- Preparation of Laboratory Manual for their Labs and Preservation of Sample Journal copy

- Conduct Mock Practical or Oral Examination for batch allotted to them.
- Curriculum Development due to the ever-expanding demand of knowledge and changing needs of the industry.
- Student's activities i.e. Co-curricular and Extra- Curricular Activities.
- Administration which may be Departmental or Institutional as Member / Convener of some Committee.
- Conducting/Participating in Education and Learning Activities (FDP/ Seminars/ Workshops/Expert Lectures etc.) both as an Organizer and (or) as a Participant.
- Providing support for departmental activities to HoD.

7.0 University Audit for Quality Assurance

The University shall appoint a committee for conducting a third-party audit to ensure compliance with academic standards, administrative efficiency, and infrastructural adequacy. The audit will evaluate teaching-learning processes, research output, student support services, governance practices, and adherence to accreditation norms. The committee will prepare a detailed report highlighting strengths, weaknesses, and areas for improvement, which will be submitted to the Academic Council and Governing Body for corrective measures and continuous quality enhancement.

7.1 Expected Outcome

- Timely Conduction of Academic Activities
- Timely Maintenance of Records enabling seamless integration with accreditation processes.
- Improvement in University Result
- Enhance Involvement in Applied Research
- Ensure Quality Delivery in each Processes.

8.0 Master list of academic records / reports to be maintained for effective and quality delivery throughout the session / semester as attached:

S.No.	Type of Report	Frequency of Maintain	Location	Record Number
1	Faculty Details	Regular	HoD	QR 101/00
2	Academic Calendar	Regular	Academic Cell	QR 102/00
3	Teaching Load	Regular	Academic Cell / HoD	QR 103/00
4	Subject Allocation	Regular	Academic Cell / HoD	QR 104/00
6	Time Table	Regular	Academic Cell / HoD	QR 105/00
7	Course Plan	Regular	HoD / Concerned	QR 106/00

FRAMEWORK FOR ACADEMIC PLANNING AND MONITORING - NSCBIHL

			Faculty	
8	Monthly Attendance	Monthly	HoD / Concerned Faculty	QR 107/00
9	Statement of Marks (Internal Th/Pr)	Monthly	HoD	QR 108/00
10	Classroom Monitoring	End Semester	HoD	QR 109/00
11	Unauthorized Absence of Students	End Semester	HoD	QR 110/00
12	Letter to parents	End Semester	HoD	QR 111/00
13	Stakeholder Feedback	End Semester	IQAC / HoD	QR 112/00
14	Asset Register	Forever	HoD	QR 113/00
15	Result Analysis & Identification of Gray subjects and corrective action	5 Years	Academic Cell / HoD	QR 114a/00 & 114b/00
16	CR meeting	5 Years	HoD	QR 115/00
17	Faculty review Meetings	5 Years	HoD	QR 116/00
18	Mentor Mentee Register	Per Batch	HoD / Mentor	QR 117/00
19	Placement Details	5 Years	TPO	QR 118/00
20	Faculty FDP/Workshop Participation	5 Years	TPO	QR 119/00
21	Research Publications	5 Years	HOD	QR 120/00
22	Activities Conducted	5 Years	HOD	QR 121/00
23	Co-curricular Activities	5 Years	HOD	QR 122/00
24	FDP/MDP Conducted	5 Years	HOD	QR 123/00
25	Industrial Visits	5 Years	HOD	QR 124/00
26	Guest Lectures	5 Years	HOD	QR 125/00
27	Research Projects/Consultancies	5 Years	HOD/IQAC	QR 126/00
28	Academic Progress Report	5 Years	HOD/ Student Affairs	QR 127/00
29	Academic Progress Report	5 Years	Academic Cell/ HOD	QR 128/00
30	Student Feedback Form	5 Years	HOD	QR 129/00
31	Audit Proforma	-	-	QR 130/00



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 101/00

Name of the Constituent College: _____

Name of the Programme / Dept: _____

Faculty Details

S.No	Name	Designation	DOJ	Experience	Educational Qualification

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Name of the Constituent College _____

Name of the Programme / Dept _____

FDP / Seminar / Workshop Participated by Faculty Members

S.No.	Name of the Faculty	Refreshers Courses/Orientation Programme / Training Programme / Conference Attended	Duration & Venue

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 120/00

Name of the Constituent College _____

Name of the Programme / Dept _____

Research Paper / Article / Book Published by Faculty Members

S.No.	Name	Title/Research Paper/ Article/Book published	Name, Vol., Year /Journal

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Name of the Constituent College _____

Name of the Programme/Dept _____

List of Activities Conducted in house

Academic Year 202_____

S.No	Activity	Date

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 122/00

Detailed List of Co-curricular Activities Conducted/Participated Outside the Campus during Academic Year

S. No.	EVENT & VENUE	DATE OF EVENT	PARTICIPANTS	REMARKS

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 123/00

Name of the Constituent College _____

Name of the Programme/Dept _____

FDP / MDP CONDUCTED DURING ACADEMIC YEAR _____

S.No.	Date	Title of FDP/MDP	Convenor	Details

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 124/00

Name of the Constituent College _____

Name of the Programme/Dept _____

INDUSTRIAL VISIT/SKILL COURSES CONDUCTED DURING ACADEMIC YEAR _____

S.No.	NAME OF THE INDUSTRY/Trainer	DATE	COURSE	No. of Participants

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Name of the Constituent College _____

Name of the Programme/Dept _____

GUEST LECTURES CONDUCTED DURING ACADEMIC YEAR _____

S.No.	Name	Designation	Date of Guest Lecture	Topic

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 125/00

Name of the Constituent College _____

Name of the Programme/Dept _____

RESEARCH PROJECTS / CONSULTANCY GRANTS DURING ACADEMIC YEAR _____

S.L No.	Date of Approval	Title of Project with Details	Funding	PI/Coordinator

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

Co-Curricular / Extra Curricular Calendar

Programme : ____ Session : _____

Date	Day	Events

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 127/00

Academic Progress Report

Name of the Constituent College: _____

Name of the Programme : _____ Semester : _____

S.N.	Subject	Name of Faculty	Total No. of Classes Held	Course covered in % as per Faculty	No. of Class Test	No of Assignment given	Course covered in % as per Class CR	Need Extra Classes Y/N

HoD



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

QR 128/00

STUDENT FEEDBACK FORM (CONFIDENTIAL)

Course: Semester:

Objective: The purpose of this feedback is to further improve the performance of the faculty with your cooperation. Kindly play the role of a counselor rather than that of a Judge. Your assessment should be unbiased and objective.

Please rate the Faculty, Coordinator and other facilities on a 6 point scale, ranging from 6 (very high rating) to 1 (very low rating). Indicate the rating on various attributes* and overall competence.

6	5	4	3	2	1
Excellent	Very Good	Good	Fair	Poor	Very Poor

Faculty

Subject	Name of the Faculty	A Knowle dge	B Comm Skill	C Giving Assignments	D Interactive Approach	E Control over the class	F Overall Rating

Coordinator

Name of the Mentor	A Interaction	B Cooperation	C Control of Students	D Query Handling	E Behavior

Any Problem related to Faculty/ Coordinator

Overall Facilities (Academic, Infrastructure, Co Curricular of JNU (on 6 point scale) Library

Subjects & Books Availability ☐

Reference books availability ☐

Library Timings ☐

Computer Lab

Proper functioning of PCs ☐

Speed of Internet ☐

Infrastructure

Cleanliness of the class room ☐

Cleanliness of toilets ☐

Canteen

Quality of food at canteen ☐

Variety of food available in the canteen ☐

Co-Curricular Activities

Sports ☐

Cultural Activities ☐

Complaints/ Suggestions:

Note: *Do not write your Name or Roll No. anywhere on the form. Please write suggestions (if any), for improvement overleaf.*



NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING
UNIVERSITY AUDIT PROFORMA (QR 129/00)

Section A: General Information

Field	Details
College Name	
Audit Date	
Name of Auditor (s)	
Name of Audittee	

Section B: Academic Quality

Criteria	Document Collected	Evidence/Source	Remarks
Curriculum design			
Teaching-learning processes			
Student performance outcomes			
Digital Initiatives			
Research output			

Section C: Administrative Efficiency

Criteria	Document Checked	Evidence/Source	Remarks
Governance structure			
Policy implementation			
Feedback and Continual Improvement			
Staff development programs			

Section D: Infrastructure & Resources

Criteria	Data Collected	Evidence/Source	Remarks
Classrooms & labs			
Library facilities			
ICT resources			
Hostel & student amenities			

Section E: Student Support Services

Criteria	Data Collected	Evidence/Source	Remarks
Counseling services			
Placement & career guidance			
Scholarships & financial aid			
Extracurricular activities			

Section F: Compliance & Accreditation

Criteria	Data Collected	Evidence/Source	Remarks
Accreditation status			
Regulatory compliance			
Quality assurance mechanisms			

Section G: Summary & Recommendations

Category	Notes/Details
Strengths	
Weaknesses	
Recommendations	
Action Plan	


 6/6/26
Registrar
NSCBIHL
Sri Vijaya Puram

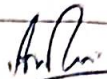
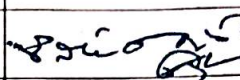
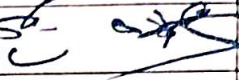
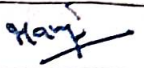
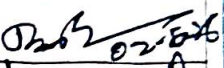
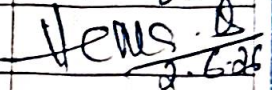
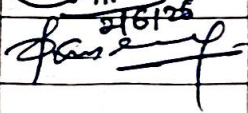
FIRST ACADEMIC COUNCIL MEETING

1/2

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

DATE : 02.06.2026 AT 01.00 PM

ATTENDANCE RECORD

SL. No.	Name	Designation	Mode of attendance	Signature
1.	PROF. ALOK KR. RAI	Hon'ble VC (Chairman)	Physical	
2.	PROF. PRAKASH BM	Dean Academics H.C. ANAND	Offline	
3.	DR. PEARL DEV DAS		Not Present -	
4.	DR. P.V. NAGENDRA SARMA			
5.	DR. RVR MURTHY		Online	
6.	DR. MANJU LATHA RAO	Principal Tutor	Offline	
7.	DR. RATAN MAZUMDAR	Associate Professor	Offline	
8.	DR. HEMA BANERJEE	Associate Professor	Offline	
9.	DR. SONU MUTHU		Online	
10.	DR. ASHOK PAL GOBIND	ASSOCIATE PROF. ANATOMY	Offline	
11.	DR. MEERA SHETTY BSV	Assistant Professor	Offline	
12.	DR. RASHBHHARI BANERJEE		Online	
13.	DR. ROHIT SHAH		Online	
14.	DR. JOCHIBED VINCENT		Not Present	
15.	DR. S. LOGANATHAN		Online	
16.	DR. ANRIT KR. SINGH	ASST. Prof. Tutor	Offline	
17.	PROF. VINETA KACHAR		Online	
18.	PROF. SHAILENDRA KRRAI		Online	
19.	PROF. RAMYA V.		Online	

2/4

NETAJI SUBHASH CHANDRA BOSE INSTITUTE OF HIGHER LEARNING

DATE : 02.06.2026 AT 01.00 PM

ATTENDANCE RECORD

[illegible]

Report Overview

Meeting Code

abw-muyi-ota

Meeting Time

13:16:44 to 14:31:04

Meeting Duration

1 hr 14 min 18s

Total Participant's

30 (28 + 2)

Meeting Date

2-Jun-2026

Meeting Name

1st Academic Council meeting
- 02 June 2026 1:00 PM

Participant's List

S.No	Participant Name	First Seen At	Attended Duration	Attended Percentage
1	 A	13:16:45	1 hr 14 min 18s	100%
2	 ALTAMASH MUSTAFA	13:16:45	1 hr 14 min 18s	100%
3	 BIDHU BHUSHAN MONDAL	13:16:45	1 hr 0 min 39s	82%
4	 BINITENDRA NAATH MONGAL	13:16:45	1 hr 14 min 18s	100%
5	 C PARTHIBAN	13:16:45	1 hr 14 min 18s	100%
6	 DIPON SHARMAH	13:16:45	1 hr 14 min 14s	100%
7	 DR MOHAMMED SHANID M	13:34:44	56 min 19s	76%
8	 DR SEEMANTA KUMAR DEKA	13:16:45	51 min 16s	69%
9	 DR. RAMESH KUMAR	13:16:45	1 hr 14 min 8s	100%
10	 GOUTHAM JAKKULA	13:16:45	1 hr 14 min 18s	100%
11	 JYOTIRMOY ROYCHOWDHURY	13:52:15	38 min 48s	53%
12	 K ROHAN NAIDU	13:42:58	47 min 48s	65%
13	 KALAISELVAN GANAPATHY	13:16:45	1 hr 14 min 11s	100%
14	 L. VAIPHEI	13:16:45	1 hr 14 min 5s	100%
15	 LOGA NATHAN	13:16:45	1 hr 14 min 18s	100%
16	 MADAN LAL	13:16:45	1 hr 14 min 10s	100%
17	 NIDHISHEHAWAT@GMAIL.COM	13:16:45	1 hr 14 min 18s	100%
18	 NSCBIHL NSCBIHL	13:16:45	1 hr 14 min 18s	100%
19	 PRINCIPAL, MGGC, MAYABUNDER	13:16:45	1 hr 13 min 58s	100%
20	 PRITESH PAL	13:42:34	48 min 29s	66%
21	 RAMYA T. VENKATESWARAN	13:16:45	1 hr 14 min 18s	100%
22	 RASBEHARI BANERJEE	13:16:45	1 hr 13 min 55s	100%
23	 ROHIT SHAH	13:16:45	1 hr 14 min 18s	100%
24	 RP PALANISAMY	13:16:45	1 hr 14 min 18s	100%
25	 SATYANDER SINGH	13:16:45	1 hr 14 min 5s	100%

S.No	Participant Name	First Seen At	Attended Duration	Attended Percentage
26	 SHAIENDRA RAI	13:16:45	1 hr 14 min 1s	100%
27	 SONA MUTHU	13:16:45	1 hr 14 min 18s	100%
28	 SWAPAN KUMAR BISWAS	13:16:45	1 hr 13 min 45s	100%
29	 T. DIANA JOSLIN	13:16:45	1 hr 14 min 6s	100%
30	 TAMIL BHARATHAN	13:16:45	1 hr 13 min 38s	100%


Registrar
NSCBIHL
Sri Vijaya Puram