



# MEWAR UNIVERSITY

(A University with 2011 & 12(B) of the UGC Act 1956 with right to confer degrees w/s 20(1) of the UGC Act Established by Rajasthan State Govt. vide Act No. 4 of 2006)

(NAAC ACCREDITED)

MEMBER, ASSOCIATION OF INDIAN UNIVERSITIES (AIU)

## Examination Manual & Procedures

### Regular Examinations

The Mewar University has formal Semester / Annual examinations. These Invigilated examinations are held in May/June and December/January and at such other times as per the University Academic Calendar (External Examinations). No coursework (essays, assignments, internal tests or other) may be scheduled for the examination period or the preceding consolidation period. The Choice Based Credit System (CBCS) is an educational model that offers students to opt for courses & subjects of their choice - core, elective courses, open or global electives & skill-based courses. Unlike the traditional marking-based system, the CBCS grading pattern is based on earned credits every semester.

Examinations are held in all courses to assess the work done by students. These may take the form of:

- End Term (All Parts) written final examinations under invigilation conditions (summative assessment),
- Mid Term Exam (Pharmaceutical Sciences and Agriculture only), practical and other forms of assessment (formative assessment):

All tests that contribute to the final result in the course are defined as examinations for the purpose of this procedures manual.

### 1. Eligibility to undertake Final Semester End Term / Annual Examinations

1. Examinations of the University shall be open to the following categories of candidates:

- Regular students, i.e. candidates who have undergone a regular course of study in University or an Institution maintained by the University for a period specified for the course of study;
- Ex-students as defined in Sub Clause 4 below.

2. (a) A candidate shall be deemed to have undergone a regular course of study for the period specified for the course to be eligible to appear at the examination, if he has fulfilled requirements as given in the chart below

Schedule / Courses	Lectures / Tutorials	Practical	Assignments	Seminars	Internal Evaluation
UG Attendance	75%	75%	As per course ordinance	As per course ordinance	Undertaken either or both Mid Term*
PG Attendance	75%	75%	As per course ordinance	As per course ordinance	Undertaken specified Mid Term

(b) The attendance requirements for the Semester Courses shall be the same as for the non-Semester Courses as prescribed above. Provided that the Competent Authority as finalized by the Academic Council, may, in special

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Registrar  
Mewar University  
Chittorgarh



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(A University as defined in the UGC Act 1956 with right to confer degrees viz 20(1) of the UGC Act established by Resolution from Govt. vide Act No. 4 of 2007)

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#### 4. Duties and Responsibilities of Flying Squad

1. The Flying Squad Incharge shall be appointed by the University, approved by the Hon'ble Chairperson / Chancellor, who shall visit centers every day of examination. The flying squad members may consist of members of Examination Committee, COE Observer and Registrar's Nominee.
2. They shall act as the University empowered enforcement officer and is empowered to physically check any candidate suspected to be using unfair means, except lady candidates, who may be checked by a lady invigilator.
3. They are empowered to check the assigned staff in case of suspicion of unfair practices and shall ascertain that the security measures are adequate.
4. In case of malpractice, the members of the Flying Squad are empowered to seize the admit card and the answer booklet of the candidate and to hand over the same to the Centre Superintendent for further necessary action. The candidate shall be sent out of the examination hall and not permitted to take any further part in the examination for that paper/ subject.
5. They shall submit daily report as per format to the Examination Committee.

#### 5. Conducting written examination for Persons with Disabilities

1. The facility of Scribe/Reader/writer should be allowed to any person who has disability as has been established/certified by the respective Dean/Course Program In-charge.
2. The candidate may request the Examination for same. The Scribe/Reader shall be finalized by the Examination in advance who shall be ordinarily from amongst the Faculty/Staff/Technical Assistants/ or any other recommended by Dean, subject to the condition that he shall be not from the same subject for which the person with disability is due to appear.
3. Suitable arrangements for Blinds with respect to Braille be carried out in accordance with the rules above. For persons with other disabilities, respective arrangements shall be carried out on recommendations from respective Dean / Course or Program Incharge.



  
Registrar  
Mewar University  
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