



JAMSHEDPUR WOMEN'S UNIVERSITY

SIDHGORA CAMPUS, JAMSHEDPUR

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REGISTRAR

Ref. No.: JWU/R/2023/...8.8.....

Date: ...7/11/23.....

NOTIFICATION

In the light of the resolution of 3rd meeting of Standing Committee of Academic Council held on 16.03.2023 vide Item No. - 08 and subsequently approved in the 6th Syndicate meeting held on 12.08.2023 vide Agenda No. - 02, the Exam Regulation proposed by the Controller of Examination (CoE) of Jamshedpur Women's University, Jamshedpur as per annexure - I (copy enclosed) is approved.

By Order

Sd/-

Registrar (I/c)

Jamshedpur Women's University,
Jamshedpur

Memo No. JWU/R/2023/...8.8.....

Date...7/11/23.....

Copy to:

1. PA to V.C. for kind information to the Hon'ble Vice Chancellor.
2. CoE
3. FO
4. In file

Encl.:

1. Annexure - I

(Rajendra Kumar Jayaswal)

Registrar (I/c)

Jamshedpur Women's University,
Jamshedpur



Jamshedpur Women's University, Jamshedpur

Examination Regulations, 2023

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1.0 Registration

Registration of students admitted through Chancellor's Portal will be done from Chancellor's portal. Registration for students who are admitted through university website shall be done by examination agency and to obtain approval from Hon. Vice Chancellor

2.0 Medium of Instruction

The medium of instruction in the Under graduate, Post graduate, M. Phil. and Ph.D. Courses shall be Hindi/English or a particular language for a language subject or as decided by the Academic Council of the university.

3.0 Examination Board

The Examination Board shall have the following members: -

- ❖ Hon'ble Vice Chancellor – Chairperson
- ❖ Registrar- member
- ❖ Dean- Science- member
- ❖ Dean- Social Science- member
- ❖ Dean -Commerce-member
- ❖ Dean- Humanities-member
- ❖ Controller of Examination- Member Secretary

Other Deans can be invited if required.

4.0 Functions of the Examination Board

- a) A minimum of 50% of the members shall constitute the quorum.
- b) The examination Board shall lay down policy guidelines for the conduct of all university examinations.
- c) The examination Board shall review the results of the University examinations before its publication for the purpose of moderation if required.
- d) The Board may appoint Centre Superintendent (CS) for the conduct of the End-Semester Examinations including both theory and practical examinations. The CS shall submit a daily report to the Controller of Examination in a given format with a remark regarding fair examination.



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5.0 Paper setting and Evaluation

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- a) The Controller of examination with the approval of Honorable Vice Chancellor shall try, as far as practicable to select paper setter/ evaluator of Honours/Major papers in such a manner that at least 50% of theory papers in each semester be set/evaluated by outside Universities, not from the university concerned.
 - b) AECC, Generic Elective (GE)/minor, Introductory course papers shall be set and evaluated by the faculties within the University. For this purpose the Head of the department may submit the names of teachers for each paper. They will be appointed as setter/evaluator after getting approval from Honorable Vice Chancellor.
 - c) For those subjects where no other faculty is available from outside the university concerned paper setting/evaluation of all papers shall be done by internal faculties with the approval of Honorable Vice Chancellor. For this the department may submit the names of teachers for each paper. They will be appointed as setter/evaluator after getting approval from Honorable Vice Chancellor.
 - d) For promoted students following old syllabus where ten or less students are appearing in the examination, all papers shall be set/evaluated by internal faculties. For this the department may submit the names of teachers for each paper. They will be appointed as setter/evaluator after getting approval from Honorable Vice Chancellor.
 - e) All practical examinations/dissertation, viva voce shall have one internal and one external examiner. In case of non-availability of internal examiner both the examiners shall be external.
 - f) In case of such departments where single teacher is available, she may automatically become setter and examiner of GE/Minor papers and one or two main/core papers. Other papers shall preferably be set outside the university.
 - g) The paper setters of all theory papers shall also be the examiner of that paper. However, in case of non-availability of the setter for evaluation, the Controller of Examination with the approval of Hon'ble Vice Chancellor shall appoint new examiner for that paper only.
 - h) The issue of the appointment letter to the paper setter and examiner shall be the responsibility of the Controller of Examinations.
 - i) The Controller of Examinations will enclose relevant portion of the courses of study, model question paper, if any, detailed instructions regarding pattern of the question, marks distribution, full marks, pass marks and duration of Examination for question setting.
 - j) If the number of examinees in a paper is 500 or less, the paper setter shall be the examiner. If the number of examinees exceeds 500, more independent examiners may be appointed by the Examination Controller with the approval of Hon'ble Vice Chancellor.

6.0 Pre-Examination Works

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- a) The Controller of Examinations shall have full responsibility and accountability of maintaining secrecy in the matter of printing of question papers.
- b) The Controller of examination shall ensure the procurement of the manuscript of the questions from the paper setters preferably one month prior to the commencement of an examination.
- c) The Controller of examinations shall ensure the procurement of printed question papers from the printing press preferably a fortnight before the scheduled date of examinations of the concerned paper.
- d) The Controller of examinations shall ensure safe storage of printed question papers till the examination of the concerned subject/paper is over.
- e) The Controller of examination shall ensure the publication of the examination programmes preferably 21 days before the commencement of the examination for regular examiners, special examiners shall be conducted with short notice.
- f) The Examination agency shall issue the Admit Card to the eligible candidates.
- g) The Controller of examination shall appoint invigilators and other staff for examination work.
- h) All arrangements for successful and fair conduct of the end semester examination including information to Civil and Police administration shall be the responsibility of the Examination department.

7.0 Special Examination:

- a) Students who represent the university in National/International sports and cultural events including yoga may be allowed to appear in special theory/practical examination which shall be conducted after the return of student from the event. For this prior permission should have been taken from the controller of examination through a written letter duly forwarded by the concerned HOD along with the participation certificate / recommendation letter.
- b) The Honorable Vice chancellor shall allow students of final year who are absent in regular examination due to extreme illness (supported by valid medical documents) to appear in special theory/practical examination. For this students shall pay the fees decided by examination board from time to time.
- c) For any other valid reason on production of valid documents special examination may be conducted with the approval of Hon'ble Vice - Chancellor.



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8.0 Mid Semester/Internal Assignment Examination: -

- a) Mid semester/Internal Assignment shall be conducted in offline/online written examination, assignment, class quiz, project etc.
- b) A student shall not be allowed to reappear in the mid semester examination for the purpose of improvement.
- c) If a student could not appear in the mid semester examination due to a valid reason (to be ascertained by the HOD) she may request the HOD to arrange for special mid semester examination. HOD shall conduct these examinations and submit marks to the examination department.

9.0 Unfair Means:

The following shall be deemed to be unfair means.

- a) Talking to any person inside or outside the examination hall during the examination hours without permission of the invigilator.
- b) Leaving the examination hall without submitting the answer book or continuation sheet, if any, to the invigilator concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.
- c) Writing answer to a question or anything relating to a question on any other piece of paper, cloth, desk, body parts, except the answer book or the continuation sheet supplied to the examinee.
- d) Using abusive language in the examination hall or writing the same in the answer book.
- e) Making an appeal to the examiner through answer book.
- f) Possession by examinee or having access to books, notes, papers, mobile phone or any other unwanted material.
- g) Passing on or trying to pass on a copy of question or a part thereof, or the question paper itself or a part thereof, or solution to a question or a part thereof, or the answer script/continuation sheet or a part thereof, to any other candidate or person during the examination hours.
- h) Receiving or trying to receive with or without the help of connivance of any member of the supervisory or the menial staff or any outside agency, solution to a question or a part thereof.
- i) Concealing, disfiguring, rendering illegible, destroying, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, paper or other material or device, used or attempted to be used for assistance in answering a question or a part thereof.



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- j) Taking into the examination hall an answer book or a continuation sheet, or taking out or arranging to send out an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help of connivance of any other person connected with the examination or through any other agency, whatsoever.
 - k) Influencing directly or indirectly, an examiner, tabulator or any other person connected with the examinations, with the object of inducing her to leak out the question paper or any part thereof, or to enhance marks, or to favourably evaluate, to change the marks awarded in favour of the candidate.
 - l) Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or a person on duty in the examination, or against any examinee, shouting, causing commotion in any manner, inciting or otherwise persuading examinees to walkout from the examination hall creating, or contributing to a situation leading to violence, or disturbance, or obstruction to the smooth functioning of the examination.
 - m) Impersonating for a candidate in the examination.
 - n) Forging a document or using a forged document in any matter relating to the examination.
 - o) The examination committee may declare by resolution an act of omission or commission, to be unfair means.

10.0 If any student is found to have used or attempted to use unfair means in any examination:

- a) Her answer book shall be seized by the invigilator/any person concerned with the conduct of examinations.
- b) Room in charge/Invigilator/Person concerned with the conduct of Examination shall submit detail report in prescribed proforma along with the answer book(s), original admit card of the student and other related material(s), if any, to the Controller of Examination immediately.
- c) Written statement to this effect shall be obtained from the student by the Examination Controller.
- d) In case a student refuses to give a statement is unavailable for the purpose, she shall not be forced to do so but the fact of refusal be recorded by the Examination Controller in the report. Mobiles and other electronic devices seized from the examinee shall be kept under the custody of controller of examination and shall be returned only after the completion of all papers of the concerned examination.



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11.0 Promotion to higher semesters:

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- a) There is no detention system at the end of I, III and V Semesters.
- b) There is detention system at the end of II and IV Semesters.
- c) Promotion of a student from an even semester to the next higher (odd) semester is subject to the minimum academic performance requirements.
- d) To be eligible for admission to the third semester, a student should pass in at least 50% of the Honours, GE and Languages papers separately (theory only) offered in first and second semester taken together.
- e) At the end of IV semester a candidate who does not have more than 25% carry papers offered up to the IV semester shall be promoted to V semester.
- f) A promoted student shall be required to clear, all the papers in which she has failed, in the subsequent semester.
- g) A promoted student, who is not eligible for promotion to the next higher (odd) semester for reasons of not having passed in the prescribed number of papers, will be required to repeat the year two semesters.
- h) A student will not be awarded degree unless she has cleared all the papers offered (including practical papers) within a period of 5 years for UG and 4 years for PG from the date of her admission in the University.
- i) The regulation of the syllabus prescribed for the session shall be followed for promotion.
- j) Hon'ble Vice – Chancellor has the power to extend registration to one more year for both UG and PG.

12.0 Declaration of class in post-Graduation: -

- a) Student who secures 45% and above marks in all theory papers taken together shall be declared to have passed their respective semester examination. However, in practical subjects a student must secure 45% marks in each semester in each practical paper separately to be declared to have passed that semester.
- b) Students who secure 60% and above marks (all semesters taken together) and who complete the course within the specified period of the course i.e., 02 (two years) shall be declared to have passed her respective course in first class.
- d) Student who secures 45% and above but less than 60% marks (all semesters taken together) who complete the course within the specified period of the course i.e., 02 years shall be declared to have passed her respective course in second class.

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- e) Student who secure 60% and above marks (all semester taken together) and/or secure 45% and above but less than 60% and marks (all semester taken together) and who complete the course within the maximum period i.e., 04 years, shall be declared to have passed her respect course in first class and second class respectively. However, name of such student will not be considered for award of any medal or for merit list.

13.0 Moderation of results: -

- a) There will a provision of grace marks of 5 marks for a theory paper carrying 100 marks and 4 marks for a theory paper carrying 75 marks only once in one academic session. Provision of grace marks will only be for theory paper to enable a student to pass in a particular semester.
- b) If a student fails to secure first class by not more than five marks and has not been awarded grace marks in any of the previous semesters, she shall be awarded the marks required to enable her to secure first class, and her results shall be declared accordingly.
- c) If a candidate of an undergraduate subject, who has passed in Honours/major subsidiary/GE/minor and compulsory subject but fails to pass in EVS/AECC paper by not more than five marks, she shall be awarded the marks required to enable her to pass in the subject and her results shall be declared accordingly.
- d) The Hon. Vice Chancellor shall appoint a moderation board to review the results of any paper before publication in which number of failures are more.

14.0 Scrutiny:

- a) Scrutiny for re-evaluation of the answer script shall not be allowed.
- b) A student can apply for the scrutiny of her answer script, after paying the required fee for it, within 15 days of the publication of the end semester results. The paper shall be scrutinized by scrutiny committee of the University constituted with the approval of the Hon'ble Vice Chancellor, to see if any question (or part thereof) has been left unmarked and or, whether marks obtained have been transcribed correctly and totalled correctly too.
- c) Improvement examinations shall not be allowed.

15.0 Clearance of Backlog: -

- a) Students can re-register in one or more subjects of the previous semester(s) (odd semester subjects in the odd semester only, and even semester subjects in the even semester only), provided they have failed in the subject/those subjects, by paying the prescribed fees. However, the registration number and examination roll no. of such students shall not change.

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- b) Repeating candidates will have to appear for only end-semester examinations along with the regular students. The students will have to fill up examination form for appearing at an End Semester Examination to clear his backlog paper/s and admit card will be issued to him.
 - c) A student, who discontinues the academic programme for any reason and re-joins the programme later, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of her re-joining the programme.
 - d) A student clearing backlog paper/s need not take mid semester examination for that paper/s and marks scored by the student in the earlier mid semester examination will be carried forward.

16.0 Issue of Duplicate Document: -

The examination agency may issue duplicate documents on payment of a fee decided by the university, subject to submission of FIR for loss and valid document for damage.

17.0 Correction in Document: -

Correction of Student Name, Date of Birth, Fathers Name, Mothers Name etc. in documents like Admit Card, Marksheet, Registration Slip, Provisional etc. can be done by Examination Agency for those registered from 2020 batch and Examination Department in case of students registered before 2019. For this students should pay fees decided by the University from time to time. For correction in Student's Name, Date of Birth, Father's Name, Mother's Name etc. in documents like Admit Card, Marksheet within one year of admission, students should pay Rs. 100/- per correction.

18.0 Repeal: -

Notwithstanding all that has been stated above, the Academic Council of the University concerned has the right to modify or amend any part of the above regulations from time to time.

19.0 Enforcement of Regulations: -

These regulations for the University shall come into effect from the academic session 2022-23.

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6/10/23

