
Sardar Bhagwan Singh University

Balawala, Dehradun – 248161

Examination Policy and Standard Operating Procedures (SOP)

Academic Session 2025–26

**Examination Policy and Standard Operating Procedures
(SOP)**

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1. Examination Policy

1. Conduct of Examinations

The Examination Department is responsible for conducting the end-semester and annual examinations for both theory and practical components of all academic programs.

2. Curriculum and Credit Structure

Examinations are conducted strictly in accordance with the approved syllabi of respective courses, as finalized by the Board of Studies. Each course carries credits as defined in the approved scheme of study.

3. Eligibility to Appear in Examinations

Students who fulfil the eligibility criteria for a course and complete all procedural requirements are permitted to appear in the examinations upon issuance of a valid admit card by the Examination Department.

4. Attendance Requirement

A minimum of 80% attendance in each course is mandatory for students to be eligible to appear in sessional tests (Minor 1, Minor 2, quizzes) and end-semester/annual examinations.

- o Odd Semester Examinations are held in **December**.
- o Even Semester/Annual Examinations are held in **May–June**.
- o Each semester typically consists of 90–100 instructional days, and annual courses comprise 180 instructional days.

5. Examination Form Submission

- o All students are required to fill examination forms for each semester in October (for odd semesters) and March (for even semesters), and in March for annual system courses.
- o First-year students must also submit an enrolment form at the beginning of their program.
- o Students with back papers must fill separate forms for back paper examinations, which are conducted after the declaration of the main examination results (e.g., odd semester back papers after even semester results and vice versa).
- o A student is allowed up to three attempts for back papers of odd semesters and two attempts for even semester back papers.
- o In PCI-approved programs, students may appear in sessional and back paper examinations for odd semesters after the even semester examinations and vice versa. In Allied Health Sciences Program improvement sessional may be allowed in special cases by the Dean/Head.
- o **Examination forms are accepted only after payment of the prescribed examination fee.**

6. Code of Conduct

Students must maintain discipline and integrity during examinations. Any form of disorderly conduct or use of unfair means is strictly prohibited.

7. Unfair Means Cases

All cases related to the use of unfair means are referred to the Unfair Means Committee, constituted by the Vice-Chancellor or Registrar. The Committee investigates the matter, conducts necessary inquiries, and submits a detailed report with recommended disciplinary action to the Vice-Chancellor/Registrar for final decision.

8. Declaration of Results

Final results for all programs, including marks and grades, are declared by the Office of the Controller of Examinations within 30 to 45 days of the completion of examinations.

9. Student Queries

Students may contact the Office of the Controller of Examinations for any examination-related queries during the official hours, between 2:00 PM and 4:00 PM on working days.

2. Question Paper Setting, Moderation & Printing

1. A panel of examiners shall be constituted by the respective Schools and Departments of the University. The minimum eligibility for setting question papers is five years of teaching experience, and the paper setter should preferably hold the rank of Associate Professor or Professor.
2. The Vice-Chancellor shall approve the names of examiners from the recommended panel.
3. The selected paper setters shall receive a formal request via email, along with detailed instructions for setting the question paper. Each paper should be designed to include a mix of 20% easy, 50% moderate, and 30% challenging questions to ensure balanced assessment.
4. The examiner shall confirm acceptance of the assignment by replying to the email with formal consent.
5. The completed question paper must be submitted via email in a password-protected file. The password shall be shared exclusively with the Controller of Examinations, Deputy Controller of Examinations, or Assistant Registrar (Examinations).
6. Upon receipt, the question paper shall be immediately saved on a password-protected computer in the Secrecy Section of the Examination Department. The email containing the question paper shall be permanently deleted thereafter.
7. A single hard copy (Master Copy) of the question paper shall be printed by the Controller of Examinations or Deputy Controller of Examinations, placed in a sealed envelope, and securely stored in the Strong Room under lock and key.
8. The sealed question paper shall be presented to the Moderation Board for review and approval at least ten days prior to the commencement of the examination.
9. Once moderated, the final version of the question paper, including the master copy, shall be printed and sealed in individual envelopes under the supervision of the Controller or Deputy Controller of Examinations.

10. On the day of the examination, the sealed envelope containing the question paper shall be opened by the Centre Superintendent, 20 minutes prior to the start of the examination, in the presence of two invigilators.
11. A proper record of all question papers shall be maintained. Any unused question papers shall be archived in the University Library for future reference by faculty and students, as permitted by academic regulations.

3. Conduct of End-Semester / Annual Examinations

1. Examination Form Submission

- o Examination forms for the Odd Semester shall be filled in the last week of October.
- o Examination forms for Even Semester and Annual Examinations shall be filled in the last week of March.

2. Time Table Notification

The examination timetable shall be published at least 10 days before the commencement of the examinations.

3. Issuance of Admit Cards

Admit cards shall be issued five days prior to the examination, only after submission of a No Dues Certificate, duly verified in all respects.

4. Appointment of CS/ACS/Invigilator

- o One Centre Superintendent shall be appointed by the Vice-Chancellor.
- o One Assistant Centre Superintendent (of the rank of Professor or Associate Professor) shall be appointed for every 200 students.
- o One invigilator shall be appointed for every 20 students. However, a minimum of two invigilators shall be present in each examination room, regardless of the number of students.

5. Flying Squad

A Flying Squad, consisting of both male and female faculty members, shall be constituted and deployed on a daily basis, irrespective of examination shifts.

6. Question Paper Handling

- o Question papers shall be handed over to the Centre Superintendent / Assistant Centre Superintendent and opened 15 minutes before the examination in the Control Room, in the presence of two invigilators.

7. Distribution of Answer Booklets

- o Answer booklets shall be issued to invigilators 20 minutes before the commencement of the examination.
- o These shall be distributed to students 10 minutes before the scheduled start time.

8. Question Paper Distribution

Question papers shall be distributed exactly at the start time of the examination.

9. Instructions to Students

- o Students must write their Roll Number on the question paper upon receipt.
- o No other markings are allowed on the question paper.
- o Students must carry only the following items: Admit Card, writing instruments, and non-scientific calculators (if permitted).
- o Electronic gadgets or unauthorized items are strictly prohibited and will be treated as Unfair Means (UFM).

10. Attendance and Verification

- o Invigilators shall take student attendance on the prescribed attendance sheet and complete verification within 30 to 40 minutes of the examination start time.

11. Provision of Supplementary Materials

- o Graph paper, log tables, or other permitted materials shall be provided only if mentioned in the question paper.
- o Graph paper must bear the official stamp of the Controller of Examinations and must include the student's Roll Number, date of examination, subject name, and subject code, countersigned by the invigilator with date.

12. Collection and Submission of Answer Booklets

- o Answer booklets shall be collected exactly at the end time of the examination.
- o Invigilators shall count the number of answer booklets and hand them over to the Centre Superintendent / Assistant Centre Superintendent in the examination room.

13. Sealing and Storage

- o The collected answer booklets shall be sealed in the presence of the Centre Superintendent / Assistant Centre Superintendent after verifying that the number of answer booklets matches the number of students present.
- o The sealed packets shall be handed over to the Examination Office and stored under lock and key in the Strong Room.

4. Duties and Functions of Invigilators

1. The Centre Superintendent shall appoint invigilators from among the faculty or employees of the concerned School/Department. It is mandatory for the assigned staff to undertake invigilation duties as part of their institutional responsibilities.
2. Invigilators are responsible for maintaining discipline, order, and proper conduct of examinations in their respective rooms. They must remain vigilant and continuously supervise the examination process.

3. One invigilator shall be assigned for every 20 candidates. However, a minimum of two invigilators must be present in each examination room, irrespective of the number of candidates.
4. Invigilators must verify the identity of each candidate using the Admit Card, ensure the Attendance Sheet is signed, and confirm the details on the Answer Booklet before signing it themselves to validate the candidate's presence.
5. Invigilators shall distribute and collect question papers and answer booklets from the candidates and hand over the collected answer scripts to the Centre Superintendent in ascending order of roll numbers.
6. Any invigilator found directly or indirectly using, promoting, or abetting the use of unfair means shall be immediately debarred from examination duties, and appropriate disciplinary action shall be taken as per University rules.
7. Invigilators work under the authority of the Centre Superintendent and must not leave the examination centre without prior approval. In case of any complaint against an invigilator, the Centre Superintendent has the authority to relieve them of duty and assign a replacement. A written report detailing the incident must be submitted to the University immediately.
8. Invigilators shall collect answer sheets from the Centre Superintendent before the start of the examination.
9. Invigilators must report to the Control Room at least 30 minutes before the scheduled start of the examination.
10. Invigilators must make necessary announcements regarding University examination rules and guidelines at the start of each session.
11. Invigilators must ensure that candidates are seated strictly as per the seating plan and that there are no opportunities or temptations for adopting unfair means.
12. Invigilators must remain alert and attentive at all times. They should verify candidate details (Admit Card, attendance sheet, and entries on answer script) and avoid engaging in unrelated conversations or reading. Use of mobile phones inside the examination hall is strictly prohibited.
13. Any case of unfair means, misbehavior, or possession of unauthorized items (e.g., mobile phones, electronic devices, books, papers, matchboxes, lighters), as well as tampering with barcodes or writing identifying marks on answer scripts, must be reported immediately to the Centre Superintendent. A detailed statement should be jointly recorded by the Invigilator and Centre Superintendent and forwarded to the Controller of Examinations (COE).
14. In the event of a candidate burning, tearing, or running away with the answer script (partially or fully) during or after the examination, the Centre Superintendent must immediately inform the Controller of Examinations and lodge an FIR at the nearest police station. A copy of the FIR must be submitted to the University.

15. Any instance of impersonation or unauthorized appearance in the examination must be reported immediately to the Controller of Examinations. The Centre Superintendent shall lodge an FIR and forward a copy of the same to the University without delay.
16. Candidates shall not be allowed entry into the examination hall after 20 minutes (for a 2-hour paper) or 30 minutes (for a 3-hour paper) from the commencement of the examination. No candidate is permitted to leave the examination hall before the scheduled end time, and all answer scripts must be submitted before leaving.
17. No candidate shall be permitted to visit the toilet during the first and last 30 minutes of the examination.
18. In case of loss of the original Admit Card, a duplicate Admit Card may be issued by the Examination Department upon submission of:
 - o A certified photograph
 - o A payment receipt of the fee paid.

5. Duties of the Flying Squad

1. The Flying Squad shall consist of at least two members, including one male and one female faculty member.
2. The Flying Squad must report to the Control Room at least 40 minutes before the commencement of the examination.
3. Squad members shall be present outside the examination halls 30 minutes prior to the start of the examination to supervise and check examinees.
4. The squad must verify that all students carry their Admit Card. No candidate shall be allowed to enter the examination hall without a valid Admit Card.
5. The Flying Squad shall ensure that candidates are carrying only permissible items, namely: stationery, admit card, and University ID card. No electronic devices or unauthorized materials shall be allowed.
6. In case a candidate has lost the Admit Card, the Flying Squad shall direct them to the Examination Department to obtain a duplicate Admit Card upon payment of the prescribed fee.
7. The Flying Squad shall make at least three rounds of all examination halls during the course of the examination.

6. Evaluation of Answer Scripts – End Semester / Annual Examination

1. Each School/Department shall submit a panel of evaluators to the Office of the Controller of Examinations (COE) prior to the examination. The panel must be approved by the Hon'ble Vice Chancellor.
2. Evaluators must ensure fair, unbiased, and timely evaluation of answer scripts.
3. Evaluators shall collect answer script bundles from the COE office within five working days of the examination.

4. All bundles must be logged, signed for, and acknowledged upon receipt.
5. The evaluator must verify the subject name, course code, and the number of answer scripts in each packet.
6. Confidentiality and neutrality must be maintained throughout the evaluation process.
7. Evaluation must be done strictly as per the official marking scheme, ensuring consistency across all answer scripts.
8. The marks awarded shall be clearly written in the appropriate columns on the cover page of the answer booklet.
9. Evaluated answer scripts along with the award sheet must be submitted to the COE office within 10 days from the date of examination.
10. Any loss or damage of answer scripts must be reported to the Examination Department immediately.
11. Student grievances related to evaluation shall be addressed only upon receiving a written application within 15 days from the declaration of results.
12. Internal assessment marks (sessional/minor/quiz) must be submitted in both hard and soft copies to the Examination Department before the commencement of the end semester/annual examination.

7. Mark Sheet / Grade Card

1. The Examination Department shall send the tabulation sheet in the required format to the approved printing agency for generation of mark sheets/grade cards.
2. The name of the course on the mark sheet/grade card must match the name as per the syllabus approved by the Board of Studies.
3. The printing agency shall send a soft copy of the mark sheet/grade card for verification before printing the final version.
4. Printed mark sheets/grade cards shall be received by the Controller of Examinations (COE) or their authorized representative in sealed packets.
5. Upon receipt, the mark sheets/grade cards shall be recorded in a register maintained by the Assistant COE.
6. Tabulators shall recheck and verify the printed mark sheets/grade cards and affix their signatures in the “Checked by” section.
7. The facsimile signature of the Controller of Examinations shall be printed above the “Controller of Examinations” line on each mark sheet/grade card.
8. Two photocopies of each mark sheet/grade card shall be made:
 - o One copy shall be sent to the concerned department for the student’s personal file.
 - o The second copy shall be retained for university records.
9. Original mark sheets/grade cards shall be issued to students only after submission of a duly completed No Dues Form. The student must sign on the photocopy as proof of receipt.

8. Submission of Examination Forms and Issuance of Admit Cards / Mark Sheets / Grade Cards

1. The Accounts Department shall provide a list of students with outstanding University fees to the Examination Department:
 - o Before the filling of examination forms
 - o Before issuance of Admit Cards
 - o Before issuance of Mark Sheets/Grade Cards (after result declaration)
2. A similar process shall be followed by the Library, Girls' Hostel, and Boys' Hostel, who must also submit dues lists to the Examination Department.
3. This procedure is applicable from the academic session 2020–2021 onwards.

9. Issuance of Provisional Degree Certificate

1. Students seeking a Provisional Degree Certificate must fill the prescribed application form, available at the Examination Department or Registrar's Office.
2. The following self-attested documents must be attached with the application form:
 - o Final semester/year grade card/mark sheet
 - o 10th standard mark sheet
 - o Internship certificate / Course Completion Certificate (if applicable)
3. The requisite fee shall be paid at the Accounts Department, and the receipt attached to the form.
4. The submitted details shall be verified by the Examination/Registrar's Office. In case of discrepancies, students will be notified via phone or email.
5. The provisional certificate will be prepared within 3–4 working days of submission of a complete application.
6. The certificate must be collected in person by the student from the Registrar's Office. In exceptional cases, an authorized representative (AR) may collect the certificate, subject to:
 - o A request email from the student (mentioning name, course, batch, and roll number) to:
sbsuniversity@gmail.com or registrarsbsuniversity@gmail.com
 - o Prior approval of the Registrar
 - o Submission of valid identity proof of the AR
7. Provisional Degree Certificates will not be issued once the convocation of the student's batch has been held.

10. Issuance of Transcripts

1. The applicant must send an email request to the University, which will be forwarded to the Head of the concerned Department for processing.
2. The applicant must clearly mention the following details in the email:
 - o Full Name
 - o Course and Specialization (if applicable)
 - o Roll Number and Batch
 - o Contact Number
 - o Attach scanned copies of all semester/year-wise grade cards or mark sheets.
 - o Address where the transcript is to be dispatched.
3. The transcript processing fee is as follows:
 - o ₹2,000/- for the first copy
 - o ₹500/- for each additional copy

Note: The above rates are subject to change from time to time

4. Postal/Courier Charges (to be paid additionally) are as follows:
 - o **Overseas countries:** ₹7,000/-
 - o **SAARC countries:** ₹2,500/-
 - o **Domestic/National** (within India): ₹1,000/-

Note: The above rates are subject to change from time to time

5. **Payment can be made to any of the following University accounts:**

Bank	Account Name	Account Number	Branch	IFSC Code	MICR Code
Punjab National Bank	Gaurav Bharti Shiksha Sansthan	03211010000050	Balawala, Dehradun	PUNB0032110	248024051
State Bank of India	Gaurav Bharti Shiksha Sansthan	10075130110	Mokhampur, Dehradun	SBIN0002359	248002007
Axis Bank Ltd.	Gaurav Bharti Shiksha Sansthan	921010001791641	Nakronda, Dehradun	UTIB0004623	—

6. A scanned copy of the RTGS/NEFT payment slip or UPI transaction screenshot must be emailed to the University along with the transcript request.

7. Upon verification of the payment, the transcript will be prepared and dispatched by the concerned department within 10 working days.
8. Note: Transcript processing fees and postal charges are subject to revision as per University policy.

11. Academic Merit Awards

To promote academic excellence and motivate high-performing students, SBS University confers Academic Merit Awards as per the following guidelines:

1. Eligibility:

Merit awards are given to students who excel in the University Examinations based on CGPA earned during an academic session (comprising both odd and even semesters). The student must have passed the examinations in the first attempt only. However from 2024 session, the merit awards shall be distributed semester wise.

2. Awards and Recognition:

Students securing the top three positions will receive:

- o **1st Position:** Merit Certificate + ₹5000 (Annual)/ 2500 (Semester)
- o **2nd Position:** Merit Certificate + ₹3000 (Annual)/ 1500 (Semester)
- o **3rd Position:** Merit Certificate + ₹2000 (Annual)/ 1000 (Semester)

3. Determination of Number of Awards:

The number of merit positions awarded in a course depends on total student enrolment, as detailed below:

S. No.	Total No. of Students Enrolled	No. of Merit Positions Awarded
1.	5 and less than 5	Nil*
2.	6 to 9	01
3.	10 to 20	02
4.	21 and above	03

*Note: Students must have a minimum CGPA of 7.50 or above to be eligible for the first position.

4. Tie Cases:

In case of a tie in CGPA, the candidate with the higher aggregate percentage will be awarded the position.

If candidates have the same aggregate percentage, the prize amount will be shared equally. For example, if two students share first position, the combined prize of first and second (₹5000 + ₹3000 = ₹8000) will be equally distributed (₹4000 each).

5. Cash Prize Limitation:

Only the top three rank holders are eligible for cash prizes. In case of ties, no additional positions will be created.

For example, if two students secure first position and one secures second, then only these three students will receive cash awards. The next eligible student (third position) will be issued a certificate only.

6. Minimum Prize Amount:

The minimum cash prize amount shall be:

- o ☐ 5000 for First Position
- o ☐ 3000 for Second Position
- o ☐ 2000 for Third Position
- o If prizes are shared, a minimum of ☐ 3000 must be maintained for 1st position, ☐ 2000 for 2nd, and ☐ 750 for 3rd (if applicable).

7. Overall Ranking Criteria:

Overall first, second, and third ranks are determined based on CGPA among students who passed all papers in first attempt. In case of equal CGPA, higher percentage marks will decide the position.

8. Final Year Awards:

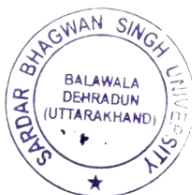
Medals and certificates will be awarded to overall position holders of a program in their final year, based on academic performance throughout the course. Cash prizes will also be given accordingly.

11. Amendment to SOP for Academic Awards

(Effective from 2024 Batch Onwards)

As per the meeting held on 11th November 2024, in the presence of the President, Hon'ble Vice Chancellor, Manager, Registrar, and Deputy Registrar (Administration), the following amendments were approved to the SOP for Academic Awards with effect from the 2024 batch:

1. Merit awards shall now be decided on the basis of SGPA (Semester Grade Point Average) and shall be awarded semester-wise to deserving students.
2. **Prize Money (Standard Award):**
 - o **1st Position:** ☐ 2,500/-
 - o **2nd Position:** ☐ 1,500/-
 - o **3rd Position:** ☐ 1,000/-
3. **Prize Money (Minimum Award Threshold):**
 - o In any case, the minimum cash award shall not be less than:
 - ☐ 1,500/- for 1st position
 - ☐ 500/- for 2nd and 3rd positions
4. All other provisions of the existing SOP for Academic Awards shall remain unchanged and will continue to be followed as earlier.




REGISTRAR
SARDAR BHAGWAN SINGH UNIVERSITY
BALAWALA, DEHRADUN