

Penalty for Negligence in Examination

Sr. No.	Particulars	Penalty (Rs.)
Before Examination:		
1	Not Uploading Que. Paper within Time Limit	1000/-
2	Not following Specified Que. Paper Format/ Que. Out of Syllabus / Repeated Que.	1000/-
3	Not Following Examination Orders	1000/-
During Examination: (Supervision Duty)		
1	Late Reporting for Supervision Duty	2000/-
2	Not Reporting for Supervision Duty without Alteration/informing respective Chief Supervisor	3000/-
3	Wrong Pasting of QR Stickers / Not verifying Student Details (like Enr. No. Sub. Name & Code, Date)	2000/-
4	No Signature-Name on Answer sheet & Supplementary	1000/-
5	Not Proper Seating Arrangement	1000/-
6	Leaving Exam Block without informing any one	1000/-
7	Using Mobile Phone in Exam Block	2000/-
8	Allowing Students to leave block before 30 minutes	500/-
9	Not Pasting Absent Students QR Code on back side of attendance report/ Not submitting Attendance report & Answer Sheets	1000/-
After Examination:		
1	Not Accepting Answer Sheets for Assessment	3000/-
2	Not Submitting Assessed Answer sheets within a specified time limit	5000/-
3	No Proper Evaluation as Per Marking System of Que. Paper	5000/-
4	Not Mentioning Accurate Question Wise Marks/ Total Marks (in numeric & Words)/ Not making clarification for marks of particular answers on same page.	4000/-
5	Not making Signature with Name on Answer Sheet	1000/-
6	Missing of Answer Sheet	10000/-
7	During Moderation Process: Out of 10% randomly selected answer sheets, changes in result of 40% answer sheets	10000/-

Internal Performance/Term Work Marks:		
1	Not uploading marks in workspace within Time Limit	1000/-
2	Not uploading marks as per University Teaching Scheme	1000/-


Dean- FOE


Dean- FOT


Dean PG Studies


Director


Vice Chairman/Chairman