



D. Y. Patil University School of Nursing Examinations Manual

INDEX

Sr. No	Items
1.	Representative/ Members of Examination Committee
2.	Guidelines for Conduct of Theory Examinations
	<ul style="list-style-type: none">• Examination Details
	<ul style="list-style-type: none">• Examination Hall & Seating Arrangement
	<ul style="list-style-type: none">• Question Paper (QP)
	<ul style="list-style-type: none">• Vigilance Squad (VS)
	<ul style="list-style-type: none">• Examination Timing
	<ul style="list-style-type: none">• Attendance of the candidates
	<ul style="list-style-type: none">• Candidates Responsibilities
	<ul style="list-style-type: none">• Malpractice
3.	Guidelines for Conduct of Practical Examinations and Viva Voce <ul style="list-style-type: none">• Additional Points for Practical Examinations
4.	Duties and Responsibilities of Examinations Coordinators
5.	Duties and Responsibilities of Invigilators
6.	Guidelines for valuation of Answer Paper
7.	Mechanism to deal with examination related grievances is transparent, time bound and efficient
8.	Redressal of examination related grievances at institute level <ul style="list-style-type: none">• Department Level• College Level
9.	Declaration of result Policy

The present 'Examination Manual' aims at guiding the effective, efficient and lawful conduct of college level examinations comprising UG and PG programmes in Nursing.

The Representatives/Members involved in the conduct of the Examination at the college levels are:

SR. NO	NAME OF THE MEMBER	DESIGNATION
1.	Prof. Dr. Rita Lakhani – Chairperson	Principal, DYPUSON
2.	Ms Deepa Reddy – Coordinator	Associate Professor, DYPUSON
3.	Prof. Manasi Rahane – Co-Coordinator	Professor, DYPUSON
4.	Mr. Prashant Naik - Office Support	Office Admin. Head, DYPUSON

The Examination hall will be normally the college where the student is studying. The examination coordinator of the college is responsible for overall coordination for conduction of college level examination of both theory and practical examinations after consultation with the class coordinator.

Guidelines for Conduct of Theory Examinations

Examination Details:

The following details in connection with the conduct of examinations are sent by the exam coordinator to the respective class teacher before the commencement of college level examinations.

- Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be displayed in LMS. The class teachers are requested to put up a copy of the 'time-table' at a prominent place in their class or in their official group.
- The class coordinator should bring it to the attention of the students concerned any addition/revision in the 'time-table' notified by the exam coordinator.
- The list of names of candidates who have ATKT or detained students in that semester will be obtained from the class coordinator.
- The 'attendance-sheets' of the each class will be collected from respective class coordinator.

Examination Hall & Seating Arrangement:

- The exam coordinator shall notify the examination hall for conduct of theory examinations at least one week prior to the theory examinations.
- Seating arrangements in every examination hall must be meticulously planned.

- Roll number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement.
- It is the responsibility of exam coordinator to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/blackboards/drawing-boards/floors of the examination halls.
- The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- Exam coordinator should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.
- Strict silence should be maintained in the examination halls.

Question Paper (QP)

- The exam coordinator plans the paper setter and evaluator for the each subject and it should be communicated to the class coordinator and the paper setter and evaluator.
- The question paper will be collected, sealed and secured in the principal office. Question paper packet shall be opened fifteen minutes before the commencement of the examinations in the presence of students. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
- The question paper packet should be cut open on the left hand side of the packet.

Answer-books:

- The invigilator should collect the sealed answer paper of main sheet and supplemental sheet from the office.
- Signature/Facsimile signature of invigilator should be affixed only at the space provided on the top of the main answer-book and supplemental sheet. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.

Vigilance Squad (VS):

Examination Vigilance Squad will be carried out by examination committee from time to time to check whether the conduction of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously.

Examination Timing:

- Candidates shall occupy their seats at least twenty minutes prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.
- Candidates presenting themselves thirty minutes after the commencement of the examination shall not be admitted. Similarly, no candidate shall be permitted to leave the hall earlier than forty-five minutes from the commencement of examination.
- Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/Exam coordinator.
- Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to exam coordinator immediately.
- A warning shall be given by invigilator 15 minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to invigilator.

Attendance of the candidates:

- Ten minutes after the commencement of the examination invigilator should start taking the attendance of the candidates who are present by getting
 - i) the serial of the answer-book entered by the candidate and
 - ii) the signatures of candidates in the ‘attendance-sheet’ in the appropriate placesand complete the process immediately after thirty minutes. All the ‘attendance-sheet’s shall be forwarded to exam coordinator in batches as per the instructions received from exam coordinator.

- List of absentees has to be entered subject wise as per the instruction from exam coordinator.

Candidates Responsibilities:

- Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- Candidates are forbidden from asking any query relating to meaning or correction in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to invigilator.

- The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of invigilator before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.
- Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.

Malpractice:

Candidates are prohibited from writing their names and register number, in any place other than indicated. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book. Candidates shall not bring into the examination hall any book, portion of book, manuscript or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the exam coordinator and packed and sent separately to the principal.

Guidelines for Conduct of Practical Examinations and Viva Voce

The instructions given above under ‘theory examinations’ should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

Additional Points for Practical Examinations:

- The exam coordinator shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- The class coordinator and subject teachers shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned.
- The exam coordinator of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners and external examiner has to be prepared by the exam committee. No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of examination committee.
- The number of candidates examined by the examiners should not exceed more than 20.
- Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- The practical examination has to be conducted only in the presence of both internal and external examiners. The internal Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Examinations committee immediately. In case of absence of the examiners, the matter should be brought to the notice of examination committee and remedial action should be taken immediately.
- At the end of every session, the Examiners should handover the completed Mark sheets to the class coordinator.

Duties and Responsibilities of Examinations Coordinators

- 1) The examination committee shall notify the examination venue for conduct of examinations.
- 2) The exam coordinator shall be available for the entire duration of the examination and shall be overall responsible for the smooth conduct of the examinations.
- 3) The exam coordinator ensures that the invigilator are made aware of their duties and responsibilities and he shall closely monitor and supervise their activities.
- 4) The exam coordinator shall be responsible for organizing seating arrangement.
- 5) Exam coordinator shall arrange for collection of required number of answer booklets, additional sheets and other material from the office.
- 6) The exam coordinator shall display the timetable, bell timings, seating arrangement and general instructions to the candidates, at the exam hall and ensure strict compliance thereof.
- 7) Exam coordinator shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper chits or any other material which may be used for copying. He/she shall seize answer book of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked and sent separately to the principal. The candidate shall be booked for malpractice and not permitted any further participation in the examination.
- 8) On completion of the examination, he shall ensure that the answer scripts, diary, absentee statement, etc are received from each invigilator and tallied and verified by the exam coordinator and that the answer scripts are packed in covers and will send to class coordinator.
- 9) He/she shall send date wise details of the examination to the principal.

10) Schedule of bell timings shall be as follows:

Session of the day	Timing
Morning session	11.00 am to 2.00pm

Every One hour the invigilator announces the timing and last one hour every half hour will be announced.

Duties and Responsibilities of Invigilators

1. Invigilators shall be assigned for each day of examination as per examination committee guidelines, by the exam coordinator.
2. They shall report to the assigned room / candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any chits or writing material.
4. They shall physically check of each candidate, on entry into the examination hall. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, register number, course, subject, paper, date of exam etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers at the scheduled time.
7. They shall ensure that no candidate leaves the hall, during the examination. Candidates shall not be permitted to go to the toilet, without the permission of exam coordinator.
8. They shall ensure that any candidate, who leaves the hall before the final bell, does not carry the question paper with him / her.
9. They shall ensure that the candidates are not in possession of mobiles, electronic equipment of any kind, books, paper chits, photo copies or any other material that could be used for copying.
10. They shall submit the absentee statement and unused answer books, extra question papers to the exam coordinator at the end of the exam.
11. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same tantamount to malpractice.
12. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/ newspapers.
13. They shall report to the exam coordinator, use of unfair means being adopted by any candidate.

14. They shall ensure that the candidates tick the question that they have answered.
15. After the examination, they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary etc and hand them over to the exam coordinator.
16. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
17. They shall leave the examination hall only after performance of all their duties and after obtaining permission of the exam coordinator.
18. NO PORTION OR PART OF THE ANSWER BOOKS SHALL BE DETACHED AT THE EXAMINATION HALL BY THE INVIGILATORS / ROOM SUPERINTENDENT.

Guidelines for valuation of Answer Paper:

- 1) The total marks awarded shall be entered in figures in the space provided. Fractions if any shall be rounded off to the next higher integer. The total marks shall be checked for correctness.
- 2) If an answer is not awarded any marks the word "Zero" shall be entered in the corresponding box.
- 3) If a question has not been attempted or answered "NA" (Not Answered) shall be entered in the corresponding box.
- 4) The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
- 5) The examiner shall affix his signature and write his name in capitals and date on each valuation sheet.
- 6) After valuation all the answer booklets and valuation sheets shall be handed over to the class coordinator.
- 7) The examiner should complete the correction within seven days after received the answers papers from class coordinator.

**Mechanism to deal with examination related grievances is transparent,
time bound and efficient.**

- There is complete transparency in the internal assessment. The criterion adopted is as directed by the college.
- At the beginning of the year, faculty members inform the students about the various components in the assessment process during the academic year.
- The internal assessment test schedules are prepared as per the requirement and communicated to the students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within a week from the date of examination.
- The corrected answer scripts at random are verified by exam coordinator to ensure the standard evaluation process.
- The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.
- Day to day performance of the students is assessed for every activity which includes regularity, performance, viva and the promptness in submitting the record.
- For practical courses, the marks/grade scored by the student for each demonstration is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for practical.
- For any internal examination grievances following mechanism is followed
 - Written signed application from students addressing exam section, mentioning the grievance is taken
 - Grievance related to subject is Conveyed to subject teacher
 - Grievance resolved by subject teacher and verification by the student.
 - Application resigned by teacher and student mentioning the grievance as resolved
- Minutes the IA grievance meeting by the examination secretary within 3 days.
- Sending of IA marks with stipulated time or period given by University.

Redressal of Examination related grievances at institute level:

- **Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and class coordinators.
- **College Level:** The Institute appoints a Senior Supervisor for smooth conduction of examinations of DYPUSON. If students are facing any problems, they are solved by the institution Examination coordinator appointed by the college. The grievances during the conduction of offline/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

Declaration of Result Policy

Declaration of results will be done within 15 days after completion of examination.

S. No	Course	Final University Examination	Tentative Result Declaration Date
1.	1st Year Basic B. Sc. Nursing	September 4 th Week & 1 st Week October	November 1 st Week
2.	2 nd Year Basic B. Sc. Nursing	September 3 rd & 4 th Week	October 3 rd week
3.	3 rd Year Basic B. Sc. Nursing	September 3 rd & 4 th Week	October 3 rd week
4.	4 th Year Basic B. Sc. Nursing	September 3 rd & 4 th Week	October 3 rd week
5.	1st Year Post Basic B. Sc. Nursing	September 4 th Week & 1 st Week October	November 1 st Week
6.	2 nd Year Post Basic B. Sc. Nursing	September 3 rd & 4 th Week	October 3 rd week
7.	1st Year M. Sc. Nursing	September 4 th Week & 1 st Week October	November 1 st Week
8.	2 nd Year M. Sc. Nursing	September 3 rd & 4 th Week	October 3 rd week

