Ref. No: MRV/Policies/031 **Date: 05.10.2026**

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-08-07 as adopted on 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"Examination and Evaluation Policy"** for information to all concerned. The **Examination and Evaluation Policy Document** mainly comprises the following parts:

- **Exam Design & Candidate Admissibility**
- **Assessment & Evaluation**
- **Hall Procedures & Academic Integrity**
- **Malpractice Consequences, Late Arrival & Scribe Assistance**

The **Examination and Evaluation Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

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Registrar

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/ Principals/ Directors/ of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web master for uploading on the Malla Reddy Vishwavidyapeeth Website.



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(Deemed to be University)

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

MRV EXAMINATION AND EVALUATION POLICY

MALLA REDDY VISHWAVIDYAPEETH
(DEEMED TO BE UNIVERSITY)
Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

EXAMINATION

AND

EVALUATION POLICY

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1. Policy on Rounding of Final University Marks

Policy Title: Final Mark Rounding — Always Round Up

Effective from: MRV Batch 2024–25 academic year onwards

Approved by: Academic Council held on 19 August 2024; University Notification dated 6 September 2024

Applies to: All undergraduate and postgraduate programmes under Malla Reddy Vishwavidyapeeth

1.1 Purpose

This policy ensures consistency, fairness, and clarity in the treatment of decimal marks when calculating final grades. It defines the practice of always rounding up decimal values for final course marks.

1.2 Rationale

Rounding up ensures students are not disadvantaged by marginal decimal values. It is intended to support academic equity, especially in borderline cases where performance is near a grade threshold.

1.3 Responsibilities

- The Controller of Examinations (CoE) must apply the rounding rule before submitting final marks.
- Program Directors must ensure compliance and consistency across courses.
- Students will be informed of the policy at the start of the course via syllabi or handbooks.

1.4 Policy Statement

When calculating final course marks only, any decimal value shall be rounded up to the next whole number, regardless of its value.

1.5 Scope

1. Applies only to the final mark calculation — after completing all assessments, coursework, and examinations, weighted accordingly.
2. Does not apply to any individual assessment component (exam papers, lab reports) unless explicitly stated.
3. Applies to numeric marks used in determining pass/fail status or assigning letter grades.

1.6 Rounding Rule

All decimal marks are rounded up to the nearest whole number:

Calculated Final Mark	Rounded Final Mark
59.1	60
65.01	66
14.9	15
29.0	29

1.7 Exceptions

1. Where an apex regulatory body prescribes otherwise, standard mathematical rounding shall be used (0.50 and above rounds up; below 0.50 rounds down to the nearest whole number).
2. This policy does not affect GPA/CGPA calculations.

Sd/-

Registrar



2. MRV Policy for Value-Added Courses (VACs)

2.1 Objective

To offer flexible, skill-based learning through Value-Added Courses (VACs), enabling students to acquire industry-relevant skills, interdisciplinary exposure, and personal development without academic pressure.

2.2 Nature of Courses

1. VACs are credit courses as per the programme structure.
2. Designed to be activity-based, hands-on, or experiential.
3. No formal theory / written end-semester examination is conducted.

2.3 Evaluation and Certification

2.3.1 Continuous Assessment Only

Based on participation, engagement, and completion of course activities. Components include:

- Attendance (minimum 80% mandatory)
- Practical assignments or hands-on tasks
- Participation in group work, workshops, or discussions
- Submission of project reports, portfolios, or logbooks
- Demonstration or viva by the course instructor

2.3.2 Minimum Requirements for Completion

- Fulfilment of all assigned tasks
- Active participation in sessions
- Positive faculty feedback on performance

2.4 Certification Criteria

1. On successful completion, students shall be awarded a Certificate of Participation or Certificate of Completion.
2. Only letter grades will be awarded.
3. Results shall not affect SGPA/CGPA but may be recorded in the transcript or digital certificate repository.

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4. Grading will be determined through continuous assessment, including attendance and participation, completion of assignments/practical tasks, quality of submissions, and faculty/mentor evaluation.

2.4.1 Grade Categories

Grade	Description	Indicative Criteria
A+	Outstanding	Active participation, high-quality deliverables, and consistent excellence in tasks
A	Excellent	Very good participation, timely and competent work
B	Good	Adequate participation, average quality in deliverables
C	Satisfactory	Minimal but acceptable participation and completion
D	Participation Only	Attended minimum sessions, little output
NC	Not Completed / Dropped	Did not meet minimum attendance or task criteria

2.5 Course Delivery

1. May be offered in offline, online, or blended mode.
2. Course duration will be 20 hours.
3. Resource persons may include internal faculty, industry experts, or external trainers.

2.6 Administrative Oversight

1. The course proposal and schedule must be approved by the Board of Studies and Academic Council.
2. The IQAC shall monitor quality and relevance.
3. The Dean shall nominate faculty coordinators for the smooth conduct of the VAC.

2.7 Record Maintenance

The concerned College/School of Malla Reddy Vishwavidyapeeth shall maintain records of:

- Course content
- Participant list
- Attendance sheet
- Certificates issued
- Summary reports with grades, to be submitted to the Controller of Examinations 15 days before the scheduled semester or annual examinations

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2.8 Policy Review

1. Reviewed annually by the Academic Council.
2. Feedback from students and faculty will be used to improve course design and delivery.

Sd/-

Registrar



3. Examination Policy of MRV

Malla Reddy Vishwavidyapeeth (MRV) implements a structured examination policy to uphold academic integrity and ensure fair assessment across its programmes. The key components of the MRV examination policy are set out below.

3.1 Examination Framework — Types of Examinations

1. **Internal Examinations:** Conducted midway through the course to assess students' understanding of material covered up to that point. Two internal examinations are conducted per semester (semester pattern); three internal examinations are conducted per year (annual pattern).
2. **End Semester Examination:** Held after each semester, evaluating comprehensive knowledge gained throughout the term.
3. **Annual Year-End Examination:** Held after each academic year to assess cumulative learning achieved over the academic period.
4. **Clinical/Practical Assessment:** For courses with clinical/practical components, to evaluate hands-on skills and application of theoretical knowledge.
5. **Open Book Examinations:** Internal examinations may occasionally be conducted in the Open Book format, at the discretion of the Programme Coordinator, to enhance analytical and critical thinking skills.
6. Student Assessment (as part of the Lesson Plan): Continuous evaluation based on class participation, assignments, quizzes, and other academic activities.
7. All the above assessments shall be conducted and documented as per National Education Policy (NEP) 2020 guidelines and the respective Statutory/Regulatory Authority (SRA) guidelines applicable to each programme.

3.2 Eligibility for University Examinations

1. Students should have completed the required study period and attendance requirements, and have passed internal assessments.
2. Students must submit a no-dues certificate from the concerned Dean to be eligible to appear for University examinations.
3. Students should fulfil the eligibility guidelines of the concerned apex regulatory bodies.

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4. **Bloom's Taxonomy alignment:** question papers will be designed to cover multiple cognitive levels — remembering, understanding, applying, analysing, evaluating, and creating — to encourage higher-order thinking.
5. **Competency-based evaluation:** assessment will emphasise skills and competencies rather than rote memorisation; question banks will be mapped to course outcomes.
6. **Outcome-Based Education (OBE) integration:** internal and external assessments must demonstrate alignment with Course Learning Outcomes (CLOs) and Programme Outcomes (POs).
7. **Skill-based and experiential assessment:** wherever applicable, skill-based tests, simulations, and case-based questions will be used to evaluate applied knowledge.
8. **Digital integrity measures:** plagiarism-detection tools and online proctoring shall be mandatory for project-based and online submissions.
9. A continuous evaluation system with 30% weightage to formative assessment (assignments, presentations, quizzes) and 70% to summative assessment shall be adopted.
10. **Inclusive assessment:** provisions will be ensured for students with disabilities, including extra time and alternative formats of evaluation.
11. MRV follows a credit-based grading system aligned with NEP 2020 and National Credit Framework (NCrF) guidelines.

3.3 Examination Conduct and Regulations

1. An Examination Committee oversees the entire examination process — scheduling, paper-setting, evaluation, and result declaration — ensuring credibility, uniformity, and transparency.
2. MRV integrates IoT (Internet of Things) and blockchain technology into its digital examination process, enhancing security, transparency, and efficiency by preventing malpractice, ensuring secure data storage, and automating administrative processes.
3. All examinations are conducted in accordance with the guidelines of the concerned apex bodies.
4. A Disciplinary Committee addresses instances of academic misconduct, such as cheating or plagiarism, and enforces appropriate penalties to maintain academic integrity.
5. A Moderation Committee is constituted for each constituent College to review and ensure standardisation and fairness in examination results.

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6. A Grievance Redressal Committee handles students' concerns relating to examinations, ensuring fair and timely resolution of issues (see clause 3.6, moderated below).

3.4 Examination Notifications and Schedules

1. Detailed examination schedules, including dates and venues, are published in advance on the University's official website.
2. Students are advised to regularly check for updates to stay informed of any changes.
3. Students should check the list of eligible candidates for the scheduled University examination.
4. Only eligible candidates with a valid University ID will be permitted entry into the examination hall.
5. Passing criteria will be as per MRV guidelines and the guidelines of the concerned apex bodies.
6. Supplementary examinations will be scheduled as per the guidelines of the concerned apex bodies.
7. For further information or specific queries on examination policies, students are encouraged to consult the official MRV website or contact the examination cell through the Dean of the concerned College, by prior appointment.

3.5 Retotalling, Scrutiny, and Answer-Script Review — Moderated Provision

MODERATION NOTE

Original clause: "There is no revaluation of University Exams. Only retotalling is available at the prescribed charges as per MRV guidelines." Benchmarking against peer deemed-to-be-universities shows a range of practice: some offer full revaluation of the answer script on request and within a fixed post-result window, others limit candidates to a certified photocopy of the answer script plus scrutiny/retotalling of the recorded marks. To improve transparency without disturbing MRV's existing evaluation model, this clause is moderated to add a certified-photocopy-and-scrutiny step ahead of retotalling, while retaining MRV's existing position that full re-marking (revaluation) is not offered. The Academic Council may consider extending this further to full revaluation for specific programmes if it wishes to align more closely with peer practice.

1. Candidates who wish to contest their result may apply, within 7 working days of the declaration of result, for (a) a certified photocopy of their assessed answer script, and/or (b) scrutiny and retotalling of the marks recorded on the answer script, on payment of the prescribed fee.

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2. Scrutiny/retotalling shall verify: correct totalling of marks awarded on each page and on the title page, correct transcription of marks to the marks statement, and that no answer or part-answer has been left unevaluated.
3. Full revaluation (independent re-marking of the answer script by a fresh examiner) is not offered by the University, except where an apex regulatory body applicable to a specific programme mandates it, in which case that body's procedure shall apply.
4. The outcome of scrutiny/retotalling shall be communicated to the candidate within 15 working days of the application and shall be final and binding, subject to clause 3.6 (Grievance Redressal).
5. **Grievance Redressal Enhancement:** response time for rechecking- or result-related grievances that do not fall under clause 3.5.1 shall be limited to 7 working days from the date of the grievance.

3.6 Grievance Redressal Committee — Moderated Provision

MODERATION NOTE

Benchmarking note: the UGC (Grievance Redressal) Regulations require every higher-education institution to constitute a Grievance Redressal Committee that includes an Ombudsperson, and a comparable structure is followed at Manipal Academy of Higher Education. MRV's existing clause referenced a Grievance Redressal Committee without specifying its composition. This clause is moderated to specify a composition consistent with the UGC requirement.

1. The Grievance Redressal Committee shall be chaired by the Dean of the concerned College and shall include the Controller of Examinations (or nominee), a senior faculty member, and a student representative, and shall be advised by the University Ombudsperson on matters of unfair practice or examination-related grievance escalated from College level.
2. The Committee shall dispose of examination-related grievances within 7 working days of receipt, excluding cases under clause 3.5 which follow the timeline specified therein.
3. A grievance that remains unresolved at College level, or that the complainant is dissatisfied with, may be escalated to the University Ombudsperson in accordance with the University's overarching Grievance Redressal Policy.

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Sd/-

Registrar

4. Academic Integrity Rules for Examinations: Malpractices and Penalties

4.1 Short Title and Commencement

1. These regulations shall be called the MRV Examination Malpractice Regulations.
2. They shall come into force with immediate effect.

4.2 Definitions

- "Chief Superintendent" means any person appointed by the Head of the Institution to be overall in-charge of an examination centre.
- "University" means Malla Reddy Vishwavidyapeeth (MRV).
- "Disciplinary Authority" means the authority competent under these regulations to impose penalties on students indulging in malpractice.
- "Students" includes all students studying in the constituent colleges/departments/faculties of the University, and candidates registered for any super-specialty, Ph.D., or other programme.
- "Examination Centre" means any premises comprising digital examination halls used for conducting online examinations.
- "Examination Hall" means any digital examination room, lab, or premises used for conducting the paperless examination.
- "Misconduct" is a generic term meaning improper behaviour, including actions that adversely affect the prestige of the institution or University.
- "Malpractice" means misconduct related to the conduct of digital examinations, including any act of omission or commission mentioned in these regulations.
- "Malpractice Enquiry Committee (MEC)" means the committee appointed by the BOM or the Vice-Chancellor to investigate malpractice cases.
- "Preliminary Enquiry" means an investigation into a complaint or report before initiating a regular inquiry.
- Any other expression not defined here shall have its usual meaning.

4.3 General Provisions

1. Every University student shall take reasonable steps to protect the interest and prestige of the University, maintain discipline, and avoid actions deemed to be misconduct.
2. During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Examination Centre.

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3. Before the commencement of an examination, candidates must ensure that they do not possess unauthorised material, including notes, electronic files, and communication apps.
4. Candidates must remain under CCTV surveillance during the examination. Any suspicious activity detected by the surveillance system shall be reported as malpractice.

4.4 Acts of Commission and Omission Amounting to Malpractice

The following acts shall be considered malpractice:

- Copying answers from another candidate, or allowing another candidate to copy answers.
- Accessing or possessing unauthorised material such as textbooks, written/digital notes, e-books, or PDFs on a device during the exam.
- Using impersonation to take the exam on behalf of another student.
- Attempting to communicate with other candidates or external sources for unfair advantage.
- Using external communication tools such as messaging apps, screen-sharing software, or Bluetooth devices.
- Attempting screen mirroring, use of dual screens, or additional electronic devices during the exam.
- Attempting to tamper with exam software, override security features, or disrupt the online examination system.
- Exiting the exam interface multiple times without prior permission or justification.
- Disrupting the examination process through technical manipulation or unauthorised action.

1. If the Examination Committee is satisfied, based on surveillance reports, that mass malpractice has occurred (involving more than 30% of candidates in that examination), the exam may be cancelled for all students in that session.

4.5 Constitution of the Examination Committee

The Examination Committee comprises: the Vice-Chancellor, Controller of Examinations, Registrar, Deputy Controller of Examinations, Deans of all constituent Colleges/Schools, Examination Coordinators (Professor/Associate Professor/Assistant Professor nominated by the concerned Dean), an EC Member of MRV, and a Student Representative.

4.6 Constitution of the Malpractice Enquiry Committee (MEC)

1. The Vice-Chancellor shall constitute a Malpractice Enquiry Committee (MEC).
2. The Committee shall consist of five members, including the Registrar.

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3. At least one member shall be a legal expert with 10 years of experience.
4. Other members may include the Dean of Academics, Deans of constituent Colleges, and at least one female senior faculty member.
5. One member shall be appointed Chairperson by the Vice-Chancellor.
6. The tenure of the Committee shall be three years.
7. The Committee's decision, on approval of the Vice-Chancellor, shall be communicated to the concerned student by the Registrar. A copy of the report shall be forwarded to the CoE by the Chairperson for necessary action.

4.7 Malpractice / Unfair Means — Category I and Category II Offences

Category I Offences

- Possession, in the examination hall, of any chit (including blank paper), notes, books, or examination-related information in any form — hard copy or digital, including on the student's body or clothing — or mobile phones or other transmitting/receiving devices, and/or leaving such devices anywhere in the premises (including toilets) other than the area designated for keeping such articles.
- Copying or attempting to copy the work of another candidate.
- Talking or communicating in any manner with other candidates during the examination, including through gestures or signals.
- Sharing answers, providing written or verbal assistance, using unauthorised materials, or otherwise facilitating an unfair advantage for another candidate inside the examination hall.
- Cheating in any form, directly or indirectly, or any attempt to do so, before or during the examination.
- Not following the rules of the University examination.
- Failing to comply with the instructions of the invigilator or examiner regarding appropriate conduct during the examination.

Category II Offences

- Repetition of any act under Category I during the tenure of any course offered by the University.
- Impersonation of another student, or arranging/allowing impersonation by another person.
- Unauthorised access to the examination question paper before the examination, or an attempt to do so.

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- Offering or attempting to offer money (including enclosing currency notes/cheques in the answer script) or any other favour in return for marks, or lobbying.
- Threatening another candidate, examiner, invigilator, special observer, or other person/authority involved in the conduct of the examination.
- Bribing or attempting to bribe an examiner, invigilator, or other authority involved in the examination.
- Carrying the question paper outside the examination venue, or carrying or destroying the answer sheet/tablet during the examination.
- Mutilation or replacement of an answer script, in part or in full.
- Obtaining assistance from outside the examination hall.
- Carrying forbidden material into the examination hall despite instructions to the contrary.
- Intimidation, misbehaviour, assault, or attempted assault on an invigilator or examiner, inside or outside the examination venue.
- Damage or attempted damage to articles or property of the examination hall, the institution, or an invigilator/examiner.
- Creating a disturbance of any form in the examination venue.

Important note: use, or attempted use, of any other undesirable method or means in connection with the examination — or any other act not listed above but amounting to obtaining an unfair advantage — shall also constitute malpractice/unfair means, and its Category shall be determined by the Chief Superintendent and the concerned Dean.

4.8 Reporting Procedure

1. In the examination venue, on any Category I or II offence, the invigilator/hall supervisor or the examiner shall report the matter to the Chief Superintendent and the concerned Dean immediately on observing it, in the format at Annexure I.
2. The candidate's answer script and any material relevant to the act of malpractice shall be seized, submitted with Annexure I to the Chief Superintendent, and forwarded to the CoE.
3. A written statement shall be obtained from the candidate certifying ownership of the unauthorised material and the details of the act.
4. The candidate shall be sent out of the examination hall after all relevant documentation has been cross-checked.
5. A written report of the incident shall be prepared by the invigilator/examiner after the exam concludes.

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6. CCTV footage shall be obtained as evidence by the Chief Superintendent.
7. The candidate's parents shall be informed of the incident by the concerned Dean.
8. The report, CCTV footage, candidate's written statement (if any), seized materials, seating plan, and other evidence shall be compiled by the Chief Superintendent as a malpractice report.
9. The Chief Superintendent shall submit the malpractice report to the Controller of Examinations through the Dean.
10. The CoE shall forward the malpractice report to the MEC for further action.
11. Materials shall be kept in the custody of the Examination Branch and presented before the MEC.
12. The MEC shall inquire into each instance of malpractice/misconduct and submit its report and recommendations, based on the Category of the offence, to the Controller of Examinations for a decision within 7 working days.

4.9 Communication of Orders and Imposition of Penalties

Based on the MEC's findings, the following penalties may be imposed:

1. Warning and record entry, for minor violations.
2. Annulment of the specific examination, for first-time offences.
3. Suspension from future examinations, for up to one year.
4. Debarment from the University, for repeated or serious offences.
5. Legal action, in cases involving hacking, impersonation, or external involvement.

4.10 Review of the Case

MODERATION NOTE

The source document allowed 48 days for a student to appeal an MEC decision to the Vice-Chancellor — a materially longer window than the 7-working-day response time set elsewhere in this policy for result-related grievances, and out of step with the shorter appeal windows typically seen at peer institutions. This appears to be a drafting error rather than a deliberate policy choice. It is moderated below to a 15-working-day window, which still gives the student a fair opportunity to appeal while keeping the overall case-resolution timeline consistent. The Academic Council may substitute a different figure if 48 days (or some other period) was in fact intended.

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1. Students may appeal to the Vice-Chancellor, through the Controller of Examinations, within 15 working days of receiving the MEC's decision.
2. The appeal shall be reviewed and the final decision given by the Vice-Chancellor within 7 to 10 working days.

4.11 Unfair Means and Corresponding Punishments

S.No.	Nature of Malpractice / Unfair Means	Punishment
1	Possession in the examination hall, or use, of any chit (including blank paper), notes, books, or examination-related information in any form — including on the student's body or clothing, mobile phones, or transmitting/receiving devices — or keeping such items in the premises (including toilets) except in designated areas.	Cancellation of the current answer paper of the offender, and a warning.
2	Copying or attempting to copy from other candidates.	Cancellation of the papers of both candidates involved; warning.
3	Talking to or communicating in any manner with other candidates during the examination, including through gestures or signals.	Immediate warning.
4	Helping others by sharing answers, providing written or verbal assistance, or using unauthorised materials to gain an unfair advantage inside the examination hall.	Disqualification from the current answer paper.
5	Repeating offences 2, 3, or 4 after a first warning.	Cancellation of the current paper for all candidates involved, and suspension from further examinations.
6	Cheating in any form, directly or indirectly, or any attempt to do so, before or during examination time.	Cancellation of the current exam; ban from appearing in the next University examination.
7	Not following the rules of the University examination.	Warning; removal from the exam hall.
8	Failing to comply with the instructions of the invigilator or examiner.	Warning; removal from the exam hall.

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S.No.	Nature of Malpractice / Unfair Means	Punishment
9	Repetition of any Category I offence during the tenure of the course/programme.	Suspension from further examinations of that academic year.
10	Impersonation of another student, or allowing oneself to be impersonated.	Suspension from further examinations of that academic year, and legal action by filing a case.
11	Unauthorised access to the examination question paper before the examination, or an attempt to do so.	Expulsion from the institution; legal consequences by filing a case.
12	Offering or attempting to offer money, gifts, or favours in exchange for marks, or threatening authorities for help in the examination.	Suspension for 6 months from attending the examination; legal consequences by filing a case.
13	Influencing examiners for written, practical, or oral examinations, including bribing or attempting to bribe an examiner, invigilator, or other authority.	Suspension for 6 months from attending the examination; legal consequences by filing a case.
14	Carrying a question paper outside the examination venue, or carrying/destroying an answer sheet/tablet during or after the exam.	Cancellation of the entire examination; further disciplinary action, including suspension from the University.
15	Mutilation or replacement of an answer script, in part or in full.	Expulsion from the institution; possible legal consequences by filing a case.
16	Obtaining assistance from outside the examination hall.	Suspension for 6 months from attending the examination; possible legal consequences by filing a case.
17	Carrying electronic gadgets into the examination hall despite instructions.	Suspension from further examinations of that academic year.
18	Intimidation, misbehaviour, assault, or attempted assault on an invigilator or examiner, inside or outside the examination venue.	Expulsion from the institution; possible legal consequences by filing a case.

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S.No.	Nature of Malpractice / Unfair Means	Punishment
19	Damaging or attempting to damage articles or property of the examination hall, the institution, or an invigilator/examiner.	Expulsion from the institution; possible legal consequences; financial penalty of double the cost of the damage.
20	Creating any form of disturbance in the examination venue.	Immediate removal from the examination hall; possible cancellation of the current exam.
21	Unauthorised access to exam servers or submission portals, or attempting to modify answers after submission.	Expulsion from the institution; legal consequences by filing a case.
22	Any repetition of a Category II offence by the student.	Expulsion from the University.
23	Any direct or indirect involvement of faculty or supporting staff in a Category II offence.	Dismissal from the University.



Sd/-
Registrar

Annexure I: Malpractice / Unfair Means Incident Report Form

(To be sent to the Controller of Examinations by name, in a sealed cover.)

Part I

Field	Details
College	
Examination	
Subject	
Paper	
Date	
Name of the Candidate	
Registration / Hall Ticket No. of Candidate	

Field	Details
Name of Father/Mother	
Permanent Address	

The case took place in the room shown in the copy of the seating plan, on _____ (date) at _____ (time). The distance between the offending candidate(s) and the Superintendent's table was approximately _____.

The following is attached: the Superintendent's/Invigilators' report and diary; the Chief Superintendent's detailed report; statement of the candidate; seating plan; materials seized from the candidate; answer book and question paper.

Place: _____ Date: _____

Student Signature: _____ Invigilator Signature: _____ Chief Superintendent: _____

Part II — Statement of the Candidate

1. The statement of the candidate shall be obtained by the Chief Superintendent in the presence of a responsible witness.
2. The statement shall be in the candidate's own handwriting, signed by the candidate, and attested by the witness and the Chief Superintendent.
3. If the candidate refuses to give a statement, the candidate shall be asked to record that refusal in writing.
4. If the candidate refuses to do even that, the fact shall be noted and duly witnessed by two invigilators.

Signature of the Candidate: _____

Part III — Report of the Chief Superintendent

Place: _____ Signature of the Chief Superintendent: _____ Date: _____

Part IV — Report of the Squad / Special Observer

Place: _____ Signature of the Squad/Observer: _____ Date: _____

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5. One-Time Exception for Late Arrival and Emergency Scribe Assignment in University Examinations

MODERATION NOTE

The source document contained two separate write-ups of this policy (one embedded under the Value-Added Courses policy review clause, and one as a standalone circular), which repeated and in places contradicted each other, and one of which contained an unresolved template placeholder — "...enrolled in [Malla Reddy Vishwavidyapeeth Name] who experience emergencies..." — left over from drafting. Both versions are consolidated into the single policy below, and the placeholder is resolved to Malla Reddy Vishwavidyapeeth throughout.

5.1 Short Title, Commencement, and Statutory Basis

1. This Policy shall be called the University Policy on One-Time Exception for Late Arrival and Emergency Scribe Assignment in Examinations, 2025, and shall come into force from the date of its notification.
2. It shall apply to all Undergraduate, Postgraduate, Diploma, and Professional Programmes conducted under the control of the University.
3. This Policy is issued in exercise of the powers vested in the University under its Statutes/Ordinances, read with: the UGC (Minimum Standards of Instruction and Evaluation) Regulations, 2024 (Section 15), which mandate that the University adopt the directions/guidelines issued by the UGC and other statutory bodies from time to time regarding the conduct of examinations; the UGC Comprehensive Accessibility Guidelines and Standards for Higher Education Institutions, 2022, which direct higher-education institutions to provide reasonable accommodation — including scribes, assistive devices, and extended examination time — for students with disabilities; and the Rights of Persons with Disabilities Act, 2016 (Sections 16 and 17), which require educational institutions to ensure inclusive education and reasonable accommodation during assessments.

5.2 Definitions

- "Candidate" means a student duly registered to appear for a University examination.
- "Scribe" means a person permitted to write the examination on behalf of a candidate who is unable to do so owing to disability, as per UGC and RPwD Act guidelines.
- "Controller of Examinations" means the officer designated to oversee all examination-related matters of the University.

- "One-Time Exception" means a concession allowed only once during the entire academic programme of a candidate, save in extraordinary circumstances duly approved in writing by the Vice-Chancellor/Controller of Examinations.

5.3 Purpose and Scope

This policy provides clarity on the procedure for students who arrive late to an examination owing to unforeseen emergencies or extreme circumstances, and for the emergency assignment of a scribe or other assistive arrangement to candidates with disabilities (including candidates with benchmark disabilities), while maintaining the integrity of the examination process. It applies to all students enrolled in Malla Reddy Vishwavidyapeeth who experience such emergencies or extreme circumstances.

5.3.1 Definition of Emergency and Extreme Circumstances

Emergencies and extreme circumstances include, but are not limited to:

- Medical emergencies (e.g., serious illness or injury)
- Family emergencies (e.g., death of a close family member)
- Natural disasters (e.g., floods, earthquakes, severe weather)
- Transportation issues (e.g., vehicle breakdown, public transport disruption)
- Legal or governmental delays (e.g., traffic accidents, roadblocks)

Note: routine delays or personal negligence will not be considered under this policy.

5.4 Late Arrival to Examination

1. A candidate arriving late may be permitted to enter the examination hall up to 30 minutes after commencement, provided the delay is due to a genuine and verifiable reason such as a medical emergency, accident, or public transport disruption.
2. No additional time shall be granted to compensate for the late arrival.
3. The candidate shall submit documentary proof of the emergency within 24 hours of the examination.
4. This concession is available only once during the entire duration of the programme.
5. Where circumstances are extremely severe (e.g., multiple students affected by a large-scale disaster), the University may consider rescheduling the exam, offering an alternative mode of examination (online or take-home), or granting an extended period to complete the assessment.

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5.5 Emergency Assignment of a Scribe

1. Ordinarily, applications for a scribe must be submitted at least seven days before the commencement of the examination.
2. In the event of sudden illness, accident, or unavailability of the previously arranged scribe, the Chief/Centre Superintendent may assign a scribe at short notice and shall duly inform the CoE office by email immediately.
3. The candidate shall submit appropriate documentary proof (disability certificate, medical certificate, etc.) within 48 hours of the examination.
4. The scribe shall meet UGC eligibility requirements, including being academically junior to the candidate.
5. This emergency provision shall be treated as a one-time exception.
6. A maximum of an additional 30 minutes shall be allowed as a one-time exception where a scribe is used for the University examination.

5.6 Procedure for Reporting Late Arrival

5.6.1 Immediate Notification

- Students must notify the exam invigilator or relevant exam office as soon as they become aware of the late arrival, by phone, email, or direct messaging, depending on the available contact options.
- If a student is unable to notify in advance owing to the emergency, they must do so at the earliest opportunity.

5.6.2 Documentation Requirement

- The student must provide valid documentation supporting the claim of an emergency or extreme circumstance (e.g., doctor's note, police report, hospital discharge summary, or similar proof).
- Documentation should be submitted within 24 hours of the exam, or as soon as possible where the emergency delays immediate submission.

5.6.3 Assessment of Late Arrival

- The exam proctor or designated officer will assess the situation and determine whether it meets the criteria for late arrival.
- Where deemed an emergency, the student may be permitted to take the exam in a separate room or at an alternative time, subject to availability.

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5.6.4 Time Limits for Late Entry

- Students may be allowed to enter the exam room up to 30 minutes after the scheduled start, at the discretion of the exam proctor. After this, entry will not be permitted except in exceptional circumstances.

5.7 Documentation, Reporting, and Authority

1. All such cases shall be recorded in the Examination Exception Register maintained by the Office of the Controller of Examinations.
2. The Chief/Centre Superintendent of the Examination Centre shall submit an incident report to the Controller of Examinations within 24 hours.
3. The candidate availing the concession shall sign a declaration acknowledging its one-time nature and that any misuse will render them ineligible for future exceptions.
4. The decision of the Controller of Examinations, duly approved by the Vice-Chancellor where required, shall be final and binding in all matters relating to the grant of this exception.
5. Repeated or frivolous claims shall invite disciplinary action and denial of the concession.

5.8 Student Responsibility

1. Students are responsible for making every effort to arrive on time for examinations.
2. If a student anticipates being late owing to a known circumstance (e.g., scheduled medical treatment), they must inform the relevant department or exam office in advance.

5.9 Saving Clause

1. Nothing in this Policy shall derogate from the rights guaranteed under the Rights of Persons with Disabilities Act, 2016, or any subsequent UGC directive.
2. In the event of a conflict between this Policy and any statutory enactment, the statutory enactment shall prevail.

This Policy shall come into force with immediate effect.

Sd/-

Registrar

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Annexure A: Application for Scribe / Assistive Arrangements

Candidate Name: _____ Roll No: _____ Programme: _____

Type of Disability (with Certificate No.): _____

Assistance Required: _____

If bringing own scribe — Name, ID, Qualification of Scribe: _____

Signature of Candidate: _____ Date: _____

Annexure B: Scribe Declaration Form

I, _____ (Name of Scribe), hereby declare that I will faithfully record the answers dictated by the candidate and shall maintain confidentiality.

Signature of Scribe: _____ Signature of Candidate: _____ Signature of Invigilator: _____

Annexure C: Late Entry Log Sheet

Date: _____ Exam Session: _____

Candidate Name: _____ Roll No: _____

Time of Entry: _____ Reason for Delay: _____

Signature of Candidate: _____ Signature of Invigilator: _____

Annexure D: Medical / Emergency Evidence Checklist

- Medical Certificate (original)
- Hospital/Police Report (if applicable)
- Application to the Controller of Examinations
- Verification Notes

Approved by: _____ Signature: _____

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6. CoE Compliance Record Policy

MODERATION NOTE

The source document referred to the examination tablet inconsistently as "digitab" in most places and "Digipad" in the Daily Compliance Record. This edition standardises on "Digipad" throughout for a single, unambiguous term.

The Compliance Logbook shall serve as the official instrument of record to ensure transparency, accountability, and legal conformity in the conduct of University examinations of Malla Reddy Vishwavidyapeeth. It shall provide verifiable evidence that the Centre Superintendent and associated personnel have duly complied with all instructions, directions, and guidelines issued by the CoE and the University.

6.1 Instructions to Candidates

- All candidates shall report to the examination centre not later than thirty minutes before the commencement of the examination. Latecomers will not be permitted to enter the exam hall; there is no entry after commencement of the University exams.
- Entry will be permitted only on presentation of a valid Hall Ticket/Admit Card along with the University Identity Card.
- Candidates are permitted to carry stationery — pens, pencils, and erasers — for paper-based exams.
- Possession of calculators, mobile phones, smart watches, other electronic gadgets, or unauthorised material is strictly prohibited.
- Each candidate must occupy the seat allotted as per the prescribed seating arrangement and maintain absolute silence within the examination premises. The candidate should cross-check the seating plan and occupy only the allotted seat; any issue with the seating arrangement may be raised with the invigilators and the Hall Superintendent.
- For Digipad exams, no stationery is required; a stylus will be provided. The Digipad must be calibrated before the commencement of the exam, and any issue must be reported to the invigilator.
- Attendance must be recorded by signing the attendance sheet, and identity cards shall be produced on demand.
- Candidates shall not leave the examination hall until the exam finishes.



- Any candidate found indulging in unfair means/malpractice will be liable for disciplinary and legal action in accordance with the University Examination Regulations.

6.2 Instructions to Invigilators

- Invigilators shall report for duty at least thirty minutes before the commencement of each examination session, and are not permitted to carry mobile phones or other electronic devices into the exam hall.
- They shall collect question papers and answer booklets from the Hall Superintendent in sealed condition, verifying integrity before distribution.
- They must ensure strict identity verification of candidates, maintain accurate attendance records, and exercise vigilance to prevent malpractice.
- At the conclusion of the examination, invigilators shall collect all answer scripts, reconcile them with the attendance sheets, and hand them to the Hall Superintendent without delay.
- For Digipad examinations, invigilators shall cross-check the device number against the candidate's roll number. If a device malfunctions or switches off, the time shall be noted immediately, an alternative Digipad provided, and the lost time added back automatically on the Digipad and noted on the attendance sheet. Any Digipad issue shall be reported to the Hall Superintendent, and the technical team shall resolve it.

6.3 Instructions to the Hall Superintendent

- The Hall Superintendent shall supervise invigilators and ensure the orderly distribution of question papers, answer booklets, and Digipads according to the seating plan, and confirm that Digipads are ready for calibration.
- Seating arrangements must be verified for compliance with prescribed norms, and any malpractice or irregularity shall be immediately recorded and reported to the Chief Superintendent.
- CCTV surveillance, security checks at the exam hall premises, and record-keeping of students leaving for restrooms are critical.
- Where there is any issue with the Digipads, the invigilator/Hall Superintendent may contact the technical team for immediate resolution.
- After completion, the Digipads and styluses must be returned to the charging dock.
- A daily record of compliance shall be maintained in the prescribed logbook; all answer scripts must be collected, verified, sealed, and forwarded to the Centre Superintendent as required.

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6.4 Responsibilities of the Chief Superintendent / Deputy Chief Superintendent

- Bears overall responsibility for the fair and efficient conduct of examinations at the centre.
- Question-paper packets for manual exams received from the CoE must be secured and opened only in the presence of authorised staff, as per protocol; Digipads must be stored securely, with adequate protection from power surges, water leakage, pest damage, and other deleterious causes.
- Uninterrupted power supply, internet connectivity, and logistical requirements must be ensured promptly. Movement of Digipads between the storage area, charging points, and exam hall must be documented and monitored strictly.
- Duties shall be allocated to Hall Superintendents, Invigilators, and support staff, with continuous supervision to ensure compliance with University regulations.

6.5 Responsibilities of the Centre Superintendent

- Acts as the principal authority at the examination centre on behalf of the CoE, and ensures that all instructions, regulations, and directions issued by the CoE and the University are strictly implemented.
- Supervises the work of the Chief Superintendent, Hall Superintendents, and Invigilators to ensure coordinated functioning and compliance.
- Any emergency — power failure, disturbance, or medical incident — must be dealt with promptly and reported to the CoE.
- Responsible for preparing daily compliance reports, preserving examination records, and submitting reports of malpractice, irregularity, or deviation to the CoE without delay.
- The Compliance Logbook must be maintained daily, duly signed and certified, and the Centre Superintendent is responsible for the confidentiality, safe custody, and timely dispatch of all examination materials.
- A comprehensive report on the conduct of examinations, including any irregularities, must be submitted to the CoE immediately after each session; on completion of the examination schedule, a final consolidated report with all required enclosures shall be forwarded to the CoE.

Sd/-

Registrar

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Annexure I: Daily Compliance Record

A dedicated record shall be maintained for each day of the examination, in the following format:

1. Name of the Centre
2. Date of the Examination
3. Exam Session (Morning/Afternoon)
4. Exam Details — Subject Code, Subject Name, Course (UG/PG), number of candidates registered/present
5. Instructions Received from CoE — Yes/No; reference notification number
6. Question Paper Receipt and Verification (if manual) — time received, packet seal intact (Y/N), signature of receiving officer
7. Exam Hall Preparation — seating plan created and displayed per the exam notification; seating arrangements verified; restrooms and exam hall secured; invigilators allocated (one invigilator per 25 students); Centre/Chief Superintendent has briefed invigilators and support staff; Digipads charged and ready; uninterrupted power and internet connectivity provided; CCTV surveillance checked for all exam halls and corridors
8. Attendance and Identity Verification — attendance sheet created per exam schedule; ID checks completed before entry; students entered the hall 30 minutes before the exam; attendance sheet signed; device number (Digipad) or booklet number recorded in the appropriate section; every page of the attendance sheet signed by the invigilator and Chief Superintendent
9. Deviations / Malpractice / Irregularities — details (if any), action taken, report sent
10. Answer Book Collection and Sealing (if manual) — time of collection, scanning, and sealing; verification of sealed packets; confirmation of dispatch and receipt
11. Compliance Confirmation — all instructions followed (Yes/No); deviations noted (if any); each entry signed in ink and countersigned by the Centre Superintendent; pages pre-numbered to prevent tampering; logbook submitted to the CoE for archiving; both a hard copy (bound register) and a soft copy (scanned PDF) maintained as legal evidence
12. Signatures — Centre Superintendent, Chief Superintendent, Observer/Flying Squad (if any), Invigilators

Centre Superintendent

Controller of Examinations

Annexure II: Special Compliance Section

- Record of any unexpected events (power failure or natural disruption)
- Emergency communication made to the CoE (with timestamp)
- Corrective action taken

Centre Superintendent

Controller of Examinations



Annexure III: End-of-Examination Summary

At the close of the examination schedule:

- Exam scheduled dates — Theory; Practicals
- Total number of sessions conducted
- Total candidates appeared versus absentees
- Number of malpractice cases reported
- Certificate of compliance by the Centre Superintendent, with signature and seal
- Observer's final remarks (if applicable)

Centre Superintendent

Controller of Examinations



Summary of Key Moderations

This section summarises, in one place, the substantive and editorial changes made while moderating the original policy against the publicly available examination frameworks of Dr. D. Y. Patil Vidyapeeth (Pune), Sri Ramachandra Institute of Higher Education and Research (Chennai), and Manipal Academy of Higher Education (Manipal), for ease of Academic Council review.

A. Substantive Additions (benchmarked)

S.No	Clause	Change	Benchmarking Basis
1	3.5 Retotalling, Scrutiny, and Answer-Script Review	Added a certified-photocopy-and-scrutiny step, with a defined 7-day application window and a 15-working-day turnaround, ahead of MRV's existing retotalling process. Full revaluation remains outside MRV's model unless mandated by an apex body for a specific programme.	Peer institutions offer either full revaluation or a certified-photocopy-and-scrutiny route within a fixed post-result window; MRV's original clause offered neither.
2	3.6 Grievance Redressal Committee	Specified the Committee's composition (Dean, CoE nominee, senior faculty, student representative) and added an advisory role for the University Ombudsperson, with a 7-working-day disposal timeline.	Consistent with the UGC (Grievance Redressal) Regulations, which require an Ombudsperson on the institutional grievance mechanism, and with the committee structure used at MAHE.

B. Corrections to the Source Document

S.No	Issue Found	Correction Made
1	Two overlapping, partly contradictory versions of the Late Arrival & Emergency Scribe policy — one nested (out of place) inside the VAC Policy Review clause, one as a standalone circular.	Consolidated into a single policy (Section 5); the duplicate nested under the VAC policy was removed.

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S.No	Issue Found	Correction Made
2	Unresolved template placeholder: "...enrolled in [Malla Reddy Vishwavidyapeeth Name] who experience emergencies..."	Resolved to "Malla Reddy Vishwavidyapeeth"; the sentence is stated once, not twice.
3	Recurring generic-institution references incorrectly rendered as "Malla Reddy Vishwavidyapeeths" (plural) — e.g., "UGC ... Guidelines for Higher Education Malla Reddy Vishwavidyapeeths, 2022"; "educational Malla Reddy Vishwavidyapeeths to ensure inclusive education" — evidently the result of a find-and-replace of a generic term.	Restored to the correct generic terms (e.g., "Higher Education Institutions") where the clause is describing a UGC-wide regulation, while retaining "Malla Reddy Vishwavidyapeeth" wherever the clause is in fact describing MRV itself.
4	Malpractice penalty table (clause 4.11) numbered 1–10, then skipped to 12, omitting row 11.	Renumbered 1–23 without gaps.
5	Appeal window against an MEC decision given as "48 days" — far longer than the 7-working-day timeline used elsewhere in the policy for result-related grievances.	Standardised to 15 working days pending Academic Council confirmation of the intended figure.
6	Inconsistent terminology: "digitab" used throughout the CoE Compliance Record Policy, "Digipad" used once in the Daily Compliance Record.	Standardised on "Digipad" throughout Section 6.
7	Three sections of the original document (Academic Integrity Rules, the Late Arrival Circular, and the Examination Policy overview) each began as a standalone numbered item nested one level too deep, inside the Value-Added Courses Policy Review clause, creating orphaned cross-references.	Removed the orphaned nested references; each policy now stands as its own numbered section (Sections 3–5) at the top level of this consolidated document.

C. Structural Change

The six previously separate documents/circulars have been consolidated into one numbered instrument with a single table of contents, a single Preface explaining the basis of this review, and

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this Summary, so that future amendments can be tracked against one authoritative version rather than several stand-alone files.

D. Next Steps

1. Circulate this consolidated draft to the Deans of constituent Colleges and the Controller of Examinations for comment.
2. Place before the Academic Council for approval of the two substantive additions (Section A above) and confirmation of the corrected figures (Section B, items 5 and 6 in particular).
3. On approval, notify the consolidated policy in place of the six existing documents/circulars it supersedes.

