

## INSTRUCTIONS FOR STUDENTS

- **End Semester examinations** are to be conducted in an **OPEN BOOK ONLINE MODE** for the students who have already filled their examination forms for the Session – **Spring 20-21**.
- Candidates are advised to check the schedule and timings for the examinations from the notified Examination Schedule.
- Install Scanning App- **DocScanner** in your Android phone. (You can use **CamScanner** also if you already have it installed).
- Get a 320 pages , white sheets, ruled note book for writing answers in it.
- Candidates should write the answers only on white sheets note book / Register (with a page restriction of 32 pages per paper) and mark page number in each sheet. The candidates are advised to write their answers precisely and attempt the question paper not exceeding the page limit.
- Before writing answers, the candidates are required to write the following details on the first page of answer sheet.

<b>ENROLLMENT NO.:</b>	
Name:	Program:
Branch/Sp.:	Semester:
Course Code:	Course Name:
Total No. of Pages:	Date of Exam:
Signature:	

- The link for question paper will be available in University website and would be active only **05 minutes** before the scheduled time for the exam. **3 hrs (12:30 – 03:30 pm)** would be given for writing the exam.
- After completion of the examination, the candidates should scan each written page in an order serially and compile in a single file in PDF and upload the PDF. 60 minutes would be given for scanning and uploading the answer sheet. **The link for submission of answer sheets will be deactivated at 04:30 PM.**
- **SUBMITTING THE ANSWER SHEET TO THE UNIVERSITY THROUGH EMAIL / WHATSAPP OR ANY OTHER MODES IS NOT PERMITTED.**
- Upon Submission, an auto generated email would be sent to you on your email ID. This is the acknowledgement that your answer sheet has been successfully submitted.
- **On the next day of last examination, the hard copy of the note Book / Register containing all answer sheets should be posted in a sealed envelope to the following address through Speed Post / Registered Post only and the Program Name & Enrollment No. should be written on the Envelope:**

**CONTROLLER OF EXAMINATIONS**

**SAGE UNIVERSITY**

**KATARA EXTENSION, SAHARA BYPASS ROAD**

**BHOPAL (M.P.) - 462022**

- ALL ANSWER SHEETS UPLOADED ON THE PORTAL OF SAGE UNIVERSITY WILL BE CROSS-VERIFIED WITH THE HARD COPIES RECEIVED IN THE UNIVERSITY AND ARE LIABLE TO BE REJECTED FOR EVALUATION IF ANY ALTERATION IS OBSERVED.
- Since Online Examination is a pen and paper examination to be attempted by the candidates from their own places, thereby, no other provisions like rechecking or re-evaluation is permitted in this regard.

**PLEASE NOTE:**

- On receipt of report regarding use of unfair means (UFM) by any candidate or malpractices used, the Examination Discipline Committee shall have power at any time to institute inquiry and to punish such persons using malpractices.
- Gravity and nature of Malpractice shall be decided by the committee and penalty is recommended by the committee.

	<b>Nature Of Offence</b>	<b>Action to Be Taken</b>
<b>Direct intent/attempt to draw un-lawful advantage</b>	(a) Cheating/copying detected during evaluation of the answer sheet. (b) Making use of unauthorized material like written/photocopied note by himself/herself or through assistance of others. (c) Found to have received help from other students or giving help to other students through passing some written material pertaining to the questions set in the paper concerned. (d) Found to be allowing other student's to copy from his/her answer book.	The student should be <b>awarded Fail grade</b> in that subject. The student may be allowed or / disallowed to appear in next supplementary Examination of that subject.
<b>Direct involvement in unethical means</b>	A student is found: (a) Guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.	<b>All Examination to be cancelled</b> for that semester and the student to be awarded fail grade in all courses registered for the semester. Further the student is disallowed from appearing in supplementary examination
<b>Direct involvement in unethical means and lacking integrity</b>	(a) found in possession of answer-book not his/her own (b) impersonating another candidates (c) Allowing impersonation	<b>All Examinations of that semester to be cancelled</b> and the student to be awarded fail grade in all courses registered for the semester. <b>Further the student is disallowed from</b>

	in any Examination.	<b>appearing in supplementary examination.</b> In addition, the student <b>may be debarred from appearing in any University Examination for a period of one semester</b> or expulsion from the University depending on the gravity of the offence.
<b>Repeat/habitual offences</b>	Second/subsequent case(s) of UFM reported against a student in the same academic year.	One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her, including the action corresponding to present UFM case.
<b>Any other similar act(s) of commission and/or omission(s)</b>	which may be considered as Malpractice by the competent authority	As recommended by Committee