

2.5.3: IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

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- 1] Year wise number of application students and revaluation cases
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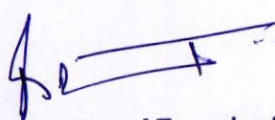
2.5.3: Year wise number of applications, students and revaluation cases

Reassessment:

Academic Year	Total students appeared for Regular Examinations	No. of students applied for reassessment
2017-18	1766	10
2018-19	2866	9
2019-20	3658	8
2020-21	4321	9
2021-22	5751	11

Unfair Means (UFM):

Academic Year	Winter	Summer
2017-18	15	13
2018-19	14	17
2019-20	21	0
2020-21	1	16
2021-22	18	19



Controller of Examination
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MU/Exam/Notification/2020/18

Credit System (Academic Year 2021 onwards)

1. The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.

2. Credit Assignment:

2.1. Credit Assignment

Lectures: One lecture hour per week per semester is assigned one credit.

Tutorials: One tutorial hour per week per semester is assigned one credit.

Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses.

2.2. Earned Credits (EC)

The credits assigned to a course in which a student has obtained 'P' (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

3. Credit Standing for Lateral Entry Students:

- 3.1 A candidate who has completed a 3-year Diploma recognized by the Directorate of Technical Education, Gujarat or a 3-year Degree program recognized by this university will have a credit standing equivalent to the aggregate of credits stipulated for the first year of B.Tech in the respective specialisation less the aggregate of credits that will be earned through the bridge courses at Marwadi University.

For instance, assuming the total credits stipulated for a particular specialisation of first year B.Tech is suppose 52, and the aggregate of bridge courses if mathematics (2

credits), Physics (2 credits) and Chemistry (2 credits) is 6 credits, then the credit standing would work out to $52-6= 46$ credits. In this case the student, has to earn $[180/240 - 46 = 134/194$ credits, including the credits of bridge courses] to receive his/her B.Tech degree.

3.2 Similar credit standing would be worked out for other equivalent Diploma or Degree.

4. Registration / enrollment for courses :

The process of signing-up for courses is called registration. Students are enrolled after they pay the prescribed fees. For a student to attend classes he has to necessarily complete both registration and enrollment.

All students shall formally register for the courses every semester to undergo course work.

4.1 Registration of any course will be controlled by the concerned Head of the department.

Except for the first semester, (and III semester in the case of lateral entry students) the registration for a semester will be done during a specified week immediately after the end semester examination of the previous semester. For the first semester (and III semester in the case of lateral entry students) registration shall be completed within a week prior to the commencement of classes.

Late enrollment will be permitted with a fine, decided from time to time, up to two weeks from the last date specified for enrollment.

4.2 The registration sheet contains the course number, course name, number of credits earned till date, number of credits opted for the current semester, and the remaining number of credits to earn for the award of the degree. The student will make the choice of courses on his own or in consultation with his/her Faculty Adviser.

4.3 Minimum and maximum number of credits to be registered for each semester must be as follows:

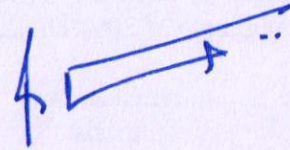
1. A candidate can register for credits as high as permissible maximum per semester.
2. A candidate can register for credits as low as permissible minimum per semester.
3. The permissible maximum is 30 credits and the permissible minimum is 15 credits per semester or the remaining/balance credits to attain 180/240 credits, whichever is lesser.
4. A normal / average workload that a candidate may opt is about 22 credits per semester.
5. A candidate must necessarily register for courses for a minimum of 8 full Semesters to complete the degree

4.4 A candidate has a provision to go with a normal pace of 22 credits per semester. However, he/she may opt to go with a slow pace of as low as 15 credits per semester or with an accelerated pace of as high as 26 credits per semester with the approval of the department.

4.5 If a student elects to register for only the minimum number of credits (15) in each semester, then he/she will have an opportunity to complete the degree in 12 semesters; alternatively, if a student elects to register for only the maximum number of

credits, he/she will have an opportunity to complete the degree in 7 semesters. But in order to comply strictly with the rules and norms of UGC, no student will be allowed to complete the degree in less than 8 full- semesters.

- 4.6 A candidate may register for a minimum of say, 15 credits per semester, but it is possible that he/she may earn less than 15 credits in a semester. It may be theoretically possible that he/she may just earn ZERO credits in a semester. However, he/she should register for credits less than or equal to the permissible maximum and more than or equal to permissible minimum per semester, including the re- registration done for uncleared papers of earlier semester(s), if any. Notwithstanding the above, the minimum credits registered can be less than 15 if and only if the remaining or balance credits to attain 180 credits is less than 15 credits.



Controller of Examination
Marwadi University,
Rajkot

Amendment in Evaluation Procedure**1. Assessment/Evaluation Procedure:**

- 1.1 In case of multi-section/teacher course, a course/subject coordinator is appointed by the department faculty Coordinator and the following procedure shall be followed by the course/subject coordinator in consultation with the team of faculty members.
- 1.2 The academic performance of a student is evaluated by the concerned instructor with the approval from the department coordinator, except in the case of project work where other examiners may be nominated from the University for the viva voce.
- 1.3 The student's performance in each course, in general, is evaluated based on *in-semester continuous assessment*, internal assessment and *end-semester examination*.

An *in-semester continuous assessment* (also known as comprehensive assessment)(CSE) is spread through the duration of course and is done by the teacher teaching the course with a weightage of 20%. The assessment is done through various means including:

- | | |
|----------------------|---------------------------------------|
| 1. Attendance | 8. Projects |
| 2. Tutorials | 9. Field visits |
| 3. Assignment | 10. Seminars |
| 4. Surprise Test | 11. Group discussions/activities etc. |
| 5. Class Test | 12. Open Book Test |
| 6. MCQ based quizzes | 13. Take Home Exam |
| 7. Presentations | |

An *in-semester internal assessment (I.A.)* is spread through the duration of course and is done by the teacher teaching the course with a weightage of 30%. The assessment is done through various means including:

1. Written tests(MidSem.Exam)
2. Class Test
3. MCQ based quizzes
4. Presentations
5. Projects
6. Field visits
7. Seminars
8. Group discussions/activities
9. Open Book Exam
10. Take Home Exam

The *end semester examination* shall have assessment from the following perspective with respect to all courses:

1. Evaluation with respect to remembering.
2. Evaluation with respect to knowledge.
3. Evaluation with respect to Understanding.
4. Evaluation with respect to skill.
5. Evaluation with respect to Applications
6. Higher Order Thinking Skills

The assessment method is further detailed below:

(a) Course without any practical component-Theory courses

Assessment tool	Weightage	Remarks
Mid SemExam	30%	Duration–60minutes
1. Attendance 2. Tutorials 3. Assignment 4. Surprise Test 5. Class Test 6. MCQ based quizzes 7. Presentations 8. Projects 9. Field visits 10. Seminars 11. Group discussions/activities etc 12. Open Book Test 13. Take Home Exam	20%	As decided and announced by the teacher concerned in the class at the beginning of the course.
Total in-semester assessment	50%	
End semester Examination	50%	Duration–3hours

(b) Course with theory and practical component

- (i) The theory and practical portions shall be assessed separately for 100 marks each for theory and 50 / 25 marks each for practical. Grading shall be done for this consolidated mark.
- (ii) Assessment method for theory component is same as detailed in (a) above.
- (iii) Assessment for practical component is as given below:

Assessment tool	Weight age	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference, and prompt submission of record of work done. 2. Marks for model examination (if any) Or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else “Ab” grade will be awarded.

(c) Course with only practical component
(i) Laboratory courses

Assessment tool	Weight age	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference and prompt submission of record of work done. 2. Marks for model examination (if any) Or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else "Ab" grade will be awarded.

(ii) Final semester project work

Projects as far as possible should be socially relevant and product oriented. Projects can be carried out by individual students or by a group of students with a maximum of four students in a group.

The assessment method for the project work consists of in-semester and end semester valuations as detailed below:

Assessment	Weightage	Weightage
In -Semester Evaluation (CE)		
Review I	Review of the project base on 1. Day to daywork 2. Quantity of Quality work 3. Punctuality & Regularity Mid-term seminar on the project work for 20 minutes by the students. Any other component to be decided and announced by the teachers.	15%
Review II		15%
Review III		20%
End Semester Evaluation(ES)		
Project report	Quantity of Quality of project report work	20%
Viva Voce	Based on performance of vivo voce	30%

1.4 The assessment process for courses like NCC/NSS/NSO/YOGA, Industrial Training and Personality Development courses which form part of the curriculum, shall be decided by the Course Coordinator at the commencement of the semester and communicated to all concerned.

1.5 When ever there is a deviation from procedures stated under 1.3, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the concerned Dean & Provost.

1.6 Structure for Grading of Academic Performance:

1.6.1. Letter Grades and Grade Points(GP):

Based on the performance, each student is awarded a final letter grade at the end of the each semester against each Course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B(Above Average)	6
C (Average)	5
D (Pass)	4
F (FAIL)	0
Ab(Absent)	0

Range for Grade Using Relative Grading System: Large Classes (>25 students)

For large classes (>25 students) the grading should follow a normal distribution for the award of the grade in the course. The marks obtained out of 100 would be converted into grades following the guidelines given below:

The mean (μ) and the standard deviation (σ) of marks obtained by all the students in a course shall be calculated. The grades shall be awarded to a student depending upon the marks and the ranges as per table given below:

Letter Grade	Grade Points	Lower Range -Upper Range
O (Outstanding)	10	$\geq \text{Mean} + 1.5 \sigma$
A+ (Excellent)	9	$\text{Mean} + 1.0\sigma \leq \text{to} < \text{Mean} + 1.5 \sigma$
A (Very Good)	8	$\text{Mean} + 0.5 \sigma \leq \text{to} < \text{Mean} + 1.0 \sigma$
B+ (Good)	7	$\text{Mean} \leq \text{to} < \text{Mean} + 0.5 \sigma$
B(Above Average)	6	$\text{Mean} - 0.5 \sigma \leq \text{to} < \text{Mean}$
C (Average)	5	$\text{Mean} - 1.0 \sigma \leq \text{to} < \text{Mean} - 0.5 \sigma$
D (Pass)	4	$\text{Mean} - 1.5 \sigma \leq \text{to} < \text{Mean} - 1.0 \sigma$
F (FAIL)	0	$< \text{Mean} - 1.5 \sigma$
Ab(Absent)	0	Failure due to insufficient attendance in the course./ Not submitted Term work

Range for Grade Using Absolute Grading System: Small Classes (≤ 25 students)

For small classes (≤ 25 students) the grades shall be awarded on the basis of absolute marks as given in the table below:

Letter Grade	Grade Points	Normalized Mark range
O (outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very Good)	8	70-79
B+ (Good)	7	60-69
B(Above Average)	6	50-59
C (Average)	5	40-49
D (Pass)	4	35-39
F(Fail)	0	Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent)
Ab(Absent)	0	Failure due to insufficient attendance in the course./ Not submitted Term work

For **Non-credit/Audit courses** “S” (Satisfactory) or “U” (Unsatisfactory) shall be indicated instead of the letter grade, and this will not be counted for the computation of SGPA/CGPA.

- For UG/DIPLOMA Students: Student having 35% or more marks should not be awarded the failing grade “F”. For PG Students: Student having 40% or more marks should not be awarded the failing grade “F”.
However, for a student to get a grade “D” or above in any course, he/she would have to appear in the End Examinations.
- The student fails due to not submitted Term/Course work or due to short of attendance, “F (Ab)” grade awarded to the student.
- Student can be awarded the highest grade “O”, if secured 70% or more marks.
- For B. Pharmacy/Law-Integrated/B. Physiotherapy in any semester, a student obtaining ‘C or D’ grade in any course/s with an overall SGPA of 5.5 and above shall be declared to have earned the full credits of that semester
- In the case when a course is being offered with more than one teacher teaching different batches, a committee chaired by the course/subject coordinator and all the other faculty members teaching the course as members will finalize the grades before submission.

1.6.2 A student is considered to have successfully completed a course and earned the credits if he/she secured a letter grade other than **F or Ab** in that course. *A letter grade F or Ab in any course implies a failure in that course.*

1.6.3 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where C_i =credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n =total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where S_i =Sum of credits in i^{th} semester, $(SGPA)_i$ =Semester Grade Point Average earned in i^{th} semester and r =number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

And example of these calculation is given below:

I Semester					
Subject Code	Credits	Grade Awarded	Earned Credits	Grade Points	Point Earned/ Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0101	4	C	4	5	20
01EE0101	4	D	4	4	16
01GS0101	4	A+	4	9	36
01SL0101	3	B+	3	7	21
01EE0102	4	C	4	5	20
01ME0101	1	D	1	4	4
01PE0101	3	A	3	8	24
Credits Registered in the I semester (total of column 2)				=	23
Earned Credits in the I semester (total of column 4)				=	23
Point secured in the I semester (total of column 6)				=	141
SGPA (I Semester)	=		6		
CGPA (I Semester)	=		6		

II Semester					
Subject Code	Credits	Grade Awarded	Earned Credits	Grade Points	Point Earned/ Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0102	3	C	3	5	15
01EC0101	1	D	1	4	4
01EN0101	1	A+	1	9	9
01CI0101	3	B+	3	7	21
01ME0103	4	C	4	5	20
01CE0101	4	D	4	4	16
01CR0101	4	A	4	8	32
01MA0103	3	C	3	5	15
Credits Registered in the II semester (total of column 2)				=	23
Earned Credits in the II semester (total of column 4)				=	23
Point secured in the II semester (total of column 6)				=	132
SGPA (II Semester)	=	5.7			
CGPA (II Semester)	=	(141 + 132) / (23+23)		5.9	

1.6.5 Conversion of grades into percentages

The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of CGPAs to equivalent percentage has been adopted and same is approved by the Academic council of the University.

Formula for conversion of equivalent percentage of CGPA as follows:

$$\text{Percentage marks} = (\text{CGPA} - 0.5) \times 10$$

1.6.6 Class/Distinction will be awarded to the students after they successfully complete the programme as per the norms stipulated in the following table:

Category	CGPA	Class / Distinction
Students who successfully complete the programme.	Below 5.5	Pass Class
	5.5 and above	Second Class
	6.5 and above	First Class
	7.1 and above	First Class with Distinction

2. Re-appearing the Examinations:

2.1 No student having passing % marks should be awarded the failing grade “F”, he/she would require to re-appear in Course Examination.

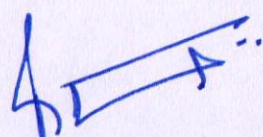
2.2 The student fails due to not submitted Term/Course work or due to short of attendance, “F (Ab)” grade awarded to the student. Student would require to re-appear in Course Examination in next term.

2.3 If a student opts for re-appearing in an examination of a course after securing “F” grade, The student need not to attend the regular classes for that course.

2.4 All applicable fees charged against examination shall apply for re-appearance courses as well.

3. Attendance:

- 3.1** *Attendance is the physical presence of the student in the class / laboratory / field work.* It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail.
- 3.2** Every faculty member handling a course shall record attendance till the last instruction day in the semester.
- 3.3** A student must maintain an attendance record of at least 75% in individual courses, excluding leave of absence due to medical reasons, on-duty, extra-curricular / extramural activities, permitted assignments such as job interviews, unforeseen emergencies, etc. Without the minimum attendance of 75%, in any course, students become ineligible to appear for the end semester examination in the respective course and shall result in 'FS' grade in that course. The student should register for and repeat the entire course when it is offered next.
- 3.4** The University may conduct makeup classes for students having attendance less than 75%. The students shall compensate his/her attendance by attending classes during summer/winter breaks. The students shall register separately for the summer/winter makeup classes.
- 3.5** A student must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. An attendance of 75% in a course (except in cases governed by R.1.8) is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him / her eligible to appear in the end semester examination for that course.
- 3.6** It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each course and ensure that he / she satisfies the attendance norms prescribed by the University. If the student finds any discrepancy / error in the attendance status, he /she should immediately bring it to the attention of the concerned faculty member and seek redressal.
- 3.7** The faculty shall prepare the particulars of all students who have attendance less than 75% in his / her course. Copies of the same shall be sent to the Concerned Dean, and Heads /Program Coordinators of Departments concerned. The students who have less than 75% attendance will not be permitted to appear in end semester examination.
- 3.8** **Condoning of Attendance:** In rare and genuine cases, a committee consisting of Dean of Faculty and Head/Coordinator of the Department of the concerned shall examine the case, based on the documents submitted by the student, facts and circumstances. Assessment is done, by the committee, on the merit of the case and based on the recommendation of the committee may then give condoning of attendance, deems it fit and deserving but in any case, the condoning cannot exceed 10%.



Controller of Examination
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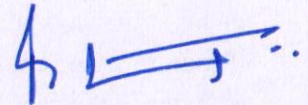
January 10, 2022

Subject: Relative Grading System implementation and discussion [item no. 16AC(D)7]

The AC in its 16th meeting held on 21st Dec.2021 considered and approved the report of Grading Rules Review committee as mentioned below:

1. Relative grading system is preferred for a class size of >25 students (Table-2). Absolute grading system is preferred for a class size of ≤25 students (Table-3). The ranges suggested in Table 2 can be adjusted depending upon the natural gaps.
2. In the case when a course is being offered with more than one teacher teaching different batches, a committee chaired by the course/subject coordinator and all the other faculty members teaching the course as members will finalize the grades before submission.
3. For UG/DIPLOMA Students: Student having 35% or more marks should not be awarded the failing grade “F”. For PG Students: Student having 40% or more marks should not be awarded the failing grade “F”.
However, for a student to get a grade “D” or above in any course, he/she would have to appear in the End Examinations.
4. Student can be awarded the highest grade “O”, only if secured 70% or more marks.
5. The student fails due to not submitted Term/Course work or due to short of attendance, “I” grade awarded to the student.
6. For B. Pharmacy/Law-Integrated/B. Physiotherapy in any semester, a student obtaining ‘C or D’ grade in any course/s with an overall SGPA of 5.5 and above shall be declared to have earned the full credits of that semester
7. The grade moderation will be optional and can be exercised at the discretion of the GMC.

This notification replaces the current grading system with new system.



Controller of Examinations

Controller of Examination
Marwadi University,
Rajkot

TABLE-1: Structure for Grading of Academic Performance

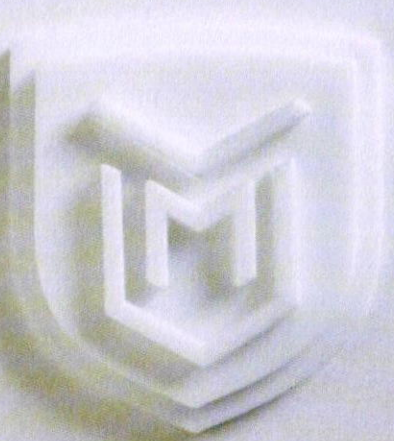
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O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B(Above Average)	6
C (Average)	5
D (Pass)	4
F (FAIL)	0
Ab(Absent) Failure due to in sufficient attendance in the course./ Not submitted Term work	0

TABLE-2: Range for Grade Using Relative Grading System

Letter Grade	Grade Points	Lower Range -Upper Range
O (Outstanding)	10	$\geq \text{Mean} + 1.5 \sigma$
A+ (Excellent)	9	$\text{Mean} + 1.0\sigma \leq \text{to} < \text{Mean} + 1.5 \sigma$
A (Very Good)	8	$\text{Mean} + 0.5 \sigma \leq \text{to} < \text{Mean} + 1.0 \sigma$
B+ (Good)	7	$\text{Mean} \leq \text{to} < \text{Mean} + 0.5 \sigma$
B(Above Average)	6	$\text{Mean} - 0.5 \sigma \leq \text{to} < \text{Mean}$
C (Average)	5	$\text{Mean} - 1.0 \sigma \leq \text{to} < \text{Mean} - 0.5 \sigma$
D (Pass)	4	$\text{Mean} - 1.5 \sigma \leq \text{to} < \text{Mean} - 1.0 \sigma$
F (FAIL)	0	$< \text{Mean} - 1.5 \sigma$

TABLE-3: Range for Grade Using Absolute Grading System

Letter Grade	Grade Points	Normalized Mark range
O (outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very Good)	8	70-79
B+ (Good)	7	60-69
B(Above Average)	6	50-59
C (Average)	5	40-49
D (Pass)	4	35-39
F(Fail)	0	Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent)
Ab(Absent)	0	Failure due to in sufficient attendance in the course./ Not submitted Term work

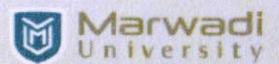


Marwadi
University

Remote Proctored Mode Online Examination

- **URL:** Downloading Examination Application:
- Application Name: MU Exam
- Android Application Link:
<https://play.google.com/store/apps/details?id=com.mu.muexam>

Remote Proctored Mode Online Examination



Activities not permitted during the online

- Change of device/network during exam
- Attending calls/accessing messages
- Navigating from application or moving to home page/other application
- Open/run other application or programs in the background like MS Teams, Zoom, Google- Meet etc. that use the webcam, microphone & screen-share during the examination
- Not looking at the device screen
- Presence of any other person in the room where the student is taking the examination.
- Movement from one place to another during the examination.
- Referring to any book(s) or any other documents/material
- Covering your face with hair, clothing (mask), hands, sunglasses or anything else
- Use of headphones, ear-buds, or any other type of listening equipment
- Communicate with any person by any means during the examination
- Connection of physical/virtual device

Online Proctored Examination



Proctoring

- Exam Session captures photos of the student's face and the same continues at regular intervals till the end of examination.
- A remote proctor would monitor such suspicious and objectionable activities. If a student is found doing such activities, it will be recorded by the system and it will be treated as malpractice. The exam shall be stopped, and student shall not be allowed to continue exam.
- Further action will be taken as per the rules and regulations of the University.





















Remote Proctored Mode Online Examination



Proctor Login Screen

● Minimize App ● Developer Mode Activated ● Logout ● Voice Assistance ● No Face Detected ● Multi Face Detected ● Permission denied
● Virtual device detected ● Rooted device found ● Exit from the app ● Trying to leave the screen ● Voice call running in background ● Multiple Device Login

00:50:11 Time Remaining [BACK](#)

<p>NOT STARTED <input type="checkbox"/></p>  <p>Urvil Dhavalkumar ... 17870 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Sunny Bhushan Ku... 17578 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Jaydeep Pravinbhai ... 17730 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Shyam Manishbhai ... 17946 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Divy Dilipbhai Patel 17957 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Tushar Gandubhai M... 17938 0 Attempted</p>
<p>NOT STARTED <input type="checkbox"/></p>  <p>Janhavi Rajeshbhai ... 18121 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Ved Ramnikbhai Pa... 18109 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Vaidik Alpeshbhai K... 17753 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Heal Bharatbhai Ha... 18057 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Sohan Ashvinbhai G... 17663 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Hemangi Ajaybhai R... 18099 0 Attempted</p>
<p>NOT STARTED <input type="checkbox"/></p>  <p>Viraj Natubhai Mov... 18042 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Aditya Kumar 17579 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Shrey Vallabhbhai D... 18009 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Afnan Najarmiya Bu... 17577 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Darshan Sanjaybhai ... 18160 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Vishnu Navinchandr... 17887 0 Attempted</p>
<p>NOT STARTED <input type="checkbox"/></p>  <p>Dakshitkumar Duria... 17778 0 Attempted</p>	<p>NOT STARTED <input type="checkbox"/></p>  <p>Parthrajsinh Yogend... 17695 0 Attempted</p>				

Remote Proctored Mode Online Examination



Proctor Login Screen

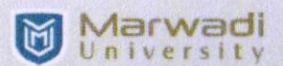
● Minimize App ● Developer Mode Activated ● Logout ● Voice Assistance ● No Face Detected ● Multi Face Detected ● Permission denied
● Virtual device detected ● Rooted device found ● Exit from the app ● Trying to leave the screen ● Voice call running in background ● Multiple Device Login

00:14:49 Time Remaining [BACK](#)

PAUSED Kashyap Kiranbhai ... 17910 6 Attempted Multi device found	TIME-OUT Manjoet Kumar 17945 0 Attempted	PAUSED Apurav Raj Pandey 17819 16 Attempted Multi face detection	COMPLETED Ramesh Kumar 17824 30 Attempted	COMPLETED Karnavi Shidibhai M... 17543 30 Attempted	COMPLETED Nashrin Abdulbhai ... 18116 30 Attempted
COMPLETED Satyam Swatchand... 18078 50 Attempted	TIME-OUT Mihir Bharatbhai Ra... 18175 0 Attempted	COMPLETED Murtaza Mustafabh... 18149 50 Attempted	TIME-OUT Sudarshan Kumar S... 17818 0 Attempted	TIME-OUT Abhijit Kumar Rai 17833 0 Attempted	TIME-OUT Raj Raushan 17576 0 Attempted
COMPLETED Krunal Pravinbhai G... 18077 50 Attempted	RUNNING Shreya Nair 18027 26 Attempted	TIME-OUT Amit Kumar 17796 0 Attempted	TIME-OUT Trilok Kumar Keshari 17758 0 Attempted	RUNNING Jeel Ashwinbhai Ka... 17911 9 Attempted	TIME-OUT Priyanka Sanjaybhai... 17991 0 Attempted
TIME-OUT Deepak Kumar Yadav 17756	COMPLETED Kinjal Govindbhai P... 18093				

Activate Windows
Go to Settings to activate Windows

Remote Proctored Mode Online Examination



Proctor Login Screen

RUNNING Abhi Arvindbhai Hir... 18017 8 Attempted 1	RUNNING Harshal Khodidas R... 17806 5 Attempted 1 1	RUNNING Tushar Chetanbhai ... 18117 22 Attempted	RUNNING Hetvi Pankajbhai Ra... 17889 21 Attempted 2	RUNNING Avakashbhai Arvind... 18174 6 Attempted	RUNNING Karan Pareeshbhai L... 18072 5 Attempted 1 2
RUNNING Bhakti Ketanbhai D... 17874 16 Attempted 5 1	NOT-STARTED Darshan Rajeshbhai... 18014 0 Attempted	RUNNING Foram Jatin Mavani 17805 9 Attempted 29	RUNNING Archana Rameshb... 17853 5 Attempted 43	RUNNING Arnav Tiwari 17873 15 Attempted 44	RUNNING Drumilkumar Jagdis... 18030 3 Attempted 28
RUNNING Safin Abdulrahim S... 18054 23 Attempted 41	RUNNING Bhavisha Hareshbha... 18047 19 Attempted 43	RUNNING Bhavyakumar Shaile... 17983 7 Attempted 42	COMPLETED Harsh Bhikhalal Des... 18141 30 Attempted 39	RUNNING Neel Virm 18058 11 Attem 41	
RUNNING Joli Rasikbhai Dha... 18044 20 Attempted 43	NOT-STARTED Dharmik Navinbhai ... 17861 4 Attempted 41 34				

DHARMIK NAVINBHAI SUCHAK

My camera is not good still I clean it

try to be in front of camera.

Do I need to restart?

Ok

I am starting again

Now your exam started you need to restart app and login again with your login credentials.

Go to Settings to activate Wi-Fi

Type Message Here

SEND

Remote Proctored Mode Online Examination



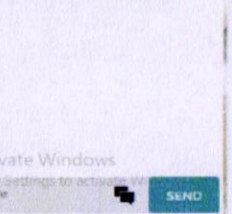
Proctor Login Screen



SEM 2 | CE-FOET
HEAL BHARATBHAI HANSALIYA
18057

3110002 - ENC PAUSE BACK

Trying to leave the screen - 2



HEAL BHARATBHAI HANSALIYA

Your face is not visible. If you move out of camera frame, your exam shall be stopped by Proctor.

Activate Windows
Go to Settings to activate Windows.

Type Message Here

SEND

Remote Proctored Mode Online Examination



Proctor Login Screen- Pause Exam

MEF Dashboard

SEM 2 | M SC. (MATHS)
KARANSINH JAYRAJSINH RE
T10534

02MA1451 - AA PAUSE BACK

No Face Detected - 2

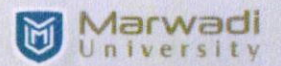
Stop Exam

Remarks

Multi device detected.

SAVE

Remote Proctored Mode Online Examination



Proctor Login Screen- Start Exam

MEF Dashboard

SEM 2 | SI-MBA-FOBM1 (MU)
MUBARAK ADAM YAHIA JABI
110657

03BM0208 - CFM **START** **BACK**

Pause Remark - keep proper light in room
Multi Face Detected - 2 Exit from the app - 1

Start Exam

Extend Time

No Extend 5 Min 10 Min 15 Min 20 Min

SAVE

Pause Remarks

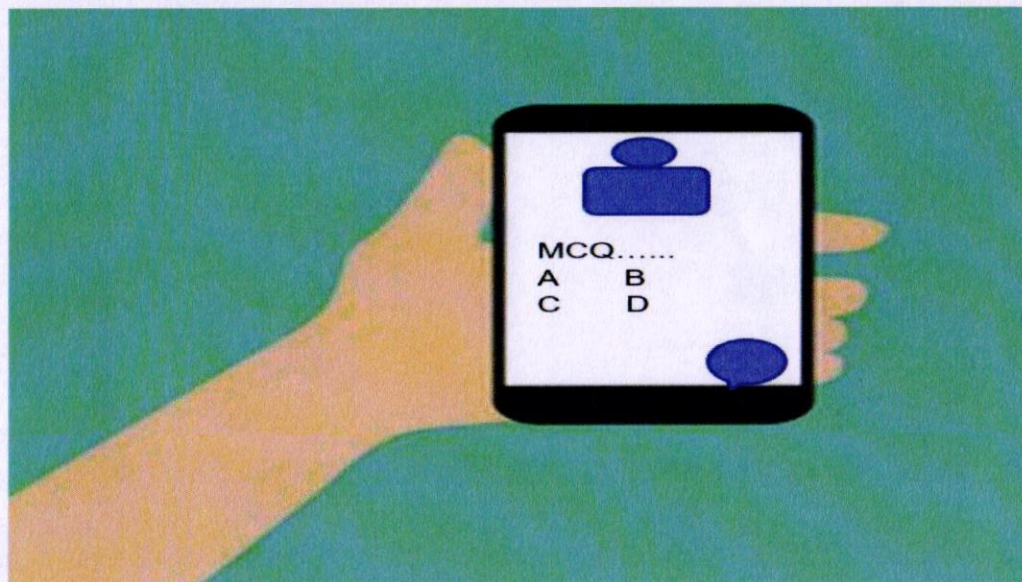
keep proper light in room
26-07-2021 - 10:40

10:43:52 AM 10:43:40 AM 10:43:29 AM 10:43:17 AM 10:42:47 AM 10:42:35 AM

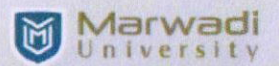
Remote Proctored Mode Online Examination

Response to Student's Query

Students may contact through chat box provided in application, if they have any query during examinations.



Remote Proctored Mode Online Examination



Response to Student's Query

For any queries related questions, the student needs to submit the query to respective Head of Department along with details such as enrollment, branch, semester, subject on the same day after completion of examination.

Thank You



(Established under Gujarat Private Universities Act no. 9 of 2016)

MU/Exam/Notification/2018/16

Regulations for issuing Duplicate Degree/Diploma Certificate

Marwadi University issue Degree/Diploma Certificate on the date of Convocation to the students who have completed their academic requirements and are found eligible to receive the degree/diploma. Governing Body of the University approves awarding degree/diploma prior to convocation.

In case when the original Degree/Diploma certificate is lost or stolen, the duplicate Degree/Diploma certificate is issued following these regulations.

To get a duplicate Degree/Diploma Certificate in the event of loss of Original Degree Certificate, candidate should write an application (in prescribed format given below) addressed to the **Registrar, Marwadi University** for issuing Duplicate Degree/Diploma Certificate mentioning the loss of his/her original degree. The following documents are to be enclosed with the application for duplicate degree certificate:-

- (i) An affidavit prepared by the Notary on a non-judicial stamp paper of Rs.50/-. (*The matter to be printed on the affidavit is detailed below*)
- (ii) Copy of Final Semester Mark sheet.
- (iii) Attach a copy of the original degree conferred on him by Marwadi University (if available).
- (iv) Receipt of fees payment of Rs. 1000

Send the application along with the above-mentioned documents to following address:-

**To,
Registrar
Marwadi University
Rajkot - 360003**

Fees: Candidate has to pay Rs. 1000/- (Rupees One Thousand Only) towards the processing fee.

Signing Authority: The duplicate degree/diploma certificate will be signed by the President, Vice President and Provost of the University holding offices on the day of issuing the certificate. The duplicate degree will be prepared same as original with mention of "Duplicate" word at the top of the certificate and a mention of "This duplicate certificate is issued on ..!...!..... (Date)"

Application for Duplicate Degree/Diploma Certificate

To,

The Registrar
Marwadi University,
Rajkot - 360003

Subject:- Application for Issue of Duplicate Degree/Diploma Certificate.

Sir / Madam,

I was a student of Marwadi University, Rajkot. I appeared and passed the _____
(name of degree) _____ Degree in _____ **(branch)** _____ from Marwadi
University, Rajkot in the year _____.

The original _____ **(name of degree)** _____ Degree Certificate conferred upon me
by the Marwadi University, Rajkot has been lost / stolen to the best of my knowledge and
belief. There is no immediate likelihood of the said original degree certificate being traced
out.

Therefore, I kindly request you to issue me duplicate _____ **(name of
degree)** _____ Degree Certificate. The required documents to support the claim of loss of
my original degree are enclosed herewith.

Yours faithfully

Sign.....
Name :
GR No.:
Enrol No.:
Program Name:
Contact No.

Complete Postal Address with Pin code :

Enclosures:-

1. Fees payment receipt No _____ dated _____
2. Affidavit in original (as per format).
3. Copy of Final Semester Mark sheet.
4. Copy of original degree (if available).

Affidavit Proforma (ENGLISH)

(To be printed on a non-judicial stamp paper of Rs.50/-)

AFFIDAVIT (Lost of Degree/Diploma Certificate)

I, <FULL NAME OF THE STUDENT>, an adult Indian inhabitant, residing <PRESENT RESIDENTIAL ADDRESS>, do hereby state and declare on solemn affirmation as under:-

I say that, I self <NAME OF THE STUDENT> was bonafide student of Marwadi University, <COURSE NAME> for academic exam passing year <Year>. The said exam held University authority issued me original Degree/Diploma Certificate of <NAME OF DEGREE> which is lost/ misplaced by me and not traceable inspite of my due and diligent search.

I state that, hereby undertake if found original degree certificate to me, I will return the same without any misuse in future.

I am making this affidavit to produce the same before the concerned authorities of Marwadi University, to enable them to note down the above facts on their record and to issue me duplicate Degree Certificate, on the strength of this affidavit.

What is stated here in above is true and correct to the best of my knowledge and belief.

Solemnly affirmed at <CURRENT CITY OF YOUR STAY>

On this <DATE> date of <Month>, <Year>

Student Photo

STUDENT NAME & SIGNATURE

Affidavit Proforma (GUJARATI)

(To be printed on a non-judicial stamp paper of Rs.50/-)

:: સોગંદનામું (ખોવાયેલ ડીગ્રી સર્ટીફિકેટ)::

હું નીચે સહી કરનાર <વિદ્યાર્થી નું પૂરું નામ>, ઉ.વ. <વિદ્યાર્થી ની ઉંમર>, ધર્મ: <ધર્મ નું નામ>, વ્યવસાય: <વ્યવસાય ની વિગત> રહે.ઠે. <વિદ્યાર્થીનું હાલનું સરનામું> આથી મારા ધર્મના સોગંદ પૂર્વક જાહેર કરું છું કે:-

હું ઉપરના સરનામે રહું છું. તેમજ હું મારવાડી યુનિવર્સિટી માં <કોર્સ નું નામ> વિભાગમાં અભ્યાસ કરતો હતો જેનું ફાયનલ ડીગ્રી સર્ટીફિકેટ ખોવાયેલ/ ચોરી થઈ ગયેલ છે. શોધવા છતાં પણ મળી આવતા નથી. હાલ મારે અંગત કાર્ય અર્થે આ ડોક્યુમેન્ટ રજુ કરવાના થતા હોય તેથી ડુપ્લીકેટ ડોક્યુમેન્ટ કઢાવવા માટે આ સોગંદનામું કરેલ છે. આ સોગંદનામું મારે મારવાડી યુનિવર્સિટીમાં ડુપ્લીકેટ ડોક્યુમેન્ટ કઢાવવા માટે થઈને આપવા માટે આ સોગંદનામું કરવાની ફરજ પડેલ છે.

ખોટું સોગંદનામું કરવું એ ફોજદારી ગુનો બને છે. જેની મને જાણ છે.

ઉપરોક્ત તમામ હકીકત ખરી અને સત્ય હોવાનું હું મારા સત્ય ધર્મ પ્રતિજ્ઞા પ્રમાણે સોગંદ પૂર્વક જાહેર કરું છું.

સ્થળ:

તારીખ:

વિદ્યાર્થી નું નામ અને સહી

વિદ્યાર્થી નો ફોટો