

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for Appearing End Semester Examination (ESE)

Steps	Particulars
Registration of course for ESE	<p>The student must be registered for a particular course for which he/she is going to write the ESE (Theory/Laboratory).</p> <p>The student has to verify and confirm the course details through Sandip University student ERP Login portal. https://erp.sandipuniversity.com/login/index/student</p> <p>If any correction/modification is required in course allotment (specifically elective courses), immediately consult the faculty coordinator/CoE Coordinator of the respective department and get it done. Afterward again confirm through the student ERP Portal.</p> <p>This facility is available until the submission of an Examination form.</p> <p>Student should ensure the following points through Sandip university student ERP Portal while submission of Examination form.</p> <ol style="list-style-type: none"> 1. Course allotment 2. Personal details (Name Date of birth, photo, e.t.c.) 3. Necessary fee payment (Backlog if any)
Prerequisite for ESE	<p>As per the Sandip University Academic Regulation Clause 9.3</p> <p>The students are eligible to write the ESE (Theory/Laboratory) of that course, provided that he/she should satisfy the following prerequisite otherwise he/she is debarred from writing the exam.</p> <ol style="list-style-type: none"> 1. Shortage of attendance 2. Proven acts of Indiscipline
Eligibility of attendance for student and Condonation and Backlog Examination Fees	<p>As per the Sandip University Examination Guidelines /Manual clause 4.4.1</p> <p>The student should have overall 80% and above attendance to appear for all examination.</p> <ul style="list-style-type: none"> ✓ If the student has Overall 70% and above but below Overall 80% attendance then the Shortage of attendance will be condoned on medical grounds and any other cogent reason¹ with supporting documents². <ol style="list-style-type: none"> 1. For the first time, Condonation of Rs. 1000/- is to be paid by the candidate as a part of procedure. 2. For the second time, Condonation of Rs. 3000/- is to be paid by the candidate. 3. For the third time, No condonation will be considered on any ground and the candidate will be disqualified from the respective semester. <p>¹Personal, casual, official on duty leave, or leave of absence (OD) & Medical reasons –Hospitalization, medical problem, death of close blood relative. The leave must be approved by HOD/Dean of the school.</p>

OFFICE OF THE CONTROLLER OF EXAMINATION

	<p>²In case of medical ground candidate shall submit the certificates from approved civil surgeon to the respective HOD/Dean of the school.</p> <p>✓ If the student has below Overall 70% attendance then he/she will be Eligible to appear for all supplementary/backlog Examinations.</p> <p>The candidate will have to redo the semester during the subsequent year.</p> <p>a. Fee for the UG backlog examination Rs. 400/per course is to be paid.</p> <p>b. Fee for the PG backlog examination Rs. 600/per course is to be paid.</p>
General Information before entering in Examination Hall for ESE	<p>Time line:</p> <ol style="list-style-type: none"> Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination. They will not be allowed to leave their seats under any pretext during examination hours. No candidate/s shall be allowed to enter examination hall half an hour after commencement of exam and leave the hall before 2 ½ hours
	<p>Check List:</p> <ol style="list-style-type: none"> Hall tickets with the sign of HoD/Dean and I-card are mandatory for appearing in the exam. Strict silence should be maintained in the examination hall. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement without the concurrence of the chief superintendent. If a candidate is found guilty of altering the seating arrangement of a hall, the chief superintendent may recommend the cancellation of the written examination of that particular session Mobile phones / books / bags / Smart watches / Electronic gadgets etc., are not allowed inside the Examination Hall. Possession of these items during the Examination will be treated as a case of Unfair Means