

# **Memorandum of Understanding**

**Shree Guru Gobind Singh Tricentenary University (SGT) Gurugram**

**With**

**AICB Captain Chandanlal Special School for the Blind, Gurugram**





# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC & AICTE Approved) Gurugram, Delhi-NCR

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on this 18<sup>th</sup> day of June 2022 by and between

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY (SGT) GURUGRAM-BADLI ROAD CHANDU, BUDHERA, GURUGRAM, HARYANA, INDIA (hereinafter referred to as "University") through its REGISTRAR (which expression shall unless repugnant to the context or contrary to the meaning thereof be deemed to mean and include its successors in business and permitted assigns/ partners for the time being and the survivor or survivors of them)

AND

AICB CAPTAIN CHANDANLAL SPECIAL SCHOOL FOR THE BLIND VILLAGE BEHRAMPUR, POST FAJILPUR, SECTOR 71 , GURUGRAM (hereinafter referred to as "AICB-CCSB ") through its Secretary General Sh.J.L.Kaul (which expression shall unless repugnant to the context or contrary to the meaning thereof be deemed to mean and include its successors in business and permitted assigns/ partners for the time being and the survivor or survivors of them)

University and AICB-CCSB may each be referred to as a "Party" and together the "Parties".

### About SGT University

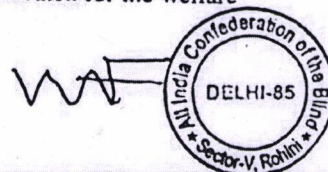
Shri Guru Gobind Singh Tricentenary University, is a private University in Gurugram, Haryana. The University came into existence by the Haryana Private Universities (Amendment) Act No. 8 of 2013 making educational opportunities available to all segments of society, under the parasol of Dashmesh Educational Charitable Trust, found in 1999.

The University offers a unique blend of theoretical & practical training & cutting edge technology to students, making them technically well rounded professionals. The University wishes to establish a learning environment that shall motivate the students to explore their levels of potential & its related scope in their respective fields. The Mission is to develop with great sense of esthetics, a learning stimulating environment. SGTU believes in overall holistic development of its students as well as the Faculty in every discipline, so that they can perform their responsibilities in the community in best manner.

### About AICB-CCSB

AICB Captain Chandanlal Special School for The Blind is an Institute of Residential School Special Education, Vocational Rehabilitation, Training & Research which was established in the year 1980. AICB-CCSB is a state level voluntary organization which is dedicated for the welfare

Registrar  
SGT University  
Budhera, Gurugram



Phone : 0124-2278183-85, Fax : 0124-2278151 Website : [www.sgtuniversity.ac.in](http://www.sgtuniversity.ac.in) Email : [info@sgtuniversity.org](mailto:info@sgtuniversity.org)  
Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505

Registrar  
SGT University  
Budhera, Gurugram



of normal as well disabled, deprived people of the society and towards empowerment of the blind children. It is rendering rehabilitative services to person with disabilities through a holistic approach of Inclusive education, Medical Care, Vocational Training, Child Guidance and Counselling, Day Care & Rehab. Centre for CWSN, Teacher Training Centre for Special Education and Self Employment.

**Scope of Cooperation:**

Department of Special Education & Department of Education , Faculty of Education of SGT University and AICB-CCSB wish to exchange academic and clinical skill for the betterment of General & Special Population (which includes but not limited to children with special needs and people with disabilities) and to generate quality based Rehabilitation Professionals including Education, Special Educators, ASLP and Clinical Psychology through NCTE approved program in Education & Rehabilitation Council of India (RCI) approved programs in Special Education, ASLP and Clinical Psychologist.

**General Area of Cooperation:**

University shall provide all the Medical and Therapeutics services to the General & Special population of AICB-CCSB as they have all types of General & Special population under one roof and Professionals from University will get educational and clinical exposure from AICB-CCSB . The main objective of this MOU is exchange of knowledge related to academic as well as clinical skills for special population.

**Term and Termination of MOU:**

It is hereby agreed that this MOU shall be five yrs and it may be terminated by either Party by giving the other Party 30 days' written notice.

**Financial Commitment Clause**

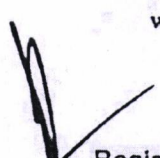
This MOU is not a commitment of funds or any other financial implications towards either of the Parties.

**Amendment**

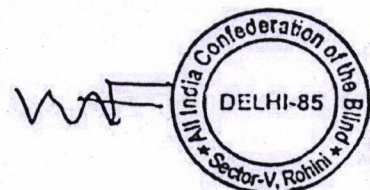
Any modification, amendment, or waiver of any provision of this MOU shall be effective if, but only if, in writing and signed in person or by a duly authorized representative of each party against whom enforcement of such modification, amendment or waiver is sought.

**Intellectual Property Rights**

Each Party shall retain all right, title and interest in its works, creations and inventions, including all intellectual property rights therein (collectively "IPR Rights") and nothing herein is intended or shall be deemed to be a transfer, license, release or waiver of its IPR Rights. Either party may use the name, registered trademarks, service marks, logos, insignia or any other proprietary designation (collectively the "Marks") of the other Party or its products or services with the other Party's prior written approval, however, nothing in this MOU shall be deemed, construed or interpreted as granting to either Party any right to use any of the Marks, products or services of the other Party. While using the said Marks, the party which uses the said Marks, shall comply at all times with the current version of the applicable mark and logo guidelines of the other party without any fail.

  
Registrar  
SGT University  
Budhera, Gurugram

Registrar  
SGT University  
Budhera, Gurugram





**Confidentiality:**

Neither party shall publicize this MOU and the annexes thereto, the provisions herein or related subject matter to any third party unless agreed to in writing by the other party. The parties agree that any proprietary business and/or technical information or material received orally or in writing and which is designated as "Confidential" or similar restrictive legend (hereinafter "Confidential Information") provided in connection with this MOU will be held and maintained in confidence, including this MOU and its annexes, and shall not be disclosed to any third party without the prior written consent of the disclosing party. The obligation upon the parties to protect the Confidential Information of the other under this MOU shall survive any expiration or termination of the relationship between the parties for any reason.

**Limitation of Liability:**

For the purposes of this MOU, it is understood and agreed that neither party shall be liable for any negligent or wrongful acts, either of commission or omission, chargeable to the other, unless such liability is imposed by law. This MOU shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party to the other or to a third party.

**Independent Contractors:**

The status of the parties under this MOU shall be that of independent contractors. No party shall be authorized to waive any right, or assume or create any contract or obligation of any kind in the name of, or on behalf of, the other or to make any statement that it has the authority to do so. Nothing in this MOU shall be construed as establishing a partnership, joint venture, agency, employment or other similar relationship between the parties hereto

**Governing Law, Jurisdiction and Dispute Resolution:**

This MOU shall be governed by and construed in accordance with the substantive Central and State laws of India. Any and all disputes, controversies and conflicts between or among the parties arising out of or relating with this agreement shall be subject to the jurisdiction of Gurugram.

In the event a dispute arises in connection with the validity, interpretation, implementation or alleged breach of this MOU, the parties shall attempt in the first instance to resolve such dispute through negotiation. If the dispute is not resolved through negotiation then either party may refer the dispute for resolution to the Arbitration under the provisions of the Arbitration and Conciliation Act, 1996 or any subsequent enactment or amendment thereto, and the decision of the Arbitrator (whom shall be jointly appointed by both the parties) shall be binding upon both the parties. The seat of Arbitration shall be at Gurugram. The language of arbitration shall be English. The provisions of this Article shall survive the term/termination of this Agreement. Each party shall bear its own cost of the arbitration.

**Partial Invalidity:**

If any clause, paragraph, term or provision, of this MOU or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent for any reason including by

Registrar  
SGT University  
Bachera, Gurugram

Registrar  
SGT University  
Bachera, Gurugram





reason of any law or regulation or government policy, such clause, paragraph, term or provision shall be deemed several and the remainder of the MOU shall remain valid and enforceable.

The MOU shall be binding upon signing by authorized individuals of SGTU and AICB-CCSB and shall be effective as of the date first mentioned above.

On behalf of SGT UNIVERSITY

Signed: \_\_\_\_\_

Name: DR. JOGINDER YADAV

Title: REGISTRAR.

Registrar  
SGT University  
Budhera, Gurugram

On behalf of AICB-CCSB

Signed: \_\_\_\_\_

Name: Sh. J. L. Kaul

Title: Secretary General



Registrar  
SGT University  
Budhera, Gurugram





# **SGT UNIVERSITY**

**SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY**  
**(UGC Approved)**

**Gurugram, Delhi-NCR**

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

## **Disability Supportive Software Bill**



# INVOICE

**VOICE TECH**  
35, 2nd floor, Surve Industrial Estate  
Behind Post office, Goregaon East,  
Mumbai -400063  
Tel: 022-26853180  
E-Mail : sales@voicetech.in  
GST TIN NO : 27AADPV7555J1Z2

Invoice No. VT-18-19/005  
Date 03-05-2018

Ref: Date

Buyer Order No: U/M/2/68/2018-19  
Date 21-Apr-18

Order By

Despatch No

Despatch Through Hand Delivery

Destination Delivery

Terms & Delivery

Payment

Buyer  
SGT University  
Shree Guru Gobind Singh Tricentenary University  
Chandu - Budhera,  
Gurgaon - Badli Road,  
Gurgaon, Haryana - 122505  
GST TIN NO :

Sr.No.	Description Of Goods	HSN/SAC	Qty	Rate Per	Amount
1	Diagno - Speech / Language Therapy a. Vocal Assessment (Voice & EGG) - Tiger b. Tiger Electroglottograph c. Therapy Deluxe Special 5.0 d. My Words Delivery, Installation and training	85238020	1	620,338.98	620,338.98
					0.00
					0.00
					0.00
					0.00
					0.00
					620,338.98
					111,661.02
					732,000.00

Amount (In Words): INR Seven Lakh Thirty Two Thousand Only

HSN/SAC	Taxable Value	Central Tax	State Tax	Inter State Tax
		Rate	Amount	Rate
85238020	620,338.98	9%	0.00	9%
			0.00	18%
			0.00	111,661.02
Total	620,338.98	0.00	0.00	111,661.02

Company's PAN : AADPV7555J

Company's Bank Details  
Bank Name : Oriental bank of commerce  
A/C No : 05211010004120  
Branch Name: Goregaon East Branch  
IFSC Code : ORBC0100521

Declaration  
I / We Declare That this invoice  
shows actual price of the goods  
described and that all particulars  
are true and correct



For VOICE TECH

Authority Signatory

Approved

SGT UNIVERSITY

MEDICAL STORE

Stock Entry No.

Store No.

General Manager (Store)  
SGT University  
Budhera (Gurgaon)

Registrar  
SGT University  
Budhera, Gurugram





# **SGT UNIVERSITY**

**SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY**  
**(UGC Approved)**

**Gurugram, Delhi-NCR**

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

## **Provision of Human Assistance in Evaluation Policy**



### **SPECIAL ARRANGEMENT FOR AMANUENSIS (WRITER FOR ANSWERS)**

(a) He/she is blind;

OR

(b) He/she is permanently disabled from writing with his/her own hand;

OR

(c) He/ She is temporary disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, tec. The candidate shall produce a certificate from a professor of the specialty concerned of a Medical College / Institution, and where there is no Medical College/ Institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

On the written request from the blind candidate(s) through the head of the teaching Department/Director/Principal of the constituent college/Institution, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualification of the writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice Chancellor.

In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, and extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.

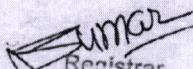
Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 60% marks in the examination.

The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.

The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.

### **PUNISHMENT FOR USE OF UNFAIR MEANS**

  
Controller of Examinations  
SGT University, Budhera  
(Haryana)

  
Registrar  
SGT University  
Budhera, Gurugram



# **List of Instruments**





SGT University

Bhudhera Gurugram - Badli Road, Gurugram (Haryana)-122505

Tel: 0124-2278183-85, Fax: 0124-2278151, e mail: info@sgtuniversity.org Website:

www.sgtuniversity.ac.in

Faculty of Education, Department of Special Education

**List of Instrument**

Sr. No.	List of Instrument	Make	Model	Assest Serial No.	CEID	Quantity
1	Hearing aid Programmer	Otometrics	HIPRO 2	430323	SGT/ME/0733	01PCS
2	Audiometer Portable	Otometrics	Auditivo Micra	1710270	SGT/ME/0734	01pcs
	Easy tymph Hand Held	Maico	N/A	MA9040675	SGT/ME/0735	01pcs
4	Otoscope	Heine	Mini-3000	1101904201	SGT/ME/0736	01pcs
5	Otoscope	Heine	Mini-3000	1101922423	SGT/ME/0737	01pcs
6	U. V. Chromatography Inspection Cabinet	Haryana Scientific	N/A	N/A	SGT/ME/0738	01pcs
7	Dr. Speech for Windows Speech Therapy 5.0	Voice tech	N/A	N/A	SGT/ME/0739	01pcs
8	Speech Trainer with DAF	Shree Electronics in	SE3201	918	SGT/ME/0742	01pcs
9	Audiometer	Maico	MA42	MA9040675	SGT/ME/0744	01pcs
10	BERA Grapy	Medicaid	Bera 3000	N/A	SGT/ME/0831	01pcs
11	Impedance Audiometer	Maico	Touch Tymp	MA9074224	SGT/ME/0863	01pcs
12	Audiometer with VRA and field free Speaker	Interacoustic	AD528	1007400	SGT/ME/0866	01pcs
13	BERA (IHS Duet Screening Audiometer)	ISH	IHS Duet System	IHS7563,0955	SGT/ME/0892	01pcs
14	Spirometer	Spirotech	Spirotech CMSP-01	ST-ETSP-0052	SGT/ME/0898	01pcs

Registrar  
SGT University  
Budhera, Gurugram



# **List of Psychological Test**





**SGT University**

**Bhudhera Gurugram - Badli Road, Gurugram (Haryana)-122505**

**Tel: 0124-2278183-85, Fax: 0124-2278151, e mail: info@sgtuniversity.org Website:**

**www.sgtuniversity.ac.in**

**Faculty of Education, Department of Special Education**

**List of Psychological Test**

<b>Sr. No.</b>	<b>Equipment Name</b>	<b>Quantity</b>
1	BHATIA BATTERY	06 k.t
2	AIIMS BATTERY	01 k.t
3	GSR MONITER	01 k.t
4	BINET SIMON INTELLGENEC TEST	02 k.t
5	MULTI BEHAVIOUR SEX THERAPY	01 k.t
6	BINET KAMAT TEST OF INTELLIGENCE	02 k.t
7	SEGUIN FORM BOARD (SFB)	01 k.t
8	MISC	01 k.t
9	WAPIS-	01 k.t
10	WAIS IV	01 k.t
11	COLOURED PROGROSSIVE MATRICES AND CRICHTON VOCABULARY SCALE (CPM/CUS)	02 k.t
12	ROSENZWEIG PICTURE FRUSTRATION STUDY ADULT FORM	02 k.t
13	WMS III ADMINISTRATION AND SCORING	03 k.t
14	DRAW A PERSON TEST	01 k.t

**Registrar**  
**SGT University**  
**Budhera, Gurugram**



15	STROOP COLOR & WORD TEST	01 k.t
16	ROSENWEIG PICTURE FRUS TRARTION STUDY CHILDREN S FORM	02 k.t
17	MULLERLAR FATIGUE	03 k.t
18	RETROACTIVE INHIBITION	01 k.t
19	MULLERLYER ILLUSION	02 k.t
20	VINELAND SOCIAL MATURITY SCALE	02 K.T
21	HANDBOOK FORTHE CHILDREN'S PERSONALITY QUETIONNAIRE	01 K.T
22	P.G.T MEMORY SCALE	04 K.T
23	CHILDREN'S APPERCEPTION TEST	01 K.T
24	(DST)- DEVELOPMENTAL SCREENING DISABILITY	01 K.T
25	DIAGNOSTIC TEST OF LEARNING DISABILITY	01 K.T
26	CLINICAL ANALYSIS QUESTIONNAIRE (C.A.Q)	02 K.T
27	GESSELL` S DRAWING TEST	01 K.T
28	CHITDHOOD AUTISM RATING SCALE	02 K.T
29	HOSPITAL ANXIETY AND DEPRESSION SCALE	01 K.T
30	RORSCHACH INKBLOT TEST	02 K.T
31	NEO -PI-3 ADOLESCENT COMPREHENSIVE KIT	02 K.T
32	MODIFIED WISCONSIN CARD SORTING TEST	01 K.T
33	WISCONSI CARD SORTING TEST	01 K.T
34	SENTENCE COMPLETION TEST	07 K.T



35	INTEGRATIVE CHILD TEMPERAMENT INVENTORY (ICTI)	01 K.T
36	PASS TEST OF CREATIVITY	01 K.T
37	MMPI – 2	01 K.T
38	NON- VERBAL TEST (NVTCT –M )	01 P.C
39	VERBAL TEST –(VTCT- M)	01 P.C
40	ACADEMIC ACHIEVEMENT BATTERY	01 K.T
41	ASEBA CBCL	01 K.T
42	THEMATIC APPERCEPTION TEST (TAT)	01 P.C
43	16 PF	06 K.T
44	Locus Of Control Scale	01 K.T
45	Eysenck`S Personality Questionnaire (E.P.Q.-R)	01 K.T
46	Coping Responses Inventory (CRI Adlt)	01 K.T
47	State- Trait Anxiety Test (STAT)	01 K.T
48	Multiphasic Interest Inventory (M.I.I)	03 K.T
49	Adjustment Inventory For College Students (English Version) (A.I.C.S)	02 K.T
50	Family Relationship Scale (F At)	01 K.T
51	Study Of Caste Prejudice (Scp)	02 K.T
52	Standard Progressive Matrices (S.P.M)	03 K.T
53	Emotional Intelligence Test (E.I.T)	01 K.T
54	Brief Test Of Attention (B.T.A)	01 K.T



55	Multi – Factorinterest Questionnaire (M.F.I.Q)	01 K.T
56	Self –Concept Ratin Scale	01 K.T
57	D.B.D.A- (Revisd)	01 K.T
58	Wechsler Aduit Performance Iatelligence Scale (W.A.P.I-Pr)	01 K.T
59	Prejudice Scale	02 K.T
60	Bell Adjustment Inventory (B. A. I) (Hindi Adaptution)	02 K.T
61	Personal Assessment Inventory (Ipat Depression Scale)	02 K.T
62	MODEL EAR	01 P.C
63	MODEL EYE	01 P.C
64	MODEL BRAIN	01 P.C
65	MODEL BRAINSTEM	01 P.C
66	MODEL FACIL ANATOMICAL STRUCTURE	01 P.C
67	WEIGHING MACHINE	02 P.C
68	TOWER OF HANOI	03P.C
69	BLOOD PRESSURE MACHINE	02 P.C
70	DIGITAL THERMOMETERS	02 P.C
71	STOP WATCH	05 P.C
72	TACHISTOSCOE	2 PC.
73	MULLER LYER ILLSSION	2PC.
74	AESTHESIOMETER	5PC.



75	HUMAN MAZE WITH VC	2PC.
76	DISCRIMINATORY WEIGHT BOX	5PC.
77	CARD SORTING TRAY	3 PC.
78	FINGER MAZE	2PC.
79	DIVISON OF ATTENTION WITH VC	1PC.
80	SIZE PERCEPTION	1PC.
81	HUMAN MAZE ELECTRONIC WITH	1PC.
82	COLOUR PREFRENCE	1PC.
83	COLOUR MIXTURE	2PC.
84	METRONOME	1PC.
85	AIR PUFF APPRATUS	1PC.
86	BLIND GOGGLES	4PC.
87	ROD &FRAME	1PC.
88	NORMAL PROBAB8ILITY	1PC.
89	IMAGE AFTER EFFECT	1PC.
90	KINAESTHETIC FIGURAL AFTER	1PC.
91	GRIP DYNMOMETER	2PC.
92	KINESTHESIOMETER BOARD	1PC.
93	MEMORY DRUM	2PC.
94	VERIER CALIPERS 12.5CM	8PC.



95	DIGITAL REACTION TIME APPARATUS	1PC.
96	FINGER DEXTERITY BOARD WITH PINS	3PC.
97	MIRROR DRAWING ELECTRICAL BATTERY SET	1PC.
98	TWO HAND CO COINATION WITH ERROR COUNTER	2PC.
99	YERKE 'S MULTIPLE CHOICE	2PC.
100	LOLOR CONTRAST ELECTRICAL APPARATUS	2PC.
101	ELELTRONIC TACHISTOSCOPE APPARATUS	1PC.
102	COLOOR MIXTURE APPARATUS	2PC.
103	TACHISTO SLOPE	3PC.
104	MULLER LYRE ILLUSION	3PC.
105	CARO SORTING TRAY FOR HABIT INTERFERENCE	1PC.
106	DEPTH PERCEPTION APPARATUS	1PC.
107	SIZE CONSTANCY APP	2PC.
108	MIRROR DRAWING APPARATUS	3PC.
109	MIRROR DRAWING APPARATUS ELECTRICAL	2PC.
110	MEMORY DRUM	1 PC.
111	SCREEN	7PC.
112	MIRROR DRAWING APTT	4 PC.
113	REACTION TIME APTT 02	2 PC.
114	DEPTH PERCEPTION	1P.C

Registrar  
SGT University  
Budhera: Gurugram



115	DIVISION OF ATTENTION	2PC.
116	SHAPE PERCEPTION	01PC.
117	ELECTRONIC MIRROR DRWAING WITH TIMER	01 PC.
118	HAND STEADINESS TESTER	02 PC.
119	HAND STEADINESS TESTER WITH I/C	02 PC.
120	COLOURED CONTRAST	01 PC
121	BASIN ANTICIPTION TIMER	01 PC
122	SOUND LOCALIZATION APTT	01 PC
123	ELECTRONIC TACHSTIOSCOPE	02 PC.
124	JENSON CHRONOSCOPE	02 PC.
125	LEG & BACK DYNMOMETER	02 PC.
126	MC DOUGAL DISC	01 PC
127	GALTON BAR ALUMINIUM	02 PC.
128	HEROZONTAL VERTICAL ILLUSSION	02 PC.
129	HAND WITHDRWAL APTT	01PC.
130	AUDIO-VISUAL REACTION TIMER	01 P.C
131	MEMORY DRUM	01 P.C
132	AUDIOMETER HEARING TESTING MACHINE	01 P.C
133	ELECTROMYOGRAPH SURFACE ELECTRODE	01 P.C
134	MULTI CHANNEL COMPUTERISED BIOFEEDBACK	01 P.C

Registrar  
SGT University  
Budhara, Gurugram



135	DIMENSIONS OF TEMPERAMENT	01 K.T
136	DISTINCTIVE (SPECIFIC ABILITIES )APTITUDE	01 K.T
137	MULTI DIMENSIONAL APTITUDE BATTERY -II	01 K.T
138	DAVIS'S BATTERY OF DIFFERENTIAL	01 K.T
139	VOCATIONAL INTEREST RECORD	01 K.T
140	VOCATIONAL ATTITUDE MATURITY	01 K.T
141	PERSONAL VALUES QUESTINNAIRE	01 K.T
142	VALUE	01 K.T
143	ATTITUDE	01 K.T
144	SOCIAL MATURITY	01 K.T
145	PROLONGED DEPRIVATION	01 K.T
146	DEPRIVATION	01 K.T
147	DEFENSE MECHANISM INVENTORY FEMALE	01 K.T
148	DEFENSE MECHANISM INVENTORY MALE	01 K.T
149	COPING STRATEGIES	01 K.T
150	ATTENTION-DEFICIT/HYPERACTIVITY DISORDER	01 K.T
151	DIAGNOSTIC TEST OF ATTENTION DEFIICT	01 K.T
152	AUTISUM SPECTRUM DISORDER QUESTIONNAIRE	01 K.T
153	AUTISM DISTRESSED BHEAVIOUR	01 K.T
154	DRAW A PERSON	01 K.T
155	LETTER CANCELLATION TEST -SHEET WITH MANUAL	01 K.T
156	GROUP TEST OF INTELLIGENCE	01 K.T
157	GROUP TEST OF INTELLIGENCE	01 K.T
158	EMOTIONAL INTELLIGENCE	01 K.T
159	EMOTIONAL INTELLIGENCE	01 K.T
160	COGNITIVE STYLE INVENTORY	01 K.T
161	MENTAL DEPRESSION	01 K.T
162	SELF ESTEEM	01 K.T
163	ACHIEVEMENT MOTIVATION (N-ACH)	01 K.T
164	ADJUSTMENT INVENTORY	01 K.T
165	ADJUSTMENT INVENTORY	01 K.T
166	AGGRESSION	01 K.T
167	SINHA'S COMPREHENSIVE ANXIETY	01 K.T
168	MENTAL HEALTH CHECK LIST	01 K.T
169	MENTAL HEALTH	01 K.T
170	HAPPINESS	01 K.T
171	HAPPINESS	01 K.T
172	SOCIAL PROBLEM	01 K.T
173	SELF EFFICACY	01 K.T
174	SELF EFFICACY	01 K.T
175	ALIENATIN	01 K.T
176	PSYCHOLOGICAL RESILIENCE	01 K.T
177	TEACHING STYLE	01 K.T
178	LIFE SATISFACTION	01 K.T



179	LIFE SATISFACTION	01 K.T
180	INTERNET ADDICTION	01 K.T
181	THE GROUP TEST OF GENERAL MENTAL ABILITY	01 K.T
182	ADULT EDUCATION ACHIEVEMENT	01 K.T
183	DEVELOPMENTAL SCREENING (0-15 YEARS)	01 K.T
184	ACADEMIC ACHIEVEMENT MOTIVATION	01 K.T
185	EDUCATIONAL ANXIETY INVENTORY	01 K.T
186	EXAMINATION ANXIETY	01 K.T
187	SECURITY-INSECURITY	01 K.T
188	ALTRUISM	01 K.T
189	SOCIAL BEHAVIOUR	01 K.T
190	EGO VIRTUES INVENTORY	01 K.T
191	SOCIAL SKILLS RATING	01 K.T
192	LIFE STYLE	01 K.T
193	P.G.I.BATTERY OF BRAIN DYSFUNCTION	01 K.T

Registrar  
SGT University  
Budhera, Gurugram



**PO for Braille Production/  
Display scan to speech, PC  
Access, Low Vision Products**





# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved) Gurugram, Delhi-NCR

Date: 03.09.2022

06AAATD2705K1ZZ

PO. No. U/G/314/2022-23

M/s Sparsh Products

151-5, Rajpur Road,

Dehradun-248001, Uttarakhand, India

Kind Attn: Mr. Praveen (9810980078)

Subject: PO for Braille Production/Display Scan to Speech, PC Access, Low Vision Products At SGT Hospital X-Ray Room

Dear Sir,

Please refer to your quotation & subsequent negotiation. We are pleased to confirm the following order for our SGT University, Faculty of Dental and Health Sciences.

S.N	Description	Qty.	Price	Amount
1.	Braille Production: basic D-V5 Braille Embosser	1	280000	280000
2.	Indian Braille Translator	1	25000	25000
3.	Braille Paper	5 Box	2800	14000
4.	Braille Displays Odit 20 Braille Display	1	40000	40000
5.	Scan to Speech Lex Instant reader and scanner (English)	1	55000	55000
6.	Hindi Scan to speech with Audio Creation	1	19000	19000
7.	PC Access Supernova screen reader and magnifier	1	34000	34000
8.	Low Vision Products 3.5 inch hand held video magnifier	1	13000	13000
9.	Visit Installation and training charges		10000	10000
Total Amount				490000.00
GST				Inclusive
Net Total Amount				4,90,000.00

*3/9/22*  
G M PURCHASE  
SGT UNIVERSITY  
BUDHERA, GURUGRAM

Registrar  
SGT University  
Budhera, Gurugram





# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

## TERMS & CONDITIONS:

- 1 The above Net total amount is inclusive of all taxes & Installation.
- 2 Prices quoted are F.O.R. SGT University, Badli Road, Budhera, Gurgaon (Haryana).
- 3 Billing in the name of SGT University, (A unit of Dashmesh Educational Charitable Trust), Badli Road, Budhera, Distt. Gurgaon, Haryana- 122505.
- 4 Payment: After 30 Day from the date of Delivery & Installation.
- 5 Delivery: 4-6 Weeks from the date of confirmed PO
- 6 Kindly attach PO & Delivery Instruction at the time of Supply at SGT University Site.

SGT University

General Manager (Procurement)

SGT UNIVERSITY  
BUDHERA, GURUGRAM

Registrar  
SGT University  
Budhera, Gurugram



**Quote-Angel India Online Daisy  
Player Wi-Fi Enabled Daisy Player, E-  
Book Reader, MP3 Player, Internet  
Radio & Voice Recorder Fully  
Talking in English & Hindi &  
Specially Designed for Visually  
Challenged**

Registrar  
SGT University  
Budhera, Gurugram





**KARISHMA ENTERPRISES**

30 Maker Arcade, Ground Floor,  
Cuffe Parade, Mumbai - 400005. Maharashtra. INDIA  
Phone: (022)-22181853 or 22153291  
Email: contact@KarishmaEnterprises.com  
Website: www.KarishmaEnterprises.com  
GSTIN: 27AAPA4555A1ZF

**Quote**

Date:  
Quote No.:

25 Jul 2022  
KE297Q-4622

**Bill To:**

SGT University, Gurgaon  
Gurgaon-Badli Road Chandu,  
Budhera, Gurugram - 122505  
Haryana

Qty	Description	Unit Price	Total
1	<p><b>JAWS TALKING SCREEN READER FOR THE BLIND</b> (Karishma India Literacy Project) - Home Edition Latest Version 2022 - Not for Commercial Use Suitable for Windows 10 and 11 - for both 32 Bit and 64 Bit OS</p> <p>JAWS converts a normal PC into a Talking PC to enable a blind person to operate the computer independently. Besides English, it also speaks Hindi, Marathi, Tamil, Telegu, Kannada, Bengali and Bhojpuri. Speaks Indian English with Rishi and Sangeeta Voices</p>	₹36,000.00	₹36,000.00
1	<p><b>ZoomText Screen Magnifier/ Reader for Partial Blind</b></p> <ul style="list-style-type: none"> <li>• Zoomtext magnifier/reader is a fully integrated magnification and reading program tailored for partial blind/low-vision computer users.</li> <li>• ZoomText Magnifier/Reader that enlarges, enhances and reads aloud everything on the computer screen.</li> <li>• Flexible Magnification Full range of magnification levels from 1.2x up to 60x.</li> <li>• Enhancements for mouse, curser, colour, focus, reading lines enabling change of shape, size, colour contrast, highlighting for better visibility.</li> <li>• automatically speaks all program controls, including menus, dialogs, list views and messages.</li> <li>• ZoomText Recorder allows you to turn text from documents, webpages, email or other sources into audio recordings or talking books using the internal synthesiser voices (including the Indian language voices if Jaws is installed on the same PC) that you can listen to on your computer or transfer to your mobile device for listening to on the go.</li> <li>• ZoomText can be used on Windows 10 touch screen devices including tablets, laptops and desktop monitors.</li> </ul>	₹38,000.00	₹38,000.00
1	<p><b>OPENBOOK SCANNING &amp; READING SOFTWARE WITH PEARL HI-SPEED CAMERA</b></p> <p>Latest Version 9</p> <p>Instantly scans and converts Printed Documents into digital format to enable the Visually Challenged to read independently.</p> <ul style="list-style-type: none"> <li>• Convert scanned files into WAV or MP3 format</li> <li>• Study Tools like Dictionary, Thesaurus, Spelling look up &amp; Pronunciation Dictionary</li> <li>• Reads DAISY and other audio files</li> <li>• Converts previous scanned graphic-based text files to readable format using the Freedom Import Printer feature</li> <li>• Customize font style, size, character spacing, and colours for Low Vision</li> <li>• Supports Indian Accent Voice &amp; more than 33 International Languages</li> <li>• Supports Windows 10, 8, 7, Vista and XP</li> </ul>	₹69,800.00	₹69,800.00

Subtotal ₹143,800.00

IGST ₹7,190.00

**Total ₹150,990.00**

**Registrar**  
**SGT University**  
Budhera, Gurugram



**Terms of Supply**

**Delivery period:** Within 15 working days after receipt of order & payment from you.

**Installation (in case of software):** To be done directly by your IT staff or any sighted person knowing computers since it is very easy and takes only 10 minutes to install and if required, we provide online tech support.

**Payment Terms:** 100% advance by D.D./ Par Cheque in our favour payable at Mumbai or Funds

**Transfer to our Bank Account as follows:**

**Current A/c Name:** KARISHMA ENTERPRISES

**A/c. No.**00012000006139

**HDFC Bank, 101-104, Tulsiani Chambers, Free Press Journal Marg,**

**Nariman Point Branch, Mumbai - 400021**

**RTGS/ NEFT/ IFSC Code:** HDFC0000001; **MICR Code:** 400240003

**Mode of Despatch:** Courier

**Validity:** 30 Days

**GST:** 5% Applicable on Assistive Devices/ Rehabilitation Aids for the Disabled

**HSN Code:** 9021.90.90

**We eagerly look forward to receiving your order!**

  
**Registrar**  
**SGT University**  
**Budhera, Gurugram**



**BRaille WORLD**

30, Maker Arcade, Ground Floor,  
Cuffe Parade, Mumbai - 400005. Maharashtra. INDIA  
Phone: (022)-22181853 or 22153291

Email: brailleworld@gmail.com

Website: www.BrailleWorld.in

GSTIN: 27AADPA4359F1Z0

Bill To:

SGT University, Gurgaon  
Gurgaon-Badli Road Chandu,  
Budhera, Gurugram - 122505  
Haryana

**Quote**

Date:

25 Jul 2022

Quote No.:

BW297Q-1653

Qty	Description	Unit Price	Total
1	BASIC-D V5 Braille Embosser High Speed Continuous Sheet Interpoint (Double Sided) 5th Generation Hi Tech Low Cost Desktop Automatic Braille Embosser Produces 350 braille pages per hour.	₹280,000.00	₹280,000.00
1	DUXBURY BRAILLE TRANSLATOR – Latest Version 12.5 SR1 Supports translation of text to braille format. Includes all major languages including Indian languages: such as Hindi, Marathi, Gujarati, Punjabi, Haryanvi, Bengali, Bangla, Tamil, Telegu, Kannada, Assamese, Oriya, Nepalese, Sinhala, Urdu, etc.	₹54,000.00	₹54,000.00
1	BRAILLE PAPER TRACTOR FEED (Packed as 1000 sheets in a box) Special Quality Braille Paper Continuous Sheet made from Tag Board for double sided embossing of Braille Text Books. Size - 11.5 x 12 inches & Thickness - 160 GSM	₹2,850.00	₹2,850.00
1	Courier Charges	₹3,850.00	₹3,850.00

Subtotal ₹340,700.00

IGST ₹17,035.00

Total ₹357,735.00

**Terms of Supply**

Delivery period: Within 15 working days after receipt of order & payment From you.

Payment Terms: 100% advance by D.D./ Par Cheque in our favour payable at Mumbai or

Funds Transfer to our Bank Account as follows:

Current A/c Name: BRAILLE WORLD

A/c. No.00012190000596

HDFC Bank, 101-104, Tulsiani Chambers, Nariman Point Branch, Mumbai - 400021

RTGS/ NEFT/ IFSC Code: HDFC0000001; MICR Code: 400240003

Mode of Despatch: Courier/ Express Cargo

Validity: 30 Days

GST: 5% Applicable on Assistive Devices/ Rehabilitation Aids for the Disabled

Registrar  
SGT University  
Budhera, Gurugram

We eagerly look forward to receiving your order!



# **List of equipments/test material in Speech Language Pathology**





**SGT University**

**Bhudhera Gurugram - Badli Road, Gurugram (Haryana)-122505**

**Tel: 0124-2278183-85, Fax: 0124-2278151, e mail: info@sgtuniversity.org Website:**

**www.sgtuniversity.ac.in**

**Faculty of Education, Department of Special Education**

**(List of equipments/test material in Speech Language Pathology )**

S. NO.	NAME OF EQUIPMENT	STATUS(AT PRESENT)	REMARKS
1.	BOEHM-3	1	working
2.	BRACKEN EXPRESSIVE TEST	1	working
3.	CARS-2 QPC (Childhood Autism Rating Scale –Questioner for Parent and Caregiver )	1	working
4.	CARS-2 ST (Standard Veuriond	1	working
5.	Cars -2 HF (High Functioning)		working
6.	CTOPP-2 (Comprehension test of Phonological Processing )	1	working
7.	CHILD SENSORY PROFILE-2	1	working
8.	CELF-5(Clinical Evaluation of Language)	1	working
9.	CELF PRESCHOOLAR-2 (Clinical Evaluation of Language)	1	working
10.	Comprehensive Language Assessment Tool for Children 3-6 Years (CLAT)	1	working
11.	Dyslexia Assessment Profile for Indian Children (DAPIC)	1	working
12.	ELECTROGLOTTOGRAPH	1	working
13.	FDA-4 Free Disarthia Assessment	1	working
14.	GORT-5 (Grey Quall reading test ) 5 <sup>th</sup> Edition	1	working
15.	INFANT SENSORY PROFILE-2	1	working
16.	LINGUISTIC PROFILE TEST(Gujrati)	2	working
17.	LINGUISTIC PROFILE TEST(Marathi)	2	working

**Registrar**  
**SGT University**  
**Budhera, Gurugram**



18.	PICTURE ARTICULATION TEST(Marathi)	2	working
19.	PICTURE ARTICULATION TEST(Gujrati)	1	working
20.	PLS-5 (Pre School Language Scale )	1	working
21.	REELS	1	working
22.	SSI -4 Stuttering Seuey Index (Instrument)	1	working
23.	SHORT SENSORY PROFILE-2	1	working
24.	Speech Idenfification Test for Children in Hindi (CD-ROM)	1	working
25.	TODDLERS SENSORY PROFILR-2	1	working
26.	WESTERN APHASIA BATTERY	1	working
27.	Pitch Pattern Test(CD-ROM)	1	working
28.	Revised Auditory Memory and Sequencing Test in Indian-English (RAMST-IE) (CD-ROM)	1	working
29.	Speech-in-Noise Test in Indian-English (SPIN-IE) (CD-ROM)	1	working
30.	Early Literacy Screening Tool (ELST)	1	working
31.	Treatment Manual in English for Indian Children with Dyslexia	1	working
32.	Language Experience and Proficiency Questionnaire-Indian (LEAP-Q-I)	1	working
33.	Test for Pre-Academic Skills T-PAS	1	working
34.	Adaptation of Bankson Language Screening Test In Hindi	1	working
35.	An Adaptation of Early reading Skills In Hindi (ERS-H)	1	working
36.	Assessment and Management of Fluency Disorders : proceedings of the national workshop on assessment and management of fluency disorders 25-26 October 2007	1	working

Registrar  
SGT University  
Bhiwani, Gurugram



37.	Voice: Assessment and Management (proceedings of the national workshop on Voice: Assessment and Management 14-15 February 2008 )	1	working
38.	Speech Intelligibility : proceedings of the RCI-CRE workshop on Speech Intelligibility held on 15 – 19 December 2008 at AIISH Mysore	1	working
39.	Pitch Pattern Test(CD-ROM)	1	working
40.	Revised Auditory Memory and Sequencing Test in Indian-English (RAMST-IE) (CD-ROM)	1	working
41.	Speech-in-Noise Test in Indian-English (SPIN-IE) (CD-ROM)	1	working
42.	Early Literacy Screening Tool (ELST)	1	working
43.	Treatment Manual in English for Indian Children with Dyslexia	1	working
44.	Language Experience and Proficiency Questionnaire-Indian (LEAP-Q-I)	1	working
45.	Test for Pre-Academic Skills T-PAS	1	working
46.	Adaptation of Bankson Language Screening Test In Hindi	1	working
47.	An Adaptation of Early reading Skills In Hindi (ERS-H)	1	working
48.	Assessment and Management of Fluency Disorders : proceedings of the national workshop on assessment and management of fluency disorders 25-26 October 2007	1	working
49.	Voice: Assessment and Management (proceedings of the national workshop on Voice: Assessment and Management 14-15 February 2008 )	1	working
50.	Speech Intelligibility : proceedings of the RCI-CRE workshop on Speech	1	working

Registrar  
SGT University  
Budhera, Gurugram



	Intelligibility held on 15 – 19 December 2008 at AIISH Mysore		
51.	Auditory Dys-Synchrony : proceedings of the Seminar on Issues Related to Identification, Diagnosis and Management of Individuals with Auditory Dys-Synchrony, held on 7 <sup>th</sup> August 2009	1	working
52.	Cochlear Dead Regions : proceedings of the Seminar on Issues Related to Identification and Management of Individuals with Cochlear Dead Regions held on 7 <sup>th</sup> September 2009	1	working
53.	Bilingual Aphasia : proceedings of the International Symposium on Bilingual Aphasia held on 4 <sup>th</sup> and 5 <sup>th</sup> January 2010	1	working
54.	Professional Voice Assessment and Management : proceedings of the national workshop on Professional Voice Assessment and Management 9-10 December 2010	1	working
55.	Phonological Disorders: Clinical perspectives ( proceedings of the national workshop on Phonological Disorders: Clinical perspectives 6 <sup>th</sup> January 2012)	1	working

Registrar  
SGT University  
Budhgaon, Gurugram



# **Evaluation Policy**





# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph : 0124-2278183, 2278184, 2278185

## EVALUATION POLICY

### PREFACE:

The Shree Guru Gobind Singh Tricentenary University has taken various initiative from time to time to build and adopt the best practices of evaluation system according to the “learning outcome” defined by various statutory councils and UGC. The University has also integrated Choice Based Credit System (CBCS) in its curriculum to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement and paradigm shift in evaluation system.

Indian higher education institutions have been following marks or percentage based evaluation system, which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. The evaluation policy of the University is defined as following:

### DEFINITION/SCOPE:

While formulating the Evaluation Policy of the University, the following scope has been considered:

- Evaluation System has various elements of assessment to evaluation the students learning outcomes in sync with the defined course / programme learning outcomes.
- The evaluation process is continuous and comprehensive.
- Be fair and transparent in nature, eliminating all elements of bias and discrimination of any nature.

### TERMINOLOGY:

**Student** is a person admitted and registered under university regulations.

**Evaluation** is process of making judgements based on evidences and interpretations gathered through examinations and assessments on basis of agreed criteria.

**Examination** is a qualitative measure of learners’ performance and is usually held at the end of academic session / semester.

**Programme** is a collection of subjects in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Degree/ Diploma/ Certificate.

**Assessment** is the process of collecting, recording, scoring, describing and interpreting the information about learning.

**Degree/ Diploma/ Certificate** a title qualification awarded after satisfactory completion of course/ programme.

Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram

Registrar  
SGT University  
Budhera, Gurugram



**Course Learning Outcomes** are the outcomes / knowledge which every student is expected to gain at the end of completion of each course.

**Course** is a basic unit of education and/ or training. A course or collection of courses forms a programme of study.

**Grade** is the index of performance resulting from the transformation of actual marks obtained by a student in a course.

**Grade Point** is the numerical value of the grade of performance.

**Semester Grade Point Average (SGPA)** weighted average of grade points obtained in all courses of a semester.

**Cumulative Grade Point Average (CGPA)** weighted average of grade points obtained in all courses across all semesters of a programme.

**Re-evaluation** recheck of already evaluated answer script.

**Re-checking** is re-totalling of marks awarded by the examiner from the evaluated answer script.

**Unfair Means** – A student involved in disorderly conduct or disturbing other student(s), at or in connection with an examination.

#### **RE-CHECKING / RE-VALUATION:**

1. A candidate shall be entitled to have his/her answer-books re-checked/re-evaluated wherever applicable, on payment of fee as prescribed by the University per answer-book, as follow:
  - a) Application for re-checking/re-evaluation, as the case may be. Is received by University within 10 days of the date on which result is declared by the University.
  - b) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and that all the answers have been assessed by the Examiner.
  - c) In case of request for re-evaluation decision shall be taken as per respective council rules. Whenever re-evaluation is applicable, the answer-books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulation of the University.
2. If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books, the Controller of Examination will have power to rectify/revise the result.
3. The candidate intended to apply for re-checking/re-evaluation of answer-books should ascertain before applying for the same that re-checking/re-evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re-evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.
4. There shall be no re-evaluation in respect of the following:
  - a) MBBS and M. Sc. (Medical/Diploma Examinations).
  - b) BDS and MDS examinations.
  - c) BPT, MPT, B.Sc., Nursing, Post Basic Nursing, GNM and any other Medical/Dental streams unless, provided by regulation of the respective regulating bodies.

Registrar  
SGT University  
Budhera, Gurugram

Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram



- d) Laboratory/ Practical examination, viva-voice/essional, thesis/dissertation evaluation and project report evaluation etc.

## RE-EXAMINATION

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power, in the case of all examinations held by the University, to hold a re-examination in the same year for special reasons to be recorded.

## MISSING / MISPLACED / LOST ANSWER BOOKS

The candidate whose answer-book(s) is/are lost after having been received by the Centre Superintendent of Examinations and who, but for this answer-books, would have either passed the examination or is likely to be place in compartment/re-appear shall, unless he/she opts for examination on a date to be fixed by the Registrar/Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for the examination if he/she opts for re-examination.

In case of a dispute as to whether the candidate answer-books was duly received or not, the finding of the Controller of Examination, subject to confirmation of Vice Chancellor, shall be final.

## EVALUATION OF ANSWER BOOKS

Summative Assessment: (Annual/Semesters/Supplementary wherever applicable) The answer books shall ordinarily be evaluated centrally in the University premises by the internal and/or external examiners, as the case may be.

- a) **Formative Assessment:** The answer books shall be evaluated by the concerned faculty under the control of the concerned head of Department (HOD)/Faculty.
- b) **Test and other Assessments:** The evaluation of the class tests, tutorial assessments, project and Industrial Visits evaluation etc, will be conducted at the Faculty or Department levels as decided by Board of Studies.

## SUBMISSION AND DISPLAY OF GRADES

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidate to the Controller of Examination. The Grades shall be calculated at the level of Controller of Examination. Any moderation of grades as per procedure mentioned in "Course Credit Regulations & Grading System" and compilation of results including due check of all its aspects will be done at the level of controller of examinations. HODs will forward the marks/grades of minor(internal) tests to the Controller of Examinations, who will carry out data check, marks & grade equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result.



## **SPECIAL ARRANGEMENT FOR AMANUENSIS (WRITER FOR ANSWERS)**

(a) He/she is blind;

OR

(b) He/she is permanently disabled from writing with his/her own hand;

OR

(c) He/ She is temporary disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, tec. The candidate shall produce a certificate from a professor of the specialty concerned of a Medical College / Institution, and where there is no Medical College/ Institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

On the written request from the blind candidate(s) through the head of the teaching Department/Director/Principal of the constituent college/Institution, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualification of the writer. Intimation with full particular on the prescribed Performa will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice Chancellor.

In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, and extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.

Provided further that in case of Blind candidate amanuensis shall be of one grade lower is education than the candidate but he/she must have not secured more than 60% marks in the examination.

The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.

The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.

## **PUNISHMENT FOR USE OF UNFAIR MEANS**

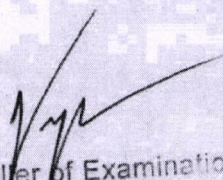
Registrar  
SGT University  
Budhera, Gurugram

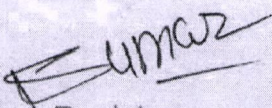
Controller of Examinations  
SGT University, Budh  
Chandigarh (Haryana)

Registrar  
SGT University  
Budhera, Gurugram



- 1) Without prejudice to the general meaning of the term "Unfair Means" it will include the following:
- a) Having in his/her possession or accessible to him/her during the examination hours in the examination centre:
    - I. Any books, paper or notes printed or written on any kind of material, body, clothing etc., and relating to the subject of the examination in progress.
    - II. A mobile phone or any other instrument which may facilitate leakage of the question paper and/or contain any material related to the subject of the examination in progress.
    - III. A programming calculator/palm computer or any other device which may be used in attempting any question(s)
  - b) Writing during the examination hours on any paper other than the answer-book, any portion of the question paper or answer or notes relating to any question;
  - c) Talking to another candidate or to any other person other than the member of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
  - d) Consulting notes/books outside the Examination Hall during the Examination hours;
  - e) Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the examination of that day during the examination hours;
  - f) Disclosing his/her identity deliberately or making any distinctive mark in his/her answer-book for the purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer book;
  - g) Presenting to the Examiner a Practical notebook which does not belong to him/her, if he is a candidate for an Examination where practical notebook is essential.
  - h) Communicating or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolations thereto;
  - i) Swallowing/destroying any note, paper etc., found with him/her;
  - j) Making deliberate prior arrangements to cheat in the examination, including;
    - (i) Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
    - (ii) Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
    - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
    - (iv) Impersonation.
    - (v) Obtaining admission to the Examination on a false representation,
    - (k) Refusing to obey the Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.

  
Controller of Examinations  
SGT University, Budhera  
Gurgaon (Haryana)

  
Registrar  
SGT University  
Budhera, Gurugram

Registrar  
SGT University  
Budhera, Gurugram



- 2) If a candidate is found to be or suspected to be guilty or Using Unfair Means in the Examination, the Superintendent of the Examination shall take away his/her answer – book and permit him/her, if he/she so desires to answer the remaining part of the question – paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his/her case for Use of Unfair Means. The Superintendent shall also obtain an explanation of the candidate in writing then and there.
- 3) The Superintendent of The Examination shall report to the Controller of Examinations without delay, and on day of occurrence is if possible, each case where Use of Unfair Means in the Examination had been detected, when adoption of any Unfair Means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the Candidate and records his/her statement. He/she may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statements, this fact will be recorded by the Superintendent.
- 4) The standing Committee on unfair means deal all cases of use of unfair means in the examinations and shall consist of the following:

Head of the Concerned Department

- Chairman

Two teachers (Nominated by the Vice-Chancellor) - Members

Controller of Examination

- Member Secretary

Note – The Controller of Examinations shall only present the cases and shall not involve in the decision making process.

- 5) The Committee shall consider the report of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.
- 6) If any person of the staff of the University or a constituent College/Institution maintained by it, who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before the committee in his/her case will be reported to the Vice-Chancellor for such action as considered necessary.
- 7) If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/ her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
- 8) A candidate found guilty of use of Unfair Means may be awarded punishment as under:

Offence  
(As mentioned above)

Punishment  
Disqualification form

Registrar  
SGT University  
Budhera, Gurugram  
Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram



1 (a) If the Paper, note etc

1 (b), (c), (d), (f), (g)

1 (a) If the paper, note, etc

1 (e), (H), (i), (j), (iii), (vi), (vii)

1 (j), (i), (ii), (iv), (v), (k)

(i) Passing in the concerned paper/subject and from appearing in has been made use of this examination before the next Annual examination

And /or

(ii) Appearing at any other examination till the next annual examination

Disqualified from passing in the concerned paper/Subject and has been made use of from appearing in the concerned examination in full and from appearing in the next one or more examination

Disqualified from passing in the concerned examination in full and from appearing in next two or more examinations.

The disqualification /cancellation of exam under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

If a candidate is found guilty of use of Unfair Means after his/her result has been declared the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/her had the fact of Use of Unfair Means come to notice before the declaration of his/her result.

- 9) When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice Chancellor whose decision shall be final.
- 10) The Vice Chancellor on an application by the candidate or *suo moto* may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for in the circumstances of the case.

Any candidate having dissatisfied with the decision of the Unfair Means Cases Committee can submit an appeal for reconsideration of the case by the Vice-Chancellor within 30 days of the dispatch of the decision of the Unfair Means Cases' Committee together with the prescribed fee.

- 11) If the Vice Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means/ Mass copying the Vice Chancellor may order re-examination besides taking action under regulations relating to unfair Means.
- 12) Notwithstanding anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself / herself any Unfair Means Case and decide the same. For this purpose the vice Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with by him/her.

Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram

Registrar  
SGT University  
Budhera, Gurugram



## PAPER SETTING AND EVALUATION

1. Each Board of Studies shall recommend, persons for appointment as paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations.
2. Provided that the vice Chancellor may extend the date so notified, in special circumstances.

In these provisions:

- a) An External Examiner shall be one who is not teaching in any department of this University or in a constituent College/Institution. He /she shall be a teacher with a requisite qualification and experience in the subject as laid by the concerned council of the course or as per the University regulation working/worked in other than this University/College/Institution.
  - b) An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the concerned regulating body or this University as applicable.
3. The Board of studies for a subject shall recommend for each examination alternate names for appointment as paper-Setters as per the guidelines of the concerned regularity bodies or as may be decided by the university.
  4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any Faculty for any examination, if his/her work is found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-Paper etc., or there is some doubt with regard to his/her integrity or as otherwise unable to perform the work or to conform to directions of the University.
  5. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 50/46.4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute as deemed suitable.
  6. External paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/ her appointment was only for the Annual or the Supplementary Examinations.

No person shall be appointed as paper-Setter

- (a) If he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;
- (b) If he/she does possess teaching experience in the subject for:
  - (i) 10 years or

Registrar  
SGT University  
Budhera, Gurugram

Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram



(ii) 05 years, in the case of a university Professor/ Associate professor, Provided that this condition may be relaxed by the Vice-Chancellor on the recommendation of the Board of Studies in the case of a subject in which qualified teachers are not easily available.

(c) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean – "wife, husband, son, daughter, sister, wife's brother, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson, grand-daughter, daughter-in-law and son-in-law".

(d) If he/she:

(i) Is convicted of any offence which, in the opinion of the Vice Chancellor, involves moral turpitude;

(ii) Is declared insane.

If a person has already been appointed and has acquired any of the above disqualifications his/ her appointment shall be cancelled.

8. No person shall be appointed as Examiner if he/she does not have five years teaching experience. However, this condition may be relaxed by Vice Chancellor in respect of the subject where the qualified teachers are not available.

9. Limit on number of papers

a) No person may be appointed to set more than two question-papers for examinations during a year the Annual and the supplementary Examinations for the same paper for one course of study being considered as one. Any exceptions shall need the approval of the Vice-Chancellor.

This not include:

(i) Setting of question –papers for a Practical Examination;

(ii) Examining of a Thesis/Dissertation; OR

(iii) Professional Examination.

(b) A Person shall be appointed Paper-Setter/Examiner only for one main examination during a year.

10. Unless specified otherwise:

(a) Each paper in Theory shall be set by a single Paper Setter;

(b) The Paper-Setter may also act as Examiner of the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-examiner exceeds 300, Additional Examiner(s) may be appointed. The number of answer-books shall be distributed, more or less, equally between the Paper-Setter-cum-Examiner and the Additional Examiner (s) wherever felt necessary the Vice-Chancellor can appoint a Head Examiner.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is

Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

Registrar  
SGT University  
Budhera, Gurugram



more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice Chancellor, ordinarily on the recommendation of the Head of the Department concerned, whose award shall be treated as final.

12. The controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
13. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date to be notified in their appointment letters. The appointment of a Paper-Setter shall be deemed to be cancelled, if he/she fails to send the question-paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.
14. The Examiners will send the Awards in accordance with the instructions issued in this behalf, by the dates prescribed for the purpose, failing which they will render themselves liable to a deduction from their remuneration at the prescribed rate per day for delay. The Vice Chancellor may, however, for sufficient reason, condone such delay to the extent he/she deems fit.

Deduction in the remuneration of the examiners shall be made on committing mistakes/delays as per laid rules and regulations.

### **EVALUATION OF ANSWER BOOKS**

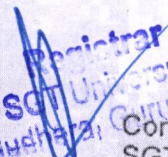
The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the Vice Chancellor, where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under evaluation.

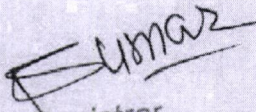
Note: The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Paper-Setter with the remarks of the Moderator. In case of difference of opinion between the Paper-Setter and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice Chancellor whose decision shall be final.

### **COMPLAINT AGAINST QUESTION PAPERS**

1. Complaints against question-papers shall be entertained only if they are made by and /or through the Head of a Constituent College/Institution/Head, University Department and received by the 'Controller of Examinations under registered cover or in person, within three days of the examination in that paper. No complaint will be entertained thereafter.
2. A Committee of the Board of Studies concerned consisting of four persons (including the Controller of Examinations) and duly approved by the Vice-Chancellor shall, within a week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary. The decision of the Committee shall be subject to the approval of the Vice-Chancellor. Three members of the Committee will form quorum.

### **AWARDS OF GRACE MARKS**

  
Registrar  
SGT University  
Budhera, Gurugram  
Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

  
Registrar  
SGT University  
Budhera, Gurugram



Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations, to the extent and in the manner given below:

- (a) A candidate who fail in one or more paper(s)/Subject(s) (Written, Practical, Sessional / Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/Sessional(s) of the Paper(s)/Subject(s) of the examination, if by the addition of these marks he/she can pass the examination or be placed in compartment or earn exemption. However, if such a candidate, after ascertaining from the D.M.C. / University that he/she has been given Grace Marks, represents, against the Grace Marks awarded to him/her the same shall be withdrawn and his/her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations with one month of the dispatch of the Detailed-marks-Cards/Certificates by the University, after which no request will be entertained.
- (b) However, in respect of MBBS and BDS, the student shall be entitled to grace marks up to 1% of the aggregate marks of the concerned examination provided that no one shall be given grace marks beyond 5 in a subject/paper. The un-availed grace-marks will be carried forward for the subsequent examination of the class concerned.

### RECTIFICATION OF RESULTS

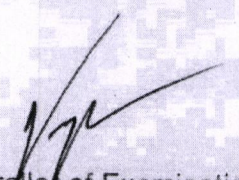
The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if:

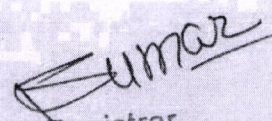
- a) She/he disqualified for using unfair means in the examination; or
- b) A mistake is found in his/her result; or
- c) He/she is found ineligible to appear in the examination; or
- d) If so directed by a court of law of competent jurisdiction.

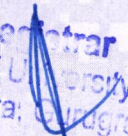
### INTERPRETATION OF RULES

Where there is an ambiguity in the rules and interpretation of the same is required the decision/interpretation of the Vice-Chancellor shall be final.

The fee may be revised, as necessary, for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.

  
Controller of Examinations  
SGT University, Budhera,  
Gurugram (Haryana)

  
Registrar  
SGT University  
Budhera, Gurugram

  
Registrar  
SGT University  
Budhera, Gurugram