

## Frequently Asked Questions (FAQ)

**Followings are the reply to the various FAQ generally the examinee comes across**

1. I am physically disabled/ blind / accidentally injured student and cannot write my answer book on my own. Can I get Writer facility?

**Ans:**

Yes, The University has certain norms. Pl. apply through concerned college and attach Civil Surgeon's Certificate Pl. also attach Writers application with Photograph and his acceptance letter

The writer must not have passed 12 th standard Examination (HSC) OR Higher Examination. That means, if a person who has passed upto 11 th Standard can only apply for writer

2. What is the importance of appearing exam with the Correct Seat No. and Correct Barcode?

**Ans:**

The university exam is based on Barcode System. The student is given Barcode corresponding to his seat no. If you appear with wrong seat no., then your marks may get transferred to other candidate OR sometimes your marksheet may indicate absent instead of your marks. In order to avoid such cases, the students are advised to paste barcode of correct seat number.

3. I have changed my name. What should I do to register my new name in Exam Section?

**Ans:**

If your name is changed and same is published in the Government Gazette. Then, apply through the respective College/ Department/ Institute with the copy of a corresponding Gazette. The Principal/ Head of the college/ Institute/ Department has to recommend name change. Pl. note that name change will be applicable for the forthcoming exams of the student and hence not applicable for the previous exam. The fee payable is Rs. 100/-

4. What are the various Certificates/ Documents provided by the Examination Section of the University?

**Ans:**

The Examination Section provides various certificates/ documents such as Duplicate Marksheet, Provisional Degree Certificate (Other Certificate), Transcript Certificate, Duplicate Degree Certificate, Internship Certificate, Migration Certificate, Eligibility Certificate, Rank Certificate etc. For details, Pl. download the form from the website

5. My result is withheld, what should I do?

**Ans:**

The result is withheld due to various reasons. Generally, the result is withheld due to the following reasons

1) Failed in corresponding lower exams( ORD-156) If you have passed lower exams, Pl. apply in prescribed form along with marksheets of all lower exams and applicable exam. Pl. note that if your result is withheld under O-156, then it is mandatory to pass lower examination within two years

(2) The result may be withheld due to Non availability of Eligibility Certificate. Kindly arrange to obtain Final eligibility certificate from Exam - 6 section (EXAM CELL) as early as possible in order to avoid withheld

(3) Any other reason as deemed necessary by the University

6. Does the University provides Reassessment and Rechecking Facility?

**Ans:**

Yes, The University provides reassessment facility for TWO paper for final year exam( say TYBCOM / BCA SEM 5 & 6) and ONE paper for lower year exam of Under Graduate Courses (say FYBCOM/SYBCOM/ BCA SEM 3 )The fee payable is Rs. 255/- paper ( includes form fee)

In case of POST GRADUATE Exams, the reassessment facility is available for two papers

The Rechecking is allowed for all the papers. The fee is Rs. 25/ - paper

The students studying in colleges/ institutes are instructed to apply through their respective college/ institute in a prescribed form. The form is to be submitted to the college/institute within 10 working days from the date of the declaration of the result

In case of External Students, they are instructed to apply directly to Exam Section (Enquiry window) with prescribed fee

7. How do I get Refund of Reassessment Fee ?

**Ans:**

There is provision for refund of half of the fee amount in case result of the student gets changed. If there is increase in marks after reassessment and simultaneously result is not modified , then refund is not applicable That means, if a candidate has secured Second class in an exam, and after reassessment, marks get increased in particular paper but overall result remains second class, then refund is not applicable

Refund is generally sent to candidate's address through Money Order

8. How many chances are given to appear exam with old course?

**Ans:**

Generally, three chances.

9. What is the procedure for obtaining Eligibility Certificate?

**Ans:**

It is necessary for the students to obtain Eligibility Certificate of SAURASHTRA UNIVERSITY who have studied their qualifying exams form University other than SAURASHTRA UNIVERSITY and Higher secondary Board other than Gujarat Higher Secondary Board OR Technical Education Board of Gujarat

The first step is to obtain Provisional Eligibility Certificate. PL. download prescribed form from the website and apply to Exam Cell Section. The present applicable fee is Rs. 110/-

Pl. apply for Final eligibility Certificate in stipulated time period on receipt of Provisional Eligibility Certificate

10. How do I get my Migration Certificate?

**Ans:**

Pl. download the respective form. . Fill all information in it and attach all necessary document such as marksheet with T.C. The present applicable fee is Rs. 60/- .

Pl. submits / send dully filled in form along with necessary documents to Exam- cell.

11. I want Transcript Certificate, What is the procedure for obtaining the same?

**Ans:**

Pl. download prescribed form, and attach copies of mark sheets of relevant exams Pay prescribed fee Please submit it to the enquiry Counter or send to Exam Section

12. How do I get Provisional Degree Certificate ?

**Ans:**

Pl. Download Provisional Degree Certificate Form from the web site. Fill it, attach copies of marksheet and submit / send to University.  
The present applicable fee is Rs. 100/-

13. How do I get Degree Certificate ?

**Ans:**

If you are a regular student studying in a college/ Department/ Institutions affiliated to the University, then, apply through respective college with last year / semester Exam form. With prescribed fee.

Pl. DO NOT submit Degree form directly to the University if you are a Regular student Of College/Department/Institute

If you are an External Student OR you have passed the requisite exam before 2004, then apply in a prescribed form. The University releases Press Note declaring time period. Generally, the University accepts Degree form for external Students and students passed out before 2004 (Tentative Time Period: 1 December – 15 January of every year AND 15 May – 15 JULY OF every year WITH REGULAR FEE OF Rs.125/-) AND ( 16 January – 31 January of every year and 16 July – 31 July of every year with additional late fee of Rs 250. That means, total fee payable is Rs 375/-)

14. Pl. inform on Rank Declaration?

**Ans:**

Pl. note that rank certificate is issued to first three rankers of particular exam/ course. Rank certificate is issued after completion of Reassessment/ Rechecking procedure The fee payable for obtaining rank certificate is Rs.15/-. Pl downloads the requisite form The rank certificate is issued for those exams where class is awarded

Pl. note that in case of certain course which has many specialized branches/ subject, the rank is declared on the basis of marks obtained amongst various specialized subjects. For example, in case of Master of Arts programme, there is no separate rank for individual subjects (such as History, Gujarati, Sanskrit-----etc).

15. How can I pay various Exam related fees?

**Ans:**

Exam fee, Enrolment/ Enlistment, Reassessment/ Rechecking, Degree Certificate fee must be paid through respective Colleges/ Departments. The college in turn will pay to the University.

The fee for various services such as Duplicate Degree Certificate, Migration Certificate, Eligibility Certificate, Provisional degree Certificate, Name/ Marksheet Correction etc may be paid through Demand Draft in favour of Registrar, SAURASHTRA UNIVERSITY (Payable at Rajkot) or in cash at Cash Window of the University on working days up to 16: 00 Hours (Pl. note that University remains closed on 1 st and 3 rd Saturday) (Pl. apply in a prescribed form whenever applicable)

16. I have passed my exam through CBCS Pattern. My secured marks are as under . My SGPA is 7.25 . Pl. inform how it is derived?

Say you have appeared for CBCS SEMESTER Exam and say Applicable Grade structure is under

Mark Range	1-39	40-49	50-59	60-69	70-79	80-89	90-100
Grade	F	E	D	C	B	A	O
Grade Point	4	5	6	7	8	9	10

Suppose, a student has appeared for 4 papers and marks secured are as under And credit for individual paper is 4

Paper 1: 40 marks, Paper 2: 82 marks, Paper 3: 66 marks, Paper 4: 76 marks.

First step is to calculate Earned Grade Point:

Here, correlate corresponding point against marks obtained

	<u>Mark</u>	<u>Grade Point</u>
Paper 1:	40 –	5
Paper 2:	82 –	9
Paper 3:	66 –	7
Paper 4:	76–	8

Multiply Grade point with credit of individual subject

That means

Paper 1:  $5 \times 4 = 20$ , Paper 2:  $9 \times 4 = 36$ , Paper 3:  $7 \times 4 = 28$ , paper 4:  
 $8 \times 4 = 32$

Summation of all paper =  $20 + 36 + 28 + 32$ , is 116 ----- (A)

Divide this sum by total of credits of all Subjects (A credit of individual paper is 4 and total credit of all papers comes to 16)

SGPA is obtained by dividing (A) by total no of credits

In above case SGPA is =  $116 / 16 = 7.25$