

BIR TIKENDRAJIT UNIVERSITY

EXAMINATION ORDINANCE

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In the exercise of powers conferred by the Bir Tikendrajit University Act 2020 (Act no. 9 of 2020) established by the Manipur Government in discharge of duties assigned under the relevant provisions of the Act and Statute of Bir Tikendrajit University, Manipur, the Board of Examinations hereby frames the Examination Ordinance applicable from academic Session 2020-21.

APPLICABILITY

This Ordinance shall apply to all those programs that are not governed by any Council leading to all Bachelor's / Master's degrees and Under-Graduate / Post-Graduate Diplomas and Certificates following the Semester/Annual System of Examination (other than programs for which a separate Ordinance is notified) from Academic Session 2020 – 21.

This Ordinance is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed, and various steps that have to be taken at all the levels associated with the conduct of the examinations of the Bir Tikendrajit University.

1. Definitions and Abbreviations

- a) **Academic Program/Program** shall mean a program of courses and/or any other component leading to a degree in any discipline, such as Bachelor's & Master's.
- b) **'Academic Year'** means a year commencing on such date in August and ending with such date in May of the following year as may be decided by the Academic Council.
- c) **'Admission to an Examination'** means the issuance of an admit card to a candidate in token of his having completed all the conditions laid down in the relevant academic regulations, by the Controller of Examinations (COE). Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the COE, be admitted provisionally; however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.
- d) **'Answer-booklet'** means a stitched booklet of fixed pages issued by the University to the students in the examination Hall to write answers to the questions listed in the question paper of a subject for Examination.
- e) **'Answer script'** means the answer booklet in which the examinee has attempted/ written his answer in response to the questions found in the question paper on the examination day. It shall only bear a dummy number if required in case of a theory paper at the time of evaluation, and the identity of the examinee shall NOT be revealed.
- f) **'Year back Candidate'** is a student who, having once been admitted to an examination of the Bir Tikendrajit University, is again required to take the same examination by reason of his failure or absence in the examination.

- g) **‘Attempt’** means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination. Absence for exams will not be considered as an attempt.
- h) **“Board of Examinations”** Means the Board constituted for the conduct of university exams.
- i) **‘Board of Studies’** means the Board constituted in every Department of Teaching/ Study and chaired by the Head or equivalent of the Department with the responsibilities of formulating the Academic regulations and curriculum for various programs offered by it. It shall also be responsible for enrolling the examiners from various institutes into the Panel of Examiners for each of the courses/ subjects, in addition to the normal curriculum of BOS as defined in the BTU Ordinance. The Controller of Examinations (COE) is a permanent invitee to the BOS.
- j) **“Campus”** means the university premises.
- k) **‘Centre of Examinations’** means any premises within the campus consisting of examination halls, control room, service room, and other necessary facilities such as drinking water and toilets, etc.
- l) **‘Centre Superintendent’** means any person appointed by the Controller of Examinations (COE) to be in overall control and supervision of the Examination Centre for a specified period/ session(s) of Bir Tikendrajit University examination, duly approved by the Vice-Chancellor.
- m) **‘Computer Centre of the Examination Section’** means the computer Centre established by the University to exclusively service the examination-related work in confidentiality.
- n) **‘Code of Conduct’** means the norms to be followed in conducting oneself in the context of the functions/duties assigned to an individual.
- o) **‘Control Room’** means the room which serves as the office at the Examination Centre for the Centre Superintendent(s) during the examination session.
- p) **‘Controller of Examinations’** means the Principal office charged with conducting examinations and declaring their result.
- q) **‘Course’** means a paper of any subject of study, either in theory or in practice, during an academic period, such as semester. A set of several courses constitutes a Program.
- r) **‘Code Number’** means a number printed on each answer booklet after the examination to hide the identity of the examinee to prevent bias and malpractice in the examination if applicable.
- s) **‘Entire Examination’** means the examination normally held at the end of an academic period, such as a semester/ academic year, and includes all the papers of theory, practical, and viva-voce examination, if any. When used in the context of the present examination, it is referred to as ‘Current Examination’.

- t) **‘Errant Examinee’** means an examinee who has been caught in an act of misconduct/unfair-means/malpractice and booked.
- u) **‘Exam Committee’** means the committee formed to support the exam procedure.
- v) **‘Examination Fee’** means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statements of marks as may be prescribed by the Bir Tikendrajit University from time to time.
- w) **‘Examination Hall’** includes any Room, Laboratory, Workshop, or any other premises used for conducting examinations of the Bir Tikendrajit University
- x) **‘Examination Malpractices Enquiry Committee’** means the committee constituted by the Vice-Chancellor for the purpose of conducting necessary enquiry on matters of examination-related misconduct/ malpractice.
- y) **‘Examinee’** means a person who actually presents himself/ herself for an examination or a part thereof to which he/she has been admitted.
- z) **‘Examinee List’** means a list of all examinees to appear in the particular exams.
- aa) **‘Examiners’** means teachers appointed by the COE from among the Panel of Examiners approved by the Vice-Chancellor for the valuation of theory/practical papers/ UG or PG dissertations, etc.
- bb) **‘Faculties’** are groups of disciplines like Arts Faculty, Science Faculty, Commerce Faculty, etc. The faculty and administrative system that is going on in the universities will remain the same. How the faculties will be formed is decided at the university level.
- cc) **‘Hall Assistant’** means a non-teaching staff member of appropriate rank to help in issuing the Answer Booklets and render other assistance to Invigilators during the conduct of the examination in the assigned hall.
- dd) **‘Invigilator’** means any teaching faculty of the Departments of Teaching/ Study appointed by the Centre Superintendent for invigilation work.
- ee) **‘Internal Assessment/Sessional’** means the assessment based on continuous internal assessment (CIA) tests and assignments given to the students during an academic period.
- ff) **‘Late Fee’** means a sum of money, by cash or other valid bank instrument, that may need to be paid to the University as a result of failure to meet the deadlines.
- gg) **‘Malpractice’** means any one or more of the acts prescribed as malpractice in examinations.
- hh) **‘Minimum Common Course’** means the course run by the university that keeps at least 70% common of the minimum common syllabus.
- ii) **‘Misconduct’** means any one or more of the acts such as disobeying the instructions, insolent/ violent behavior, and causing hindrance to the duties of the staff on examination duty, etc.

- jj) ‘Moderation’** means validating the question papers set by paper setters for conformity with the pattern and academic regulations in force. Any errata/ aberrations/ formats/ choice/ pattern deviation etc. are subjected to necessary corrections before printing if required.
- kk) ‘Moderator’** means any person appointed by the COE to scrutinize the question papers received from the paper setters to detect any aberrations, provide a remedy, and validate it before it is accepted and taken up for the printing process.
- ll) ‘Near-Relative’** means wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, granddaughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece, brother, sister, uncle, aunt, and such ones as may be indicated by the Bir Tikendrajit University.
- mm) ‘Panel of Examiners’** means a pool of all available examiners from the University and other external Institutions who are enrolled by the Board of Studies after the due process.
- nn) ‘Paper’** means that particular paper belonging to a subject for which examination is being held on that day.
- oo) ‘Paper setter’** means any person appointed by the Controller of Examinations from among the Board of Examiners or from among the Panel of Examiners in cases of any exigency with the approval of the Vice Chancellor of Bir Tikendrajit University.
- pp) ‘Photocopy of answer paper’** means are reprographic reproduction of the original Answer Book used for answering the questions by the student in the examination.
- qq) ‘Programs’** will be three months, six months, nine months, 11 Months, One-year Certificate, Two-Year Diploma, Three-Year Graduation Degree, Four-Year Graduation (Including Research) Degree, postgraduate degree & post-postgraduate diploma.
- rr) ‘Re-evaluation’** means a repeat evaluation of the written answer-booklet by a different examiner based on submission of an appropriate application with due fees thereof by the candidate, after announcement of the result and obtaining a photocopy of the answer booklet, when sufficient grounds exist for such a request.
- ss) ‘Reviewers’** means the examiners who have been appointed by the COE to review the papers valued by the Examiners.
- tt) ‘Semester’** means the duration of an academic period normally consisting of not less than 90 working days, inclusive of 3 sessional examinations, and applies to all programs of study which are conducted in the semester system. There shall be two semesters in an academic year.
- uu) ‘Session Report’** means the report prepared by the Centre Superintendent(s) of the Examination Centre for that session regarding the number of candidates present/ absent, Malpractice/ Misconduct, if any, Attendance record of Invigilators and other examination staff on duty, and such related matters with necessary enclosures.
- vv) ‘Student’** means and includes a person who is enrolled as such by the University/Department, to pursue education, receive instructions, write examination(s), and qualify for any degree, diploma, or certificate awarded by Bir Tikenderjit University.

2. Board of Examinations & its Powers:

- a) Subject to control of the Academic Council and provisions of Statutes, the Board of Examinations shall have the following powers and functions, namely: -
- b) To regulate and ensure the smooth conduct of all examinations of the University including the entrance examinations for various courses offered by the University;
- c) To frame policies about organizing and conducting all examinations and improving the system of examinations;
- d) To finalize the schedule of dates for holding examinations and for declaring the results;
- e) To deal with all complaints and malpractices pertaining to the conduct of examinations, assessment, evaluation, and declaration of results;
- f) To decide the quantum of punishment in case of unfair means and malpractices as per the Ordinance;
- g) To prepare the budget for the conduct of various examinations and submit the same To the Finance Officer;
- h) To make arrangements for strict vigilance during the conduct of examinations;
And
- i) To take all such other decisions with regard to the conduct of examinations and issues related to examinations as it may deem fit.

3. Controller of Examinations and His Powers

- a) Subject to provisions of the Statutes and the power of the Vice Chancellor, the Controller of Examinations shall have the following powers and duties, namely: -
- b) To make all necessary arrangements for free, fair, smooth, orderly, and timely conduct of all examinations of the University, including entrance examinations and declaration of their results.
- c) To prepare and announce in advance the scheme and calendar of examinations in consultation with the relevant Deans of Faculties.
- d) To appoint paper setters, examiners, tabulators/ collators, moderators, observers, flying squad, etc., with prior approval of the Vice Chancellor.
- e) To decide the examination centers and appoint center superintendents with prior approval of the Vice Chancellor.
- f) To arrange inspection of examination centers by a flying squad and observers.
- g) To arrange for the printing of question papers and to maintain secrecy.
- h) To coordinate with the and Heads of Departments with regard to student enrolment and conduct of examinations.
- i) To arrange for the proper assessment of candidates appearing for examinations and to process results accordingly.
- j) To notify the results of examinations to the Department and also display the results in the public domain.

- k)** To maintain a database of student performance in examinations.
- l)** To forward names of candidates to the Registrar for conferment of degrees, diplomas, certificates, etc., except honorary degrees.
- m)** To act as custodian of all records related to the conduct of examinations and declaration of results.
- n)** To postpone or cancel examinations with the prior approval of the Vice Chancellor in the event of malpractices or if the circumstances so warrant, and to take or recommend disciplinary action, as the case may be, or recommend initiation of any civil or criminal proceedings against any person or a group of persons alleged to have committed such malpractices.
- o)** To recommend disciplinary action where necessary, against candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- p)** To review and evaluate, from time to time, results of the University examinations and forward reports there on to the Vice Chancellor.
- q)** To take necessary steps for continuous examination reforms so as to keep updating the existing Ordinances relating to university examinations and to propose new Ordinances in this regard.
- r)** To counter-sign and approve various TA/DA and remuneration bills in respect of the examiner, supervisor, invigilator, paper setter, tabulator/ collator, moderator, observer and any other person appointed for the purpose of confidential works related to the conduct of examinations.
- s)** To prepare and maintain accounts for secrecy funds, get the same checked and counter-signed from the concerned Authority and keep permanent records for all such confidential transactions or accounts.
- t)** To prepare and maintain minutes of meetings of the Board of Examinations and other Committees constituted by it.
- u)** To ensure that decisions taken by the Authorities of the University and Committees constituted by them with regard to the examination system are promptly implemented.
- v)** To supervise the task of all subordinate employees and to distribute work among them with prior approval of the Vice Chancellor.
- w)** To exercise disciplinary control over all employees in the examination section; and
- x)** To exercise such other powers and perform such other duties as assigned to him by the Vice Chancellor and other Authorities of the University from time to time

4. Other Powers and Duties of Controller of Examinations office:

- a)** The following work shall be attended to by the Office of the Controller of Examinations and if necessary, any external agency may be appointed after a due selection process with the approval of the board of management to assist the University.

- b)** The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in Section 3 above.
- c)** The Controller of Examinations shall be responsible for the maintenance of records, Award lists, and evaluated answer scripts. The evaluated answer scripts shall be preserved for Twelve Months after the announcement of results. He shall also be responsible for the safe disposal/ destruction of the answer-scripts thereafter through tenders, except the scripts regarding which court cases are pending.
- d)** The COE shall expeditiously arrange for the tabulation and announcement of results and ALSO arrange for the distribution of Marks statements, duplicate Marks statement, transcripts, rank certificates, and duplicate Degree Certificates.
- e)** Preparation of detailed Time Tables for exams and their publication in time.
- f)** Scrutiny of examination application forms (along with NOC from the accounts department through the Registrar), Allotment of Registration Numbers, preparing and publishing Examinees' list before the commencement of Practical/ Theory examinations.
- g)** Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code. Question Papers to be printed shall be 20% in excess of what is actually required in each subject.
- h)** Setting up Centre's of examinations for theory and practical examinations.
- i)** Appointment of Centre Superintendents and Invigilators for each session of the examination for each of the Centre of examinations and issue of instructions regarding the conduct of examinations.
- j)** Appointment of officials and other staff required for conduct of examination.
- k)** Arrangements for the work for dispatching of all examination material to examination Centre's, evaluation Centre's etc. if required.
- l)** Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper setters etc.,
- m)** Arrangement for conducting examination, collection of answer papers, evaluation, processing and declaration of results.
- n)** Arrange to prepare the merit list, rank list, and list of prize and medal winners.
- o)** Arrange for the photocopy of evaluation answer scripts, re-totaling in case of any reported totaling mistakes, re-evaluation, and redressing the grievances of students.
- p)** Keep a record of those persons who have committed lapses in discharging the examination-related responsibilities entrusted to them and refer them to the Board of Examinations for appropriate action.
- q)** Make any structural changes in the examination administration as and when required.
- r)** Registration, Distribution, and dispatching of day-to-day communications/letters.

- s) Compilation of work done from different sections of the department.
- t) Sanctioning of contingent expenditure to the departments/evaluation Centre to conduct theory and practical examinations with due approval by the Vice Chancellor.
- u) As per the university exam fee policy, no refund for the exam is possible.
- v) Dealing the cases of withheld results for future announcement and follow-up work in cases of any discrepancies.
- w) To attend to legal matters relating to examination, if any.

x) Work related to Convocation as under:

- 1) Inviting applications for the award of Degrees.
- 2) Preparation of Eligibility lists for convocation, faculty-wise and year-wise.
- 3) Receipt and scrutiny of applications for conferring a degree in person and in absentia at the Convocation.
- 4) Preparation of Presentation lists, faculty-wise, year-wise, in person and in absentia separately.
- 5) Print the lists of students attending the convocation and preserve the bound volume of such lists.
- 6) Writing/ printing of degree certificates/Rank certificate/ prize or medal certificate, Ph.D. certificate.
- 7) Informing the candidates about the date and venue of the convocation.
- 8) Distribution of admission cards and parent passes to candidates for the convocation.
- 9) Distribution of Degree Certificates.
- 10) Seating arrangements in the convocation hall.
- 11) Arrangement for obtaining degrees online by candidates
- 12) Separate fee one for the presence, another for the absence, where the award is to be sent by speed post.

5. Centre of Examinations:

- a) Centre of examination will be the premises within the campus consisting of examination halls, control room, service room and other necessary facilities such as drinking water and toilets for Examinations and other exams like entrance, course work, venue of which may outside/inside may be decided with prior approval of Hon. V.C.

6. Centre Superintendent:

- a) The COE shall appoint the Centre Superintendent(s) and communicate his/her appointment

order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Centre Superintendents (s) who shall not be less than the rank of Associate Professor, based on the number of examinees and examination halls.

- b) The CS, who finds it impossible to attend to the work assigned shall submit the appropriate form to the COE expressing the reasons and the details of alternative arrangement (Professor Associate Professor consenting to serve as Centre Superintendent) sufficiently in advance to the assigned time of duty.
- c) The CS shall be responsible for the proper and smooth conduct of examinations at his/her/their Centre. He/ She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE.
- d) The CS shall arrange to prepare a 'Session Report' of candidates present during the examination session at his/her Centre for each program of study and each subject of examination and forward the same to the COE. A record of the usage of Answer-book let in an examination session shall also be prepared.
- e) The CS shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise in seating arrangement. He/ She shall ensure that all candidates are treated equally without any discrimination.
- f) The CS shall depute the required number of Invigilators, Invigilators to each examination hall. **One INVIGILATORS** shall be allotted for every 40 students or part thereof as far as possible.
- g) The CS shall make sure that as far as possible, Invigilators are allotted Halls at random and that no Invigilators shall have prior information of the Hall to which he/ she shall be posted.
- h) The CS shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities. He /She shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/ She shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected.
- i) The CS shall inform the Invigilators and candidates personally that no additional Answer Booklet will be provided and the candidates have to write their answer only in the Answer Booklet supplied to them in the Examination by the University.
- j) The CS shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/ she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centers of examination.
- k) The CS shall ensure that the question paper packets for each hall is sealed and not tampered with before handing it to the Invigilators prior to the Examination session not earlier than half an hour fixed for the commencement of the examination in that hall.
- l) The CS shall arrange to collect back the undistributed question papers from the examination

halls at the end of the examination session along with the Answer scripts.

- m)** The CS shall attempt to resolve any serious misprint, wrong code, mistranslation, omissions or ambiguity etc., noticed or reported to him in the question papers by referring to the original scripts of the respective question paper and shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of apparent misprint. Serious disparity in the question paper shall be immediately reported to the COE by phone and the issue resolved according to his instructions.
- n)** The CS shall see that only candidates with valid Admit Cards issued by the University are allowed to take the examination. If a candidate has lost the Admit Card, the Centre Superintendent shall arrange to issue ad hoc one-session conditional permission after verification of his/her Identity and credentials in candidates list and getting an undertaking from the candidate.
- o)** When the subject/paper is wrongly indicated in the Admit Card issued, the Centre Superintendent shall give the correct subject/paper provisionally after an undertaking by the candidate. Such provisional permission is subject to the approval of the University. The student shall be made aware that incase the contention of the candidate is found to be not valid; his/her answer script may not be valued. All such cases of admissions are provisional till they are approved by the University.
- p)** The CS shall ensure that no candidate is admitted to the examination hall 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall within 30 minutes of the commencement of the examination.
- q)** The CS shall take action against an examinee indulging in malpractice or attempting to use unfair means, in the examination hall or within the premises of the examination Centre. All malpractices shall be reported and shall be handled as per the guidelines given in the Examination Malpractice Handling guidelines.
- r)** All the Answer-booklets confiscated in malpractice cases during the examination session should be packed separately in one bundle and marked “Malpractice Case” on the label. Such answer-booklets shall NOT be mixed with the regular answer-booklets.
- s)** The CS shall sign all relevant records such as invigilators attendance sheet, answer booklet usage in the session, Program & subject-wise attendance summary for a session, remuneration acknowledgement sheet etc. relevant to the examination session.
- t)** In case of any major law and order problem or in the event of any external factor causing a disturbance in the Examination Centre, the Examinations Office should be notified immediately by the CS. It is essential that any incident or condition which could potentially cause disturbance or discomfort students is reported.
- u)** The CS shall have the power to expel an examinee from examinations on subsequent examination days; on any of the following grounds:
 - 1)** That the examinee created a nuisance or serious disturbance at the examination Centre.
 - 2)** That the examinee showed a seriously aggressive attitude towards an invigilator or a

member of the staff entrusted with the examination work.

- 3) If necessary, the Superintendent may get security guard assistance. Where a candidate is sent out of the examination hall, the COE shall be informed immediately and the case be referred over to the Proctorial board.

7. **Exam committee:**

The Exam Committee will be constituted by B.O.E., in sufficient number of officers, supporting teaching staff and non-teaching staff along with suggestions of formed prior to main exams, to support the exams activities, headed by exam supervisor under C.O.E.

8. **Panel of Examiners:**

- a) Panel of Examiners shall be enrolled for each subject of study with the approval of Board of Studies of each Department. All faculty members of BTU will automatically become the examiners in the respective department board followed by ratification by Academic Council.
- b) The Chairman of the Board of Studies shall call for a list of all eligible examiners from various University departments in addition to the faculty members of BTU every three years which shall be duly forwarded by the respective head of the Department.
- c) All such eligible list of examiners shall be placed in the respective Board of Studies for enrollment of the eligible examiners into the Panel of Examiners as per the University norms after due approval.

9. **Academic Year**

- a) An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 19 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.
- b) The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/or
laboratory work
(Including class tests)

Two terms of about 19 weeks each, with a
A break of about 2 weeks between the terms.
Total = about 40 weeks

Preparatory Leave

Min 5 days

Annual examination, including
Practical/Laboratory examination

About 04 weeks

The Academic Calendar shall be notified by the University each year, before the start of academic year.

10. Attendance and Credit Assessment

- a) It will be necessary to appear for an examination for credit validation. Credits will be incomplete without the exam.
- b) As per previous rules, 75 percent attendance will be mandatory for taking the examination.
- c) If a student qualifies for the examination based on attendance in the class, but is unable to appear in the examination due to some reason, he/she can appear for the qualifying examination in the future. He will not need to take classes again.
- d) A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together in an academic year, provided that the Dean of the Faculty in case of University Faculties and Principal / Director in case of university may condone attendance shortage upto 15% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the annual term end examination. Additional (not decreasing the provisions above) attendance requirement may be specified by Syllabi and Scheme of Teaching and Examination.
- e) For programs regulated by a statutory regulatory body, if the statutory regulatory body provides for any specific guideline for attendance, the same shall be applicable as approved by the Board of Studies of the concerned Faculty.
- f) Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the program in a maximum permissible period as mentioned in clause 4.3.
- g) Dean/Director/Principle of the Department/college shall announce the names of all such students who are not eligible to appear in the annual term end examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.
- h) In case any detained student appears in the annual/ supplementary examination, his / her result shall be treated as null and void.

11. Examination and Evaluation

- a) The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.
- b) The evaluation of students in a course shall have two components unless specifically stated otherwise in Syllabi and Scheme of Teaching and Examination:
 - 1) Continuous evaluation by the teacher(s) of the course.
 - 2) Evaluation through an annual term / End term examination.

- c) The guidelines for distribution of weightage for various components of evaluation shall be as below:

1) Theory Courses

(i) Continuous evaluation by teacher(s)	-	25
(ii) Annual term / end term examination	-	75

2) Practical / Laboratory / Studio Courses

(i) Continuous evaluation by teacher(s)	-	25
(ii) Annual term / end term examination	-	75

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for various components of evaluation.

- d) For any other component of a program not covered by the above, the weightage shall be prescribed by the Board of Studies / Program Coordination Committee, with the approval of the Vice-Chancellor.

12. Conduct of Continuous Evaluation by Teachers

- a) The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the Academic Program Committee and Program Coordination Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks for teacher's continuous evaluation into class test and / or other methods of continuous evaluation.
- b) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

13. Conduct of Annual Term/ End Term Examination

- a) All annual / End term / supplementary examinations shall be conducted by the Controller of Examinations.
- b) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of annual term/ end term examinations.
- c) For theory and practical examinations, and project report / training report and any other evaluation component, all examiners shall be appointed by the Controller of Examinations.
- d) For programs being run in the University Faculties recommendations for names of external examiners shall be obtained from the concerned Boards of Studies, through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.
- e) For programs being run only in institutions, recommendations for names of external

examiners shall be obtained from the respective Program Coordination Committees, through the Chairman of the Committees. Where there is an exigency and the Program Coordination Committee cannot meet, the Chairman of Program Coordination Committee may recommend the names, stating clearly why the meeting of the Program Coordination Committee could not be convened.

- f)** In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies/ Program Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.
- g)** The course-wise list of teachers teaching a specific course shall be forwarded by the Deans of the University departments offering the program or the Director / Principal of the affiliated college. The list of teachers shall be forwarded to the Controller of Examinations within one month of the commencement of the academic year. The panel of external examiners received by the Controller of Examinations shall be approved by the Vice-Chancellor or any other person nominated by the Vice-Chancellor.
- h)** The Controller of Examinations shall be authorized to add one or more names in the approved panel of examiners received from Board of Studies / Program Coordination Committee / authorized Dean.
- i)** The paper setter appointed by the Controller of Examinations, among the approved panel for setting the Question Paper, shall set the Question Paper. The question paper shall be set out of the entire syllabus of the course.
- j)** After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examinations.
- k)** Annual term / end term examination answer scripts of students shall be evaluated by evaluators/ examiners appointed by the Controller of Examinations from the course-wise list of teachers.
- l)** The Syllabi and Scheme of Teaching and Examination of a program shall prescribe supplementary examinations for the program, if required.
- m)** Annual term / end term practical examinations shall be conducted by a panel of Examiners for each course. The panel shall consist of one or more examiners appointed by the Controller of Examinations.
- n)** For any other type of examination that demands the conduct the examination specifically provided in syllabi and schemes of examination and in the absence of such a provision, shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Program Coordination Committee concerned, with the approval of the Vice-Chancellor.
- o)** The results of an academic year (including both the teacher's continuous evaluation and annual/supplementary term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of

Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.

- p) The award list / term end mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the result.

14. Award of Degree

- a) A student shall be awarded a degree if:
 - 1) He/she has registered himself/herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her program within the stipulated time, and secured the minimum credits prescribed for the award of the concerned degree.
 - 2) There are no dues outstanding in his/her name to a Faculty of the University/Institution;
 - 3) No disciplinary action is pending against him/her.

15. Question Papers-

- a) All arrangements shall be made to get the required sets of question papers for each paper of the examination sufficiently in advance of the commencement of the examination period.
- b) The question paper(s) shall meet the specifications/pattern as per the academic regulations of each program of study in the University. Question papers for each subject shall be available in multiple sets to meet any eventuality.
- c) The external question paper-setters shall be communicated regarding their appointment together with the necessary instructions, syllabus, model question papers, question paper pattern, forms of acceptance, inner cover and outer cloth cover, remuneration forms, and other related stationery, etc.
- d) Whenever a paper setter declines the offer, alternative arrangements shall be made expeditiously to get the paper set by a suitable alternative paper setter.

16. Appointment of Question Paper setters/Moderators-

- a) **Paper setters**
 - 1) No one can claim appointment as paper setter/ scrutinizer or any other examination work as a matter of right. The COE shall finalize the question paper setters/ moderators from the BoE.
 - 2) No person shall be appointed as a paper-setter for an examination if any of his/her near relatives are appearing for that examination.

- 3) The paper setters/ moderators are required to submit their intention of acceptance/ decline of the offer.
- 4) The Internal paper setters/moderators shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the University. The external paper setters/moderators shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/scrutinizer.
- 5) If by chance, a wrong subject has been assigned to the paper-setter, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/expertise/knowledge domain.
- 6) The paper setters/ moderators shall follow all the regulations of the University from time to time in respect of setting of question papers, scheme of evaluation etc.

b) Functions and Responsibilities of Paper Setters-

- 1) The Paper setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.
- 2) The Paper Setter shall take all the necessary precaution for the maintenance of confidentiality of his/ her appointment and the question paper(s) submitted set by him/her.
- 3) The Paper setter shall set the number of sets of question papers as requested, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send the mail in sealed packets to the COE.
- 4) The Paper setter shall ensure that the question papers set carry the correct name of the subject, Title and code of the paper, applicable Regulation(s). He/ she shall also indicate the duration of the paper, the maximum marks allotted to each question of the paper, choice, and maximum marks of the full paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated.
- 5) The Paper setter shall provide necessary instructions for the guidance of candidates at the top of the question paper. Any Mathematical, Physical tables, charts, data and handbooks permitted to be used should also be clearly indicated.
- 6) The question paper should be fairly distributed over the whole syllabus of study and not concentrated on anyone or a few units/portions only.
- 7) The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes etc. which are permitted to be used by the examinee in the INSTRUCTIONS. He/she shall affix his/her signature on each page of the question paper without fail.
- 8) If there are any sections which need to be answered in different answer booklets, the paper setter shall provide clear instructions for the same. The number of questions to be answered in each section shall also be indicated clearly. All questions and subdivisions

shall be marked clearly as per the pattern provided.

- 9) The Paper setter shall write the questions legibly in Ink or type personally, avoiding additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should work out the numerical problems before including them in the question papers.
- 10) The paper setters shall write/type the questions in the blank booklets specifically supplied for the purpose by the University or on/ A4 papers. The questions should be written/ typed clearly and legibly. Sufficient space should be provided between two questions.
- 11) The Paper setters shall observe strict secrecy regarding the work allotted to them. The Paper setter is not permitted to keep carbon copies of hand written question paper. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the COE.
- 12) The paper setter shall not delegate the task of setting the question paper partially or entirely to anyone else.
- 13) The paper setters shall submit the Scheme of valuation whenever demanded while setting the question papers and send them in the same envelope.
- 14) The question papers and scheme of valuation, if any, shall be enclosed in the labeled inner cover, sealed and included along with other information/ forms and claim bills in an outer cover.
- 15) The check list shall be marked to ensure that all required documents/ components have been included in the cover.
- 16) The Paper setter must carefully paste the inner cover provided by the University and affix his/ her signature on the joints of the cover and fix a cellophane tape on the signatures. The Paper setter shall fill in all the details required on the inner cover. This inner cover shall then be enclosed in a cloth lined outer envelope marked "CONFIDENTIAL" and sent through Speed Post/ Registered post to the Controller of Examinations, or delivered to the COE in person.
- 17) The paper setter shall also submit the remuneration and postal expenses claim bills in the outer cover/or separately with all the details to the COE.
- 18) The paper setter shall send the declaration and check list along with the Question papers set.

c) Handling Question Papers Received from Paper Setters

- 1) The question paper(s) received from the respective paper setters are received, processed and stored securely maintaining full confidentiality warranted of an examination system. An account keeping must be done in order to send reminders to the paper setters if question papers are not received within the stipulated time.
- 2) The printing of the question papers shall be done in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the question paper.

- 3) All the printed question papers shall be packed in cover and sealed securely for storage under the custody of the COE.
- 4) The sealed envelopes containing Question papers should be arranged examination-wise, and Paper-Code Number-wise and kept under strict secrecy and vigil. The almirah, in which these Question papers are kept, should be sealed every time it is opened.
- 5) Relevant sealed envelopes containing the Question-papers should be taken out of the confidential almirah strictly in accordance with the Examination Program. Envelopes should be counted and an entry made in the Stock Register before the envelopes are carried to the Control Room

d) Duties of Question Paper Moderators

- 1) Question paper moderators are appointed from the current Panel of Examiners as a validation process for the purpose of carefully examining the question papers for any aberrations, errors, spelling mistakes, pattern, scope, distribution of marks etc. or any other lapse and providing necessary corrections.
- 2) The Question paper Moderator shall be present at the Moderating room of the University on the assigned date and time to fulfill the given responsibility. He shall express his consent or otherwise to the COE as soon as such an appointment of duty is received.

e) Registrations of Examinees for University Examination

- 1) Call for Registration Application
- 2) A notification regarding the time schedule for issue of exam application forms from the University to the Departments and deadlines for submission of application forms to the University shall also be notified.
- 3) Examination forms relevant to each Faculty shall be made available in sufficient quantities in each of the Departments of Teaching/ Study. Instructions to students for filling the examination forms shall be displayed on the examination notice-board of the Departments or a printout provided. The Examination fee details shall be provided in a structured manner for theory/practical/viva-voce/project-work etc.
- 4) Examination forms duly filled and verified should be collected by the Departments' office along with the examination fee receipt. The forms are to be arranged exam-wise/program/branch-wise/semester-wise/year-wise and submitted to the Examinations section by due date. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.

f) Scrutiny of Examination Applications

- 1) All application forms received from the Candidates shall be subject to thorough scrutiny for the validity/correctness of details by the respective Centre/Department.
- 2) It should be verified that the candidates have paid the due fee and fine/ late fee, if any, along with the application form and tally the same with the receipts in the University accounts.
- 3) All valid applications are processed further for data entry into the appropriate data base systems at the examination computer Centre. Such data entry shall also be cross-checked and validated.

g) Preparation of Examinee list

- 1) A list of all eligible candidates for each examination shall be prepared after thorough scrutiny and accounting for attendance or other deficiencies.
- 2) The list shall contain the candidate's name, register number, and the Code numbers of the courses/subjects in which he/she has registered for appearing in the Examination.
- 3) The program-wise list of candidates shall be sent to the concerned Departments of Teaching/Study along with the printed Admit Cards.
- 4) Program-wise list shall also be made available at the Control Room of theory examinations centers for verification in certain exigencies/circumstances by the Centre Superintendent.

17. Pre-Examination Work/Activities

a) Admit Card

- 1) The Admit Card is issued to all the eligible candidates admitted to the University examination. Any Candidate found ineligible due to valid reasons such as attendance deficiency etc. shall not be issued the Admit Card.
- 2) Admit Card shall contain information regarding the Name of the candidate, register number, Photograph, Program of Study, Semester/Year, Department, and the Code numbers of the Subject(s) in which he/she is registered for the current examination.
- 3) The office of the COE shall send the Admit Cards to the concerned Departments at least 3 days before the commencement of the examinations. The Department office shall distribute it after due verification to the concerned student with due acknowledgement by signature. If any discrepancy or error is found in the Admit Card, it should be communicated to the concerned examination section with the recommendation of the Head of the Department.

b) Scheduling and Time Table of Examinations

- 1) While scheduling examinations all care should be taken to ensure that NO overlap in the subjects/papers of examination occurs for any regular or arrear candidate.
- 2) The Examination time-table shall be cross-validated for any overlap and necessary amendments made.
- 3) The scheduling of all Practical Examinations shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.
- 4) The Time-table of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards minimum seven days before the commencement of the examination.
- 5) The Time tables shall also be posted on the University website before the commencement of the examinations.

c) Initial Preparations for the Theory Examination Period

- 1) The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the examination schedules, List of Candidates registered and admitted for the University examination.
- 2) On the basis of the Number of candidates and the seating capacity of halls available, the number of examination halls required should be fixed, and necessary steps taken to make arrangements for the conduct of examinations.
- 3) The order of appointment of invigilators be issued and communicated to the invigilators.
- 4) A Control Room and Services Room that is considered accessible and at the same time secure (safe) are identified at the Examination Centre for the entire period of examination.
- 5) Attendance sheets/ register of candidates seated in each of the examination hall are prepared based on the Program of study and Semester/Year of study.
- 6) Preparation of Answer-booklets and additional booklet Stock register at the examination Centre which need to be updated after each session of examination.
- 7) Specific number of Answer-booklets shall be prepared hall-wise. The University seal shall be affixed.
- 8) Seating Charts be prepared for each room and displayed in the respective rooms.

- 9) It should be verified that sufficient quantum of Question Papers of each paper have been received in sealed envelopes. The sealed envelopes are arranged date-wise, hall-wise, and paper-wise and kept inside a sealed almirah/safe/ locker. A copy of the time table is kept in the Amirah/safe with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
- 10) Appointment of Support Staff for Examination Centre. The COE shall appoint a team of members from various cadres of staff in the Office of the COE to facilitate the conduct of day-to-day affairs in the conduct of examinations at the Centre.

d) Duties and Responsibilities of the Invigilator

- 1) The invigilators are appointed by the Centre Superintendent to perform invigilation work during the specified sessions of theory examinations conducted by the university.
- 2) Number of invigilators will be decided by thumb rule of 1 invigilator per 20 examinees in an exam room/hall.
- 3) The Invigilators shall report to the Centre Superintendent (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/sessions of examinations at the Control room. The INVIGILATOR should affix his signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper packet for the hall.
- 4) On allocation of the examination hall at the Control room, the INVIGILATORS shall go to the examination hall allotted at least 10 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the hall.
- 5) All the Invigilators must remain in the examination hall for the entire period of the examination. Invigilators are advised to keep constant vigil on the examinees in the hall.
- 6) The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The Invigilators shall announce to the candidates to leave the books, papers, and other reference materials etc., outside the examination hall. The Invigilators should read out the warning note: "You should follow the instructions printed on the Admit Card and on the facing and last sheet of the answer booklet. You should search your pockets, desks and tables and hand over to the Invigilator any paper/book/notes/manuscripts/photocopies/electronic gadgets which you may find there and close surroundings, before receiving the question paper in hand."
- 7) Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.
- 8) The Invigilators should warn the candidates about the possession of Mobile phones, digital equipment and other electronic gadgets except as example wristwatch. The candidates should be advised to submit the same to the invigilators if they have inadvertently brought to the examination hall.
- 9) If any student has not brought his/her Admit Card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate

- and verification in the Candidate List.
- 10) The Invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
 - 11) The Invigilators shall instruct the Hall Assistant to distribute the Answer Booklets ten minutes before the commencement of the examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
 - 12) The Invigilators shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination.
 - 13) When candidates seek clarification on the question paper that cannot be dealt with by the Invigilators in the Examination Hall, the Invigilators shall immediately notify the Centre Superintendent who will endeavor to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Examinations Office must be informed immediately to resolve the issue.
 - 14) The Invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Program, Subject of examination, date of exam etc. in relevant fields of the First page of the Answer Booklet. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall. He should ensure to mention the answer booklet number against each student as well the additional booklet numbers in the appropriate place of the proforma given to him/her. For each different subject, different proforma be used.
 - 15) The Invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates presents, absent, and the absentees register numbers shall be prepared.
 - 16) The Invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
 - 17) The Invigilators should NOT allow any candidate to leave examination hall for any purpose within the first one hour of the commencement of the examination.
 - 18) After an hour of the commencement of the examination, the unused Answer Booklets and Question Papers along with the absentees statements shall be returned to the Control Room.
 - 19) The Invigilators shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/her University Registration number/Examination Roll Number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
 - 20) The Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material through the Hall Assistant.
 - 21) All Invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the Invigilators must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one Invigilator present in the hall. Such absences must be kept to a minimum.
 - 22) The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
 - 23) The Invigilators shall alert the examinees about the time remaining for the examination session.

- 24) The Invigilators shall ensure that there is no communication among the candidates in the examination hall. The Invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/pan, etc. is strictly prohibited in the examination hall while the examination is in progress.
- 25) The invigilator should report to the Centre Superintendent the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- 26) While making rounds of the examination hall, if the Invigilators notice that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's Answer Booklet, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over charge.
- 27) The Invigilators should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever. Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the Centre Superintendent. CS should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the CS in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- 28) The Invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and program separately and tally the same with the attendance of the candidates. He/she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- 29) The Invigilators shall not leave the Examination Centre premises until he/she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
- 30) In the event of an emergency alert, all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise.
- 31) When any candidate feels extremely sick/distressed, the Invigilators may request the Centre Superintendent to make arrangements to escort the sick candidate to the University Hospital with necessary transport arrangement with the help of the supporting staff in the control room.
- 32) Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- 33) Any dereliction of duty on the part of the Invigilators is recorded and the CS shall initiate necessary action as per the provisions of the examination regulations and report the same to the COE immediately.

e) Examination Session Timings

- 1) Unless otherwise notified, the forenoon session of the theory examination shall be between 9:00 AM to 12:00 PM for all on-campus examinations.
- 2) Unless otherwise notified, the afternoon session of the theory examination shall be between 1:00 PM to 4:00 PM for all on-campus examinations.
- 3) The schedules for practical examinations to be conducted in the specified laboratories of the departments shall be notified in the examination notice boards of the respective departments at least a week in advance.

f) Control Room & Services Room at the Examination Centre

- 1) The rooms shall be adjacent to each other and easily accessible from all the examination halls and at the same time secure and safe.
- 2) Examinations Control Room/Service Staff During the periods of University examinations, staff of various ranks from the Office of Controller of Examinations shall be deputed to each Examination Centre in sufficient numbers to attend to the duties related to the conduct of examinations for the entire duration of Examinations. They work from an Examination Services Room adjacent to the Control Room at the Centre.
- 3) Summary of functions of the Control/Services Room for each day of examination:
- 4) Seating Chart be exhibited on the Notice Board.
- 5) Instructions to candidates/examinees are exhibited on the Notice Board.
- 6) Candidate's are assigned to Examination Halls.
- 7) Signature of Invigilators, who report on duty, be taken in the relevant Form.
- 8) Outer Packet containing the Question paper packets for the session is open, 15 minutes before the commencement of the examination.
- 9) The Question Papers be taken out of the envelopes. The subject printed on the Question Paper should agree with the subject mentioned in the Time Table.
- 10) Materials are issued to the invigilators from the Control Room. Signatures are taken as an acknowledgement of their having received the materials.

- 11) The Control Room will collect the following items from the invigilators after half an hour of the commencement of the Examination: Remaining Main Answer Books, Remaining Question Papers, and absentee statement.
- 12) A record of the usage of answer booklets shall be maintained for each session. Session-wise consumption records shall be updated in the Answer-booklets Stock Register at the end of each session with the signature of the person concerned.
- 13) Account of Question Papers is prepared. Entries are made in the concerned Stock Register. Envelopes are retained in safe custody.
- 14) The seating arrangement for the next day is prepared. Four copies of the seating map are prepared.
- 15) Packets of Main Answer Books, Supplementary Answer Books, and different proformas are kept ready for the next day.
- 16) Superintendent should take rounds to ascertain the performance of duties by the invigilators.
- 17) Water should be served to candidates in the Examination Room.
- 18) After three hours, the Control Room should collect the Answer Books, check them, count them, and send them to the University in sealed covers as per the prescribed instructions.
- 19) Session report in two copies, be prepared and signed for each session of the Examination.
- 20) Various examination-related Forms filled and signed by invigilators, be placed immediately in the corresponding file covers.
- 21) A packet of answer booklets caught in Misconduct/Malpractice/unfair means is sent separately with the incriminating evidence along with the candidate's statement, INVIGILATORS report, and the CS report.
- 22) Perform any other relevant work/activity that may be necessary.

g) Answer booklets

- 1) Answer-booklets shall in no case be stamped in larger quantity than required for each session/day's use so that any misuses/malpractices are prevented.
- 2) Only University seal shall be used on all the answer.

- 3) The Answer booklet stock register should be made available for Inspection by the Observer or Centre Superintendent or any other authority concerned with the Examinations.

h) Hall Arrangements & Seating Arrangements in the Examination.

- 1) The Examination Hall(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz., desk, chairs, tables, and benches, should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.
- 2) The examination section shall prepare well in advance, the statement regarding seating arrangements for the candidates.
- 3) Each Candidate shall be allotted a definite seat for each paper of the examination. It is preferable to allot the same seat for a candidate for his entire examination. The seat allocation for a rear candidate may vary for each of the rear paper due to logistics and administrative constraints.
- 4) Seating charts should be displayed prominently, showing the position of candidates (according to their register number) in each room for each day, an accessible place for the examinees (inside/outside the room), and a copy of the same shall be retained for the sake of documentation and record-keeping.
- 5) On the first day of the Examination, the Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates to locate their allotted seats. On the remaining days of the Examination, the rooms should be opened 15 minutes before the commencement of the examination.
- 6) Special care may be taken in providing a seat to a candidate who suffers from any infectious disease so as not to cause an adverse effect on the other candidates. Candidates who cannot climb stairs due to
- 7) Their physical condition shall be provided sitting arrangement in a Hall on the Ground floor.
- 8) Packing of answer booklets after the examination.
- 9) Immediately after every session, the answer scripts of each paper collected from candidates will be arranged in the serial order of Register Number, and after counting them and checking the number of answer scripts with the number of candidates who appeared, the same shall be packed in covers of suitable size. The answer scripts must be packed as below:
- 10) Answer booklets of only one subject and one examination must be packed in sealed packets (s).
- 11) Several such packets of answer scripts shall be bundled and wrapped in appropriate material (cloth/paper).

- 12) The answer scripts related to Malpractice/Misconduct shall NOT be mixed or packed with the regular answer scripts. In each case of malpractice, the answer scripts shall be packed along with the confiscated incriminating material (duly signed by the examinee), report of the Invigilator, and statement of the errant examinee.
- 13) The consolidated report of the CS on all cases of reported malpractices/misconduct shall be placed in the outer cover, which shall contain all individual covers of reported malpractice cases.
- 14) Documentation of Reports of the Examination Session. The following records are consolidated, packed, and sent to the Office of the COE after each session/day of the examination at the examination Centre.
- 15) Attendance Statements of Candidates sorted program-wise/subject-wise, Attendance statement of Superintendents and all Staff on Examination duty.
- 16) Attendance Summary Statement program-wise/subject-wise be prepared and sent to the Office of COE.
- 17) Answer the script's packing list for each bundle/bag/box.
- 18) Record of the instances of Malpractice/Misconduct and the related materials such as Answer-scripts, incriminating materials, and reports of Invigilators & CS.
- 19) Transportation of Answer-Scripts from the Examination Centre to the Office of the COE.
- 20) All the Answer-scripts and Reports/Records of the examination held on the session/day shall be packed safely and dispatched to the Office of the COE in the University vehicle securely.
- 21) The person in charge of the receipt and safe-keeping of answer scripts after the examination shall receive those bundles from the examination Centre(s), check for the integrity of the packing. He/She shall then arrange to keep them safely and securely till taken up for further processing.

18. Misconduct and Malpractices in Examination by Candidates

In the Examination Hall, the candidate shall be under the disciplinary control of the Hall Superintendent, and he/she shall obey the instructions of H.S. No candidate shall use unfair means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

a) Misconduct:

- 1) A candidate indulging in any of the following acts in the examination hall will be considered as misconduct in the examination and booked for the same.
- 2) Candidate blatantly disobeying the instructions of the Centre Superintendent (CS) / Invigilators / Vigilance squad member or any other university-appointed officials on examination duty.
- 3) Candidate exhibiting insolent/violent behavior with the invigilator(s) or other examinees. Unruly behavior in or near the examination hall.
- 4) Acts of threats, violence, creating disturbance inside/outside the examination hall,

preventing other candidates from entering the hall, misbehavior with the supervising staff, etc.

- 5) Bringing dangerous weapons/articles into the examination Centre/hall on any pretext.
- 6) Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 7) Tearing off or mutilating an answer booklet or any part thereof.
- 8) Talking with neighbors, showing signs or signals to others in the hall/verandah.
- 9) Writing the examination even after the final bell despite several calls to stop writing.
- 10) Causing damage to the belongings of Examiners, as an act of vengeance.
- 11) Arranging outside persons to terrorize the examination staff.
- 12) Causing damage to examination material/records.
- 13) Assaulting physically or attempting to attack any examination staff while being caught/booked for any malpractice.
- 14) Writing filthy/indecent/vulgar words or sketching obscene figures, etc., in the Answer-booklet or blackboard or walls or furniture at the examination Centre.
- 15) Tampering with the particulars, including register number, written on another candidate's answer-book and/or writing wrong particulars, including register number on one's own answer-booklet.
- 16) Refusing to be searched by the invigilator/CS/any other member of the Supervisory Staff, or obstructing or hindering such a search in the Examination Hall, Verandah, etc.

b) Malpractices:

- 1) A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:
- 2) Possession of printed/photocopy/manuscripts pertaining to/not pertaining to the day's examination, or in the form of a book, pages of a book, loose sheets, or any other matter not permissible to be brought into the Examination Hall.
- 3) Possession of Tables, Handbooks, Codebooks, etc., which are not permitted for the day's examination.
- 4) Possession of Programmable Calculators, Mobile Phones, Smartwatches/Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad, etc., with/without matters related to the day's examination stored in them.
- 5) Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- 6) Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, Admit Card etc. which may have relevance to the syllabus of the examination-paper concerned.
- 7) Exchanging of Admit Cards, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
- 8) Showing the answer booklet/question paper to the neighbors or allowing them to copy.
- 9) Giving/Receiving the main answer booklet or other information-carrying material to/from neighbor for copying.
- 10) Copying from any printed or hand-written material or answer booklet of another candidate.

- 11) Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
- 12) Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- 13) Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 14) Making any request or representation or offers any threat or inducement to Superintendent/invigilators or/and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script.
- 15) Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favor in the examination or valuation.
- 16) Writing the register number anywhere in the answer booklet other than in the fly slip of the Front Page.
- 17) Revealing identity in any form in the answer written or in any other part of the Answer booklet by the examinee at the University examination.
- 18) Writing the examination without valid Admit Card or obtaining admission to the examination on a false representation. Striking off all the pages including the correct answers written by him/her in the answer booklet, when being caught for any act of malpractice.
- 19) Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer booklet.
- 20) Smuggling in blank or written answer booklet and forging signature of the Supervisor thereon.
- 21) Replacing the answer booklet supplied in the hall by pre-prepared answer booklet brought by the candidate himself/herself or got from external sources.
- 22) Presenting to the examiner a practical or class-work notebook which does not belong to him/her.
- 23) Forging the signature of the teacher anywhere in the Practical Record book.
- 24) Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 25) Helping another candidate in answering any question orally or by transmission of material or information.
- 26) Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
- 27) Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 28) Mutual/Mass copying by candidates in the examination hall.
- 29) Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 30) Taking away with him/her the Answer script, without handing over the same to the invigilator or trying to take away or damage another candidate's answer booklet/script.
- 31) Refusing to give written statement, refusing to receive show-cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidence by tearing/swallowing/erasing/throwing away the bits, materials, etc.

- 32) Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or with the assistance of any other person, etc. during the examination hours.
- 33) Interfering with or counterfeiting of University/Institution seal, or answer booklets or office stationery used in the examinations.
- 34) Making a false representation pertaining to the eligibility of the candidate to appear in the examination.
- 35) Committing any act(s) intending to gain an advantage or favor in the examination by misleading, deceiving, or inducing the examiner or officers or authorities of the University/College.
- 36) Forging another person's signature in any of the examination documents.
- 37) Any other similar act(s) of commission and/or omission(s) which may be considered as Malpractice by the competent authority

c) Handling and Reporting Misconduct, Malpractice at Examinations

- 1) The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:
- 2) Where a candidate is suspected of using unfair means as defined above, the invigilator or any other member of the supervisory staff or observer shall search the candidate and/or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the Centre Superintendent of Examination Centre. The candidate's answer booklet shall be confiscated along with the material recovered.
- 3) The Centre Superintendent shall hold a preliminary enquiry, record their part of the Invigilator, the statement of the candidate in the presence of a teacher other than the invigilator concerned. On sufficient grounds, the Centre Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.
- 4) The Centre Superintendent shall thereafter obtain a statement/undertaking of the student. The invigilator shall provide his/her report. CS shall countersign both the report and the statement. The candidate shall be made to affix his/her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.
- 5) If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by two members of the supervisory staff.
- 6) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear), the facts shall be noted duly witnessed by two members of the supervisory staff and the matter reported to the Centre Superintendent immediately.
- 7) In case of Misconduct/insolent behavior (i.e., verbal or non-verbal e.g., gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.
- 8) The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the invigilator's Report(s) of all such cases along with the consolidated report of the CS on cases of malpractices for the session. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of

the Centre's Superintendent to ensure that the malpractice-related bundle is securely dispatched to the COE with appropriate labeling.

- 9) A record of such malpractice shall be maintained at the examination Centre in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Admit Card.
- 10) The Office of the COE shall open only the outer cover containing the reports of invigilator/CS and the inner cover/packet containing the malpractice-related Answer scripts.
- 11) Statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of Invigilator/CS, the COE shall place such cases before the Examination Disciplinary Committee (EDC) along with all the materials and records received by him/her.
- 12) Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a prime facie evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the Chairman of the Board in separate confidential sealed envelope marked as "Suspected Malpractice case". The Chairman shall forward the same to the COE along with his/her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

d) Punishments for Malpractice

- 1) A candidate found guilty of Misconduct/Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examination Disciplinary Committee appointed for the purpose. If the candidate is found guilty, he/she may be awarded one or more punishment(s) based on the norms of punishments prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The punishment(s) shall be subject to review and/or moderation by the Vice-Chancellor.
- 2) **Examination Disciplinary Committee - Constitution, Powers and Functions:**
As in HGU ordinance

e) The Protocol and Procedure for Enquiry of Errant Examinee/Candidate during Examinations:

- 1) The Controller of Examinations of the University/Dean/Head of the Department, or the Officer authorized by them, as the case may be, shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge(s) leveled against him/her should not be held as proved and why the stipulated punishment should not be imposed.
- 2) The EDC shall meet at the required place specified in the said notice for the purpose of holding the inquiry, and the said candidate shall be allowed to be present and heard in the same. The errant examinee may appear before the EDC on the day, time, and place fixed for the meeting with a written reply or explanation to the show-cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the committee, and no other person shall be permitted to represent his case. In case the candidate shall be allowed to be represented by a lawyer or any other person. Also, no

adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.

- 3) After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time, and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the Committee in his/her defense. If even after offering two chances, the concerned examinee fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.
- 4) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/her by the EDC if the concerned examinee presents himself/herself before the Committee.
- 5) The EDC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry, the committee shall record its Findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.
- 6) The EDC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.
- 7) The EDC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award of punishment in Section-7 hereunder as far as possible.
- 8) Except the punishment and action taken by the Centre Superintendent/Examiner on the examination day, no other penalty may be imposed on a candidate except after an enquiry held, as far as maybe, in the manner hereinafter provided.
- 9) The Controller of Examinations in turn shall, place the report before the Vice-Chancellor/the Executive council which shall consider and impose the penalty as recommended by the Malpractices Enquiry Committee or moderate the punishment or exonerate the candidate, as the case may be

19. Punishment / Penalty of Malpractice/ Misconduct

Clouse	Nature of Malpractice / Misconduct	Quantum of Punishment or Penalty
27.1	Possession of incriminating material such as manuscript/printed or typed matter/ books, or notes/banned Electronic gadgets/ written matter on the body or clothes.	Cancellation of that specific Subject/Paper only of the current examination of the candidate.
27.2	Makes false claim/representation or uses forged/ fake document(s) pertaining to his/her eligibility to appear at the examination.	The candidate shall be disqualified from appearing at the present examination depending on the severity of the offence.

27.3	Possession of another examinee's answer booklet	Debar BOTH the candidates from the current examination if it was consensual. If the student whose answer-booklet is taken away by force and/ or without his/her consent, reports immediately to the invigilator, who then debars the candidate Caught with another answer-booklet.
27.4	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it / answer booklet for purpose of copying	Cancellation of that specific Subject/Paper only of The current examination of the candidate
27.5	Smuggling-out or smuggling in of answer-booklets as copying material	Debar the candidate from current examination of the Candidate and an additional ONE academic years.
27.6	Counterfeiting of University/ COE seal, or answer-booklets or office stationery used in the examination.	Debar the candidate from current examination of the Candidate and an additional ONE academic years.
27.7	Using obscene language/violence/ Threat at the Examination Centre by a candidate(s) before/during/after the University examination toward invigilator/CS/Examiner/person(s) concerned with University Examinations	Debar the candidate from current examination of the Candidate and an additional TWO academic years.
27.8	Tearing off the answer-booklet/page(s) of the Answer Book.	Cancellation of the current examination of the candidate in full.
27.9	Student involved in malpractice At Practical examination/ Dissertation /Thesis/ Project Report at UG/PG level	Cancellation of the current practical examination.
27.10	All other malpractice (s)/misconduct not covered in any of the above clauses.	Warning/ Cancellation Expulsion /or any other severe punishment and/or fine depending upon the gravity of the lapse.

27.11	Malpractice/Misconduct by the candidate who was caught in an earlier	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the

	instance and warned or punished for the offence	second or subsequent examination. In grave instances, the candidate may be expelled from the University permanently.
27.12	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah /toilet, etc.	Cancellation of that particular paper of the candidate's examination.
27.13	If a candidate on being caught by An INVIGILATOR or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his possession or destroys any piece of paper believed to be of doubtful Nature either by swallowing/throwing it away, or by any other means.	Cancellation of that particular paper of the candidate's examination.
27.14	Any other mode of complain	Brought to the examination disciplinary committee which will recommend the punishment anyone of the above to the Vice-Chancellor.

20. Post-Examination Work/Activities

a) Pre-Evaluation Processing of Theory Answer Scripts

- 1) Code Number Printing of Answer-scripts may be undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the answer script in a secure manner and stored safely in the custody of the COE as quickly as possible.

- 2) The Identity masked and code number printed Answer-scripts are then packed in packets.
- 3) On the day of commencement of Central Valuation (if any), the Identity masked Answer-script packets shall be transferred to the Valuation Centre and Custody Transfer to the Chairman of the respective BoE. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

b) Central Evaluation of Theory Answer scripts (If implemented)

- 1) A period of Central Valuation of answer scripts is finalized by the COE in consultation with the respective Chairman of the Board of Examiners.
- 2) The shortlisted examiners are issued an appointment order to evaluate the answer scripts of the university examination along with a form in which they shall express their acceptance/decline of the offer within the stipulated period.
- 3) All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.
- 4) Only examiners duly appointed by COE/the Chairman, Board of Examiners, approved by the University should be assigned valuation work and none else.
- 5) The Chairman of the Board shall ensure that the Registers pertaining to issuing of Answer-script to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 6) Only one packet of answer scripts shall be given for valuation, one after another, i.e., after completing the Valuation of answer scripts of the previous packets. Max 90 answer scripts should be issued for evaluation to each examiner in a day.
- 7) The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.
- 8) Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgment.

c) Appointment, Duties, and Responsibilities of Examiners

- 1) No one can claim appointment as an examiner or any other examination work as a matter of right.
- 2) The COE shall appoint examiners for each examination from among the panel of examiners approved by the Vice-Chancellor, depending upon the need in each paper. Persons whose names are not on the approved list shall not be appointed. However, under special circumstances, after obtaining the permission of the Vice-Chancellor, exceptions may be made. Under no circumstances should the Chairman of the BoE issue appointment orders on his/her own. All Examiners will be required to submit their acceptance of the offer or otherwise.
- 3) The maximum number of copies to be evaluated will be 90 per day per examiner.
- 4) The evaluation cost for the evaluator will be Rs. 15 per Examinee otherwise stated or changed.
- 5) The internal examiners shall normally not decline the assignment of examination work

except in extraordinary situations since examination duty is treated as an essential service by the university.

- 6) The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the University or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- 7) If by chance, a subject has been assigned wrongly to the examiner, he shall indicate the same and decline the offer. He shall NOT accept an offer that is NOT related to his subject/expertise/knowledge domain.
- 8) The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 9) The Examiners shall NOT evaluate the answer scripts NOT related to his/hers subjects.
- 10) The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that code Number (if any) printed on the answer script shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.
- 11) The examiner shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 12) The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate, and round off those not considered.
- 13) The examiner shall write 'ZERO' wherever answers do not deserve any marks. The examiner should give marks only up to the first decimal place and should round off at the end to the nearest whole number. The examiner shall total up the marks.
- 14) The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- 15) The marks awarded for each question shall be entered in the appropriate row & column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/hers signature.
- 16) The examiner shall not take the answer scripts out of the valuation Centre under any circumstances.
- 17) If the examiner, during valuation of the scripts, suspects any case of malpractice, he/she shall immediately report it to the Chairman of BoE through the Custodian. He/she shall submit the suspected script after valuing it fully, along with his/her report to the Chairman of BoE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number/code number.
- 18) The examiner shall report to the COE, cases of any candidate or other person on his/her behalf approaching him/her for any favor or writing letters to him/her, indicating the name of the person, the register number/code number of the candidate, subject/paper, etc.
- 19) The examiner shall prepare mark lists in the prescribed proforma provided for the purpose.

d) Practical/Clinical/Viva-voce Examinations

- 1) The University shall notify the examination schedule of the conduct of Practical/viva-voce examinations at least two weeks prior to the Practical examinations. A detailed timetable of the Practical examinations, subject-wise, batch-wise, etc., shall be announced by the Chairman, BoE, wherever necessary.

- 2) The University shall appoint Examiners (preferably Internal) for Practical examinations for different courses/subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department/Chairman of BoE shall be responsible for the conduct of the practical/viva-voce examination(s) in the respective departments.
- 3) The required number of answer booklets and other material shall be demanded and obtained from the University by the Chairman, BoE/HOD well in time for practical examinations.
- 4) Candidates shall be in possession of Admit Cards on all the days of Practical examinations. In the event of non-possession or loss of Admit Cards, the HOD is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 5) Empowered to permit the candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 6) Practical answer scripts after the practical examinations shall be packed in separate covers and sent to the University after completion of all the Practical examinations.
- 7) Marks allotted by the examiners for the practical and viva-voce examinations shall be entered in words and figures on the prescribed format and enclosed in covers prescribed for the same.

21. Remuneration/Honorarium/Allowances

- a) Remuneration/Honorarium/Allowances etc., shall be paid to the Chairman and the Members of the BoE (if permissible), Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, Observers and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time, after completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for valuation, as per the decision taken by HGU from time to time.
- b) Remuneration for the appointed staff other than examiners shall be consolidated and claimed from the University at the prescribed format approved rates.
- c) In cases of practical/viva-voce examinations, the Examiners shall submit their remuneration claims in the appropriate Form along with the marks-sheets, Answer-scripts, and attendance statement of candidates to the COE.
- d) The claims of assistants at practical/viva-voce examinations shall be prepared by the

assistants themselves on a separate prescribed Form, countersigned by the examiners concerned and the Chairman of the BoE.

22. Post-Evaluation Data Processing/Tabulation

- a) There shall be restricted/classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of the examination process. Only authorized persons shall have access to the areas.
- b) All the data processing relevant to the marks shall be done in these restricted/classified zones.
- c) Marks Tabulation and Validation
 - 1) The results of each of the examinations shall be tabulated in the Examination Database maintained on well-secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.
 - 2) Marks-Tabulator(s) shall be appointed by COE with the approval of Vice-Chancellor. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database (SQL & RDBMS) skill and experience.
 - 3) The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator (s) shall be drawn from the teaching faculty of the University.
 - 4) The Validator shall:
 - d) Check the posting made by the Marks-tabulators from the original statement submitted by the examiner
 - e) Check totals/aggregates posted by Marks-tabulator;
 - f) Check the implementation of their solutions of the Passing BoE;
 - g) Check the results prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc.
 - h) Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
 - i) Any other discrepancy/errata/manipulation/inconsistency etc. that might have crept into the marks database.

23. Passing Boards of Examiners Meeting

a) General Guidelines

- 1) The Passing Board shall meet at within the University campus on the assigned day with select members as appointed by COE from the respective Board of Examiners.

- 2) The members shall consider any moderation issues arising out of wrong/out-of-syllabus questions/unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.
- 3) The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions given in Section 20.2

b) Award of Grace Mark / Moderation of Marks

- 1) Moderation of marks may be carried out in special / unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the candidates in a paper / subject of the examination irrespective of the marks secured by candidates individually.
- 2) The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.
- 3) Grace marks to a maximum of 3 marks prescribed for an examination will be awarded to a candidate failing in not more than 1 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. This will be applicable only to those students who have not availed any ex-Gracia with reference to the attendance on medical grounds etc.
- 4) No grace marks shall be awarded in the case of failure in Practical examination(s).
- 5) If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 3, his/her aggregate in the final examination, such grace marks shall be awarded to him/her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.
- 6) The Grace marks will be awarded only if a candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
- 7) While awarding grace marks for more than one paper / subject, the papers / subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum to minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- 8) Grace marks shall be awarded only to the required extent to help the candidate pass the paper / subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
- 9) In case of professional degree / diploma programs, the grace marks awarded shall be in concurrence with the rules and guidelines, if any, of professional statutory bodies at the All-India level such as AICTE, MCI, DCI, PCI, Bar Council, etc

24. Result Finalization and Publication

- a) The results of the concerned examinations shall ordinarily be declared a minimum of 15 days or it may extend to extended such time depending upon the situation prevailing around that time which may of the last examination, and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the University website.
- b) Results Withheld and their Declaration
 - 1) If there is a discrepancy in the subjects mentioned in the examination form and the actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman, BoE & Controller of Examination.
 - 2) The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.
 - 3) The result of the candidate writing the wrong subject in the examination form and actually appearing for a different subject shall be withheld. The result of such a candidate will be declared after confirmation from the Chairman of the BoE regarding the subject and payment of a prescribed fine.
 - 4) The results reserved for dues payable to the university and/or Colleges shall be declared on confirmation of payment of the said dues.

25. Grievances in Examinations

The examination system of the University shall also provide for mechanism store dress/resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned candidates. All such matters shall be resolved subject to the University rules and regulations.

a) Re-evaluation

- 1) Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/Thesis/Dissertation, etc.
- 2) Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fees so as to be received by the Controller of Examinations within TWO WEEKS of publication of the result.
- 3) Re-evaluation of answer scripts can be sought only with at least one affirmation by a teacher relevant to the subject, as mentioned below, and that any of the criteria below are satisfied:
 - (i) Finds that any answer(s) to question(s) that has/have not been evaluated.
 - (ii) Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.
 - (iii) The application for revaluation shall be submitted to the Controller of Examination through the HOD of the concerned Department of study with proper justification from the HOD.

- 4) The COE shall arrange for the re-evaluation of such answer scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of the maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise, the candidate is entitled to the marks advantageous to him/her.
 - 5) The marks awarded by the original examiner, if marked on the answer scripts, shall be concealed from the answer script and sent for re-evaluation.
 - 6) In cases of Re-evaluation(s), the University may provide two answer scripts of candidates who have secured high marks in the concerned paper/subject to serve as a benchmark for re-evaluation.
- b) In all cases of Re-evaluation, Fees once paid will not be refunded. Applications that are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications that are found in order, the University shall take steps to get the answer scripts re-evaluated.
- c) The result of the reevaluation shall ordinarily be made known to the student through the Head of the Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of reevaluation. The University will also not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of reevaluation.
- d) Issue of Duplicate Mark Statement/Transcripts/Consolidated Marks Statements/Degree Certificate may be done after the due application process with the necessary fees/fine.

26. Name Change of the Candidate during the study

a) Name change

- 1) A student who is currently enrolled may change or alter his/her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE through the Registrar.
- 2) The change of name in the records of the university may be sanctioned on any one of the grounds, such as Marriage (Ladies), Adoption, assuming a new name by any person who has been notified by the order of the Central Govt. or a State Govt.
- 3) A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or a signed court order, showing court restoration of the maiden or other name.
- 4) No change in his/her name will be made in the past records of the University.
- 5) Students should send this application through the Head of the Department and the Dean of the Faculty.
- 6) The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which the candidate's eligibility is finalized).
- 7) Documents required for change in name are as follows and must accompany the application for a change in name:
 - (i) Govt. Gazette (Original copy)

- (ii) Affidavit (Ladies) (Original copy)
- (iii) Marriage Certificate (Ladies) (Original copy)
- (iv) Photocopy of the Statement of Marks of the last examination.

- 8) After the necessary changes in permanent documents, corrected copy/copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

b) Error Correction in Name

- 1) To correct the spelling or the proper sequence of the name which are not due to data entry errors, the students shall present a copy of his/her birth certificate/Secondary School Certificate/other Government record such as Passport.
- 2) Any errors in the Name of candidates printed in the Marks statement/Certificate/Admit Card may be brought to the notice of COE for necessary correction with appropriate evidence.

27. Miscellaneous

a) Internal Assessment Marks

- 1) The Internal Assessment marks shall be awarded as per the academic regulations of the individual program.
- 2) The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed for provided by the COE.

b) Post-evaluation Custody and Disposal of Answer-scripts

- 1) The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites /pests.
- 2) Area to be fumigated and aired periodically so that they are preserved without any damage.
- 3) Appropriate staff shall be assigned the responsibility of safe-keeping of the answer-script still they are approved by the VC for safe disposal.
- 4) Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at al ater stage, if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/database.
- 5) Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totaling/ Re-evaluation etc. Such transactions shall be recorded.
- 6) The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

c) Scribes for Disabled Candidates

- 1) The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% of more, if so desired by the person. Such candidates may be given compensatory time of one hour for an examination of 3 hours duration.

d) Examination Audit

- 1) Efforts shall be made to audit critical processes in the entire examination system by an appropriate/designated team of academicians drawn from the senior faculty of the university and other sister State/Central Universities.
- 2) Efforts shall be made to audit the evaluation of the answer scripts by examiners on a regular basis. Answer scripts awarded with high, average, and low marks shall be randomly sampled for such process. The marks shall be masked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the answer scripts.

28. Documentation list of records to be kept and time duration:**Examination Office Records**

S.No.	Documents Types
	1. Six Months
1	Answer scripts (from the Date of declaration of result)
	2. Two Years
2	Appointment of Paper Setters, Moderators
3	Appointment of Tabulator
4	Appointment of Examiner
5	Re-Evaluation application, Documentation, and Result
6	Files, Application, Quainter files of Marks
7	Moderation of Result
8	Examination report
9	Unfair means cases
10	Proof of Dispatch & Challan Receipt at Examination Centre
11	Convocation Annual files
12	Special Convocation
13	Examination conduct
14	Application of supply of Degree, Diploma, Certificate, Duplicate copies and Quainter files
	3. Three Years
15	Question Papers original & proof
16	Question Papers
17	Examiners Receipts of Answer Book for Exam
18	Award of Scholarship, Medal, Prize
19	Award book for examiners
	4. Permanent
20	Tabulation of Records
21	Convocation Records
22	Correspondence with various departments

29. Misc. Forms/Formats used in Exam Department (Attached as Annexure):

- 1) Notice for exams
- 2) Office notes to hon. V.C. for paper setters / Moderators /Evaluators
- 3) Format for appointment/ consent/ confidentiality letter for paper setters/ Tabulators / Evaluators
- 4) Master Seating Plan / room seating plan /Invigilator's duty chart.
- 5) Examination form
- 6) No dues certificate for exams
- 7) Admit card format
- 8) Exam verification sheet for student
- 9) External / sessional exam attendance sheet

- 10) Invigilator's statement
- 11) Copy the sealing report
- 12) Different Award sheet formats
- 13) Application form for verification of Degree/ Marksheet.
- 14) Application for Provisional Certificate
- 15) Remuneration Bill Formats

Signatures of Members of the Board of Examination Committee:

Sr. No.	Name	Designation
1	Vice Chancellor	Chairman
2	One Dean of the faculty nominated by BoM	Member
3	One HoD, nominated by BoM	Member
4	One faculty member other than the HoD nominated by the BoM	Member
5	Controller of Examinations	Member Secretary

Member Sectors
Examination Committee

Chairman
Examination Committee

(Secretary)
Board of Examinations

(Chairperson)
Board of Examinations