

**(n) Conduction of Examination**

- a. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Board of Management of the University.
- b. The Controller of Examination shall prepare and duly publish a Timetable/ program for the conduct of examination specifying the date of each Examination and the last date by which applications and fees for the examinations shall be submitted by the intending examinees.
  - i. The Controller of Examination in consultation with Vice-Chancellor shall appoint Superintendent and Assistant Superintendents, if any, for the examination centre and along with instructions/guidelines for successful conduction of examination as per ordinance.
  - ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer sheets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
  - iii. The Superintendent shall supervise the work of the invigilator and shall conduct the examination strictly according to the instructions issued to him by the University.
  - iv. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examination about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the centre as may be considered necessary. Along with any other matter which he thinks is to be brought to the notice of the University. He shall also be responsible for maintenance and submission of reports to the central record and accounts officer of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.
  - v. The Centre Superintendent shall have the power to expel an invigilator, from examination on subsequent days, on any of the following grounds:
    1. That the examinee created a nuisance or serious disturbance at the Examination Centre.
    2. That the invigilator shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
    3. Unless, otherwise directed, only teachers of the various Schools of study, University Teaching Departments shall be appointed as invigilators by the Superintendent. However, with the prior permission of the Vice-Chancellor research scholars may be assigned invigilation in case of scarcity.

- c. It shall be the duty of the invigilator and the Superintendent/ Asst. Superintendent of the examination to ensure by all means that the examinee appeared at the examination is the student allowed by the concerned authority to write the examination and not an imposter.
- d. The University may change the examination centre of the examinees without assigning any reason thereof.
- e. In case of accidents/physically handicapped/ serious illness which makes an examinee unable to write his/her exams, he/she may be allowed to take the help of an assistant to write an answer sheet on his/her dictation. Such assistant shall be with lower academic qualifications in the different stream of the exam he/she is about to write. Such examinee shall apply to the Controller of Examination along with necessary documents in support of his/her demand and documents relating to the assistant proposed. Controller of Examinations (COE) may permit examinee after verification of application and approval of Vice-Chancellor.
- f. The University may from time to time appoint an Observer or Flying squad to observe that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out a breach of rules or procedure, the Vice-Chancellor may take appropriate action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- g. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- h. The Vice-Chancellor may issue such GENERAL INSTRUCTIONS for the guidance of the Examinee, Centre Superintendent, Tabulators, and Collators, as he considers necessary for the proper discharge of their duties.
- i. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- j. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue General Instructions for the guidance of tabulators in preparing the results of the examinations.
- k. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examination.
- l. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examination who shall place the matter before the Board of Management.
- m. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result or declaration of revaluation results whichever is later.
- n. The Controller of Examination will publish the results of the University examinations as passed by the Vice-Chancellor and presented through the exam controller on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of the school/department. If any

- tabulation error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to get it rectify the same as soon as possible.
- o. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no latecomer will be permitted in the examination hall after half an hour of commencement of the examination.
- p. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so not more than twice for a maximum period of five minutes each.
- q. The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner -
- i. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
  - ii. The statement of the examinee and the invigilator shall be recorded.
  - iii. The examinee shall be issued a fresh answer bookmarked "Duplicate Using Unfair Means" to attempt to answer within the remaining time prescribed for the examination.
  - iv. All the materials collected and the entire evidence along with a statement of the examinee and the first answer book duly initiated shall be sent to the examiner by the Controller of Examination by name, in a separate confidential sealed registered packet marked "UFM or Unfair Means" along with the observations of the Superintendent.
  - v. The examinee talking during the examination or creating disturbance/objectionable acts shall also be treated as a first degree of unfair means.
  - vi. Different levels of unfair means will lead to the act of punishment as defined in the regulation of unfair means under the sub-clause of the degree of unfair and act of punishment.
- r. The material so collected from the examinee together with the first answer books, viz. the answer books, collected while using unfair means afterwards, will be sent to the examiner by the Controller of examinations for assessing the answer book separately and to report if the examinee has used unfair means in view of the material collected.
- s. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- t. Where a candidate applies for revaluation along with the prescribed fee, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the one who initially valued it) the average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks. If the average of revaluation marks is more than 10% of the total marks result of the students will be so corrected. If the revaluation

marks deviate 20% more from the total marks, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases, the marks awarded by the fourth examiner shall be final.

- u. The cases of unfair means at the examination as reported by the Centre Superintendent along with the report of the examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year. The Committee shall consist of:
  - i. Senior professor from school/department nominated by the Vice-Chancellor.
  - ii. One Professor from another school/department.
  - iii. Registrar as member secretary the committee after examining the cases shall recommend the actions to be taken against each case to the Vice-Chancellor for approval. The execution of the recommendations so approved shall be the duty of the registrar.
- v. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time and deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- w. All the records of examinations and results will be maintained by the University for three years from the date of results of the concerned examination.

## 2. Payments/Remuneration for Examination Work

- a. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per the decision of the Board of Management of the University.
- b. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
- c. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Approval for the same should be obtained in the next meeting of the Board of Management.
- d. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

## 3. Dissertation Submission

Wherever in the course of the study dissertation is to be submitted for partial fulfillment of the degree student shall submit a dissertation in 5 Copies in bound form duly forwarded by the Supervisor and Head of the concerned department in the language and format prescribed by the University for the Course.

- a. A panel of examiners shall be submitted separately for each subject by the concerned Dean of school consisting of 4 examiners from outside the University of Minimum Associate professor Rank or equivalent.

- b. The candidate shall present his/her dissertation work in the form of open presentation followed by a viva voice in presence of an internal examiner appointed by the head of the school and an external examiner appointed by the Vice-Chancellor. Performance in open presentation and viva voice along with a copy of the dissertation will be the parameter of marking. Internal and external examiners together will award final marks.

#### 4. Qualifications of Examiner apart from Internal Examiner

- a. A person of good repute working in other academic institutions/industry/research in a related field can be proposed.
- b. Head of the school will propose a panel of a minimum of four such persons as described in point (a) to the Vice-Chancellor.
- c. The Vice-Chancellor will appoint an external examiner out of the panel proposal or by virtue of his wisdom.

#### 5. Scheme of Valuation

Normally the university will observe the central valuation process however the verdict of the Board of Management will be followed as and when issued. In the central valuation process, the Vice-Chancellor normally will nominate the chairman board of studies as the head valuer for supervising valuation for the particular subject. COE will invite valuers from the panel of examiners approved by the Vice-Chancellor.

Controller of Examination office will distribute the answer sheets not more than 50 per day per valuer. Each Valuer will submit marks in duplicate in the prescribed format of foil and counter foil entering the values in words and figures.

In the case of Governing Body directives of other valuation methods, the controller of examination will prepare the entire process to be approved by governing Body and the same will be followed.

#### 6. Preparation of Result and Mark-sheet

Foil and counter foil duly filled with student roll number will be processed by examination section for preparation of result. The prepared result will be validated by Examination Committee and approved by Vice-Chancellor before the declaration of the result and printing of the mark-sheet. The entire process of valuation, mark-sheet preparation and result declaration should be completed within 30 days from the completion of the examination. The result will be declared as per the mode of declaration approved/suggested by Governing Body/ Board of management.

#### 7. Answer Sheet

The controller of Examination will raise the requisition of main and supplementary answer sheets to the central store for printing as approved by the Board of Management. Main and supplementary answer sheets will be provided by the central store on requisition put up by the Center Superintendent based on the required numbers informed by the ~~Head~~ of Schools.

Used unused and cancelled records of main and supplementary answer sheets will be maintained by Center Superintendent.

**8. Migration:**

- (i) Migration of students from the University to another may be granted only on the basis of genuine grounds such as completion of studies, death of parents / close relatives or on medical grounds and payment of a full fee of the program.
- (ii) However, the migration to professional Schools will be governed by Rules/Regulations of Statutory Bodies, such as AICTE, INC, ICAR, NCTE, BCI, PCI, COA, UGC, Paramedical Council of India, other state and central Regulatory bodies, etc.