

APPOINTMENT OF EXAMINERS

J. 4. 5. 62 ORDINANCE: 15 APPOINTMENT OF EXAMINERS Section 38 1(b)l . In this Statute:- (i) "Internal Examiner" means: . (a) In case of a theory paper. an including a paper-setter who is a teacher in a University -reaching Department. or College Inaintained by or affiliated to the University. (b) In case of practical and viva-voce exmnination an examiner who is a teacher in lthe Institulion whose candidates are being examined at the exatnation centre. (ii) "External Examiner" •means an. examiner other than an internal exatniner. (iii) ;co-exanliner" means an exatniner in a written paper other than the paper-setter. The otTtce or the Registrar shall prepare for every subject an inStitution Wisc list of nmnes of person qualified appointment as exmniners. The list shall be in two p.arts. the First part containing the nanrs of persons working as teachen in the University Teaching Departinents. or Colleges tnaintaining by or iffiliated the University and the Second part containing naines or persons other than teachers of the University qualified (or appointment as exaniiners. • whose naines shall be obtained by the Registrar's office from other Universities on its Own •initiative or under the clirection ot' thé Chairman of the Board of Studies concerned. The list shall contain. as far as possible. information relating to lthe persons included therein on lthe following points: namely (a) the academic qualifications and teaching experience at degree and po.sl-graduate levels. (b) the field ot' specialization. (c) the examinations QF lthe University and years in which they have acted as e,xænniners in the past. "lthe li'l so prepared shall be Inade available to the Exaniinalion C01nmiee concerned constiLLted under Section 38b or lthe ^clhinyalll logeEher with the namcs persons appointed as Fx•alliiners in the University durino lthe two preceding years. "I"hc Committee Illa)' add to the list the and experience or persons qualified appoinunent as exaniners but not included therein. The R'egistrar:s office shall also give the Examination C01nmiltee (hc approximate nunlber of candidates expected to appear al each examination and the list of centres ot' each Practical/ Viva-VQce examination together with estilnated nunlber candidates thereat. 6

8. Ordinance No:-15 63 The Exa•nation Committee shall.in the light of the provisions of the tblowing paragraph. recommend- (i) a panel of three na•nes for appoinunent•ot• the papeg-setter ot-each written paper: (ii) a list of naines of persons for appoinunent as eo-e,xaniners where necessary. the nunlber nmnes• included in lthe list being atleast fifty percentl in excess of the nulnber to the appointed. (iii) a list of names or persons ü.)l• appointinent as exaniiners in each practical/ Viva- Voce exaniiner, the nunlber• of names included in the list being sufficient for the conduct ot' practical/Viva- Voce examination at di tTerent centres. The Kulapati shall appoint paper-setter. co-e,xanliners. practical/Vive-Voce e.xallliners ordinarily amongst persons reconunended by the Examination Conunittee I-le tnay. however. appoint a person whose natne. is not included in the list of names recommended by the Examination Conuniltee if he is satisfied that the person in question possesses the minimum qualifications and his appoinunent will not be contrary to (he provisions ot' lthe iöllowing paragraph. The qualifications of the Paper-setters and Co-e.xaminers shall be as tbllows. n,mnely- (A) Paper-setter : Examination (i) Post graduate examination in all Qualification : (i) Experience of teaching the Subject at the POSI graduate level for atleast seven vears. or Experience of teaching lthe subject at lthe post uracluate level for atleast fíee years together With research exper- ience/total teaching experi- the degree and/or ence at post-graduate level atleast ten years. Ordinance No:-15 (B) Co-examiners 9. IO. The qualifications shall be the same as for Paper-setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter. Provided that in case of degree examinations where sufficient number of internal co-exatniners in a subject with the •aforesaid qualifications is not available, teachers in the University •reaching Department/ in the University with atleast three years experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-exaniners. (l) In case of practical and viva-Voca examinations at postgraduate level, the external examiner shall be a person not below the rank ofa Reader. (2) In case of Practical and Viva-Voca examinations at the first degree level' the external exatniner shall be a teacher of the subject with hot less than three years experience of teaching the•subject at the degree and/or post graduate level. (3) The internal examiner in case of Viva-Voce examination the post graduate level shalt be the Head of Department in the Institution whose regular io be examined at the centre and where lthe Head ot' the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internarexaminer. (4) The internal examiner in case of practical examination

both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution. (5) The external examiner at the post-graduate level in case of a Practical Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ maintained by, or affiliated to the University. (1) Ordinarily not more than 50 percent of the paper-setters at the postgraduate examination and not more than 11 external. All external paper-setters for the first degree examination and at least 50 percent paper-setters at the post-graduate level shall ordinarily be from Madhya Pradesh (2) Where in any paper more than one examiner is appointed, the paper-setters shall be the Head-examiner. Examiners other than the Paper setters be the Co-examiners. (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co-examiners, external Co-examiners may be appointed. 11 12 Ordinance No:-15 65 (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority: subject to fulfillment or other conditions for such appointment. (1) No one shall ordinarily be given more than one theory examinership (paper-setters or Co-examinership). in case the examination committee consider it necessary to recommend more than One examinership (one for the first degree examination and one for post-graduate examinership) in case of any person it shall specify its reasons for doing so for the consideration of the kulapati. (2) ordinarily not more than one paper-setter shall be appointed from any one university teaching department school of studies or college in the same subject at any one examination. (3) no one who is a paper — setter at any post- graduate examination shall be appointed as an external viva-voce examiner at the examination. (4) no one shall ordinarily be given more than two external practical examinership provided that in case of centre where the total strength of candidates appearing at part I, II, and III, of a first degree examination is less than 120, one external examiner may be appointed for all the three examination. (5) in case of under-graduate practical examination, one external examiner shall not ordinarily examine more than 100 candidates. (6) in case of written examination, an examiner shall not ordinarily value more than 250 scripts and a co-examiner shall be appointed if the number of candidates appearing in the paper is more than 250. (7) while recommending names for examinership in faculties where English is not the sole medium of examination the examination committee shall ensure that the examiners recommended can value the scripts written in hindi. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment. examiner) for three consecutive years shall, ordinarily, not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed. Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required. Provided also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap. Ordinance No:-15 66 (3) 13. An examiner may be discontinued any time even before the expiry of the three years period if his work is found unsatisfactory. An examiners work shall be deemed to be unsatisfactory if (i) mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Executive Council to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the Executive Council there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him. (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:- (i) set the paper; (ii) forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-book by his co-examiners; (iii) forward to each co-examiners at least five answer-book's duly marked by him. (iv) take care to see that the model answer-books shall, as far as possible, be representatives of all grades of candidates. i.e, failure and third. second and first division: (v) assign duties to the Deputy Head Examiners, if there be any (vi) value such number of answer-books as may be allotted to him; (vii) examine the test instants or answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or

issue such instructions as may be necessary to secure uniform standard in valuation; (viii) report to the Registrar on the work of the Co-examiner and state whether he has observed the instructions received from the Head Examiner. Ordinance No:-15 14. 67 (3) A deputy Head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the head Examiner with respect to the co-examiners that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed. (4) (i) The Head Examiner shall, as soon as possible forward to his co-examiners a memorandum of instructions and Within three days from the date on which he received scripts as provided for in (iii) of sub para (2) above. (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of receipt of the first answer-book from the Head Examiner send to the Head Examiner first test instalment or ten marked answer-books for re-examination. The Co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner. (iii) The co-examiner shall forward to the Head Examiner a further instalments of five answer-books. (iv) The co-examiner shall comply with all instructions given to him by the Head Examiner. (v) In case the co-examiner does not receive the memorandum of instructions within a week of the date of examination, from the Head Examiner he shall remind the Head examiner under intimation to the Registrar. If the Head Examiner does not receive the first test instalment and subsequent installment of answer-books, each in due time, he shall remind the co-examiner concerned in writing under intimation to the Registrar. (5) The Head Examiner, the Deputy Head Examiner, if any and every co-examiner shall carry out all the instructions received by them from the University in the matters incorporated in the instructions. (6) Notwithstanding the provisions of sub paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper-setter shall draw up and send detailed memorandum of instructions regarding alongwith the question paper set by him. The detailed memorandum or instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer-books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and installments of marked answer-books between the paper-setter and other examiners. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the 15. 16. 17. 18. 19

20. Ordinance 68 amount of fee for paper setting, the balance being payable to the examiner who value the answer-books or acts as Head Examiner. Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper-setter. Even though a paper-setter for any examination is not utilized in that year, the paper-setter shall be entitled to receive the full fee for setting the paper. In case of examination, where the Ordinances provide for a Second/ Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the second/supplementary examination. The paper-setter shall be an examiner at both the main and the second. Supplementary Examinerships may go to other qualified teachers who could not be provided with the Examinership at the Main examination. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signatures of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by the external examiner of each Board under his signature only In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons as per Ph.D. Ordinance and who: (a) Possess a research degree in the subject and at least ten years' teaching experience at the post graduate level, Or (b) are scholars of repute in the subject. (i) No person shall act as paper-setter or examiner either in theory Viva-Voce. or practical examination if any his relation is taking the examination. Provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing. (ii) No person shall act as

tnoderator or tabulator for examination Tany .or his relations is appearing/has appeared at that examination.

