

CONDUCT OF EXAMINATIONS

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3. IO Ordinance No.5 Conduct of Examinations I Refer clause vi 38(1) (b)) All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council. (a) The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees. (b) In no case these dates of commencement of examinations shall be amended/changed/modified without the permission of Kulpati. The Executive Council shall determine in consultation with the Academic Council the Centres of the Examinations and the Registrar shall appoint the principals of the Colleges as Senior Superintendents of Examinations who will be over all in charge for the control or the conduct of Examination in the respective Centres. The Registrar shall also in consultation with the Principal appoint Superintendents and Assistant Superintendents for each shift of Examination if any for each examination centre and shall issue instructions for their guidance. Provided that for the purpose of appointment of an Assistant Superintendent at a centre, the minimum strength of examinees appearing there from shall be at least 300. (ii). The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. (iii) The Superintendent shall work of invigilators working under him and shall confirm that teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination. (iv) -the Superintendent of Examination shall whenever, necessary send a confidential report to the Registrar about the conduct of Examination, mentioning there in the performance of the invigilators and the general behaviour of the examinees. The Senior Superintendent may inform the Registrar separately about the conduct of the examination there in and the Performance and of behaviour of the Examinees. Ordinance No:- 5 11 e 4. 5. 6. 7. 8. 9. IO

11. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the



form in case of male ex-student and non-collegiate candidates and signatures (One already on the form and the other to be obtained in the examination hall in cases of alt candidates. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason. The Registrar may on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examinee concerned. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the Inspectors pointing out serious breach of rules or procedure, the Kulapati may take such 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 Executive Council at its next meeting. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step. The Executive Council may issue such general instructions for the guidance of the Examiners, Centre Superintendent, Tabulators, Collators, as it considers necessary for the proper discharge of their duties. Subject to the provisions of this Ordinance, the Executive Council may from time to time take, alter or modify rules and procedure about the conduct of examinations. (1) "The result committee for each of the Faculties will be constituted by the Academic Council. (2) "The functions of the Results Committee shall be as follows- To scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced; To scrutinise complaints against question papers and to take necessary action; 12 (iii) (iv) Ordinance No:- 5. To decide cases of candidates who answered wrong paper;- To decide cases of candidates who answer books were lost in transit Note . 12. 13. 14. 15. 16. 17

18. To exercise such other powers as the Academic Council may decide from time to time •to If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matter shall be referred to the Academic Council with the recommendation of the Results committee. The Kulapati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar direct. Any attempt made by or on behalf of a candidate to secure treatment to the matter or his/her examination shall be referred to the Registrar who shall place the matter before the Academic Council. • Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after six months from the date of the declaration of the results. The Academic Council may, by a resolution, authorize the Registrar to publish the results of the University examinations as placed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the Colleges concerned. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, given in the ordinance . No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour of its commencement. * The entry of unauthorised persons within the periphery of hundred meters from the examination centres shall be prohibited. The prohibited area shall be marked by a visible sign. it shall be the duty of Ordinance No:- 5 13 19. 20. 21. the police and persons concerned with the examination to prevent the entry of unauthorized persons at the examination center. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes. The absence shall be recorded and if the examinee fails to return within this limit of five minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer-book shall be sent to the Registrar. by the Superintendent. 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 - (iii) (iv) (v) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and •The statement of the examinee and the invigilator shall be recorded. The examinee shall be issued a fresh answer-book marked 'Duplicate Using Unfair Means' to attempt answers within the remaining time prescribed for the examination. All the materials so collected and the entire evidence along with a statement of the examinee and the answer Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the superintendent. The material so collected from the examinee together with both the answer-book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Registrar for assessing both the answer-books separately and to report if the examinee has actually, used unfair means in view of the material collected. •the cases or the use of unfair means at 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 Executive Council every year. "The Committee shall consist of - (a) One nominee of the Executive Council, one of the Deans of Faculties. and one member of the Academic Council nominated by the Executive Council. Ordinance No:- 5 (b) Registrar (Secretary) 14 The Executive Council shall appoint one of the members included under (a) to be the Chairman of the Committee. (vii) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case. 22. (1) Where a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation by the Kulapati, to two examiners (other than the one who initially valued it) both shall be from outside the University jurisdiction. Ten answer-books valued by the same examiner and a copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answer-book concerned in the light of the standard set by the examiner and the memorandum of instructions. Each of the two examiners shall receive a remuneration of Rs.20/- or as decided by E.C. for the revaluation of an answer-book. (2) If the marks awarded in the paper by any of the two examiners varies from the [marks given by the original examiner by more than 10 percent maximum marks in the paper, the average of the marks awarded by two of the examiners the original examiner and the two revaluers and nearest to each other will be taken to represent the "correct valuation". This average of marks will be awarded to the candidate for the revision of his result. Provided that subject to the condition that at least one of the variations from the original marks is more than 10 percent of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation. Ordinance No:- 5

APPENDIX REMUNERATION FOR EXAMINATION WORK

The scale of remuneration for examination work shall be as follows *

Faculty or Music, Dance, Fine Arts	Performing Arts, Arts & Social Sciences:-	15	2	3
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4. For Ph.D. Examination:- (a) Reading a thesis for Ph.D. (b) Practical and Viva Voce examination for Ph.D. (c) Reading a thesis for D.Litt. (d) Practical and Viva-voce examination for D.Sc or D.Litt. For M.Phil Examinations:- (a) Setting a question paper (including translation) (b) Marking of each answer book. (c) Reading the thesis/dissertation of a candidate or for reading a Project Report. (d) Conducting Practical examination of a candidate (e) Viva voce examination of a candidate. For P.G. Courses (or equivalent) examinations:- (a) Setting each question paper (including translation) (b) Marking each answer book (c) Conducting Practical examination including viva-voce/ field-work examination per candidate For U.G. Courses (or equivalent) examination:- (a) Setting each question paper (including translation) (b) Marking each answer book. Field work examination per candidate. Rs. 500.00 250.00 800.00 300.00 400.00 50.00 4.00 (Minimum Rs. 150.00) 4.00 (Minimum Rs. 150.00) 400.00 10.00 20.00 (Minimum Rs. 150.00) 300.00 8.00 Rs. 150.00) For Advance Diploma: Diploma & Certificate courses (or equivalent) examinations:- (a) Setting a question paper (including translation) (b) Marking of each answer book (c) Conducting Practical examination per candidate. * The rates may be revised by the Executive Council from time to time. 300.00 6.00 5.00 (Minimum Rs. 130.00)