

ORDINANCE – 5
CONDUCT OF EXAMINATIONS

1. The Vice-Chancellor shall have power (i) to appoint examiners from the panel of examiners recommended by the concerned Board of Studies and approved by the Executive Council (ii) to conduct University examinations, (iii) to approve and to publish the results of University Examinations and to report the same to the Executive Council;

Category of
Examiners

2. (a) The examiners appointed shall be of the following categories:-

- i) Question papers-setters
- ii) Chief Examiners
- iii) Additional examiners
- iv) Assistant examiners
- v) Practical examiners
- vi) Additional Practical Examiners
- vii) Any other

(b) The examiners appointed may be from the University Departments (Internal) or from other University Colleges/affiliated colleges (external) as the case may be.

Eligibility

- (c) i) A teacher with not less than ten years of teaching in the concerned subject at UG/PG level shall ordinarily be eligible for appointment as paper setter.

ii) A teacher with not less than three years experience in the subject concerned at undergraduate level shall ordinarily be eligible for appointment as examiner for valuation/practical examination.

(d) The appointment of paper setters and examiners for M.Phil and Ph.D examinations shall be as per the regulations prescribed therefore.

Panel of Paper
Setters

3.

a) The Controller of Examination shall by 15th July each year obtain from the Controller of Examinations of other Universities a list of eligible teachers of Degree Colleges of their University areas with details for inclusion in the panel of paper setters for different subjects. The Controller of Examinations shall forward the same after consolidation to the respective Boards of Studies for pass/Degree courses for their consideration.

Panel of
Examiners

b) The Controller of Examinations shall by the 1st June each year notify the Principals of affiliated colleges and Oriental colleges that they shall send him before the 1st July following detailed statement in duplicate covering subjects taught, the qualifications, age of each member of staff appointed on regular basis, experience in teaching the subject and as an examiner. The Controller of Examinations after verification shall forward with his recommendations to the respective Board of Studies for Pass/Degree courses for their consideration. Canvassing for examinership will be treated as disqualification.

c) The Boards of Studies of Pass/Degree shall prepare from the above lists provided and recommend separate panels one for paper setters (external) and another of internal examiners for approval by the University.

d) The Post-graduate Boards of Studies and Professional Degree Boards of Studies shall prepare panels, one for paper setters (external) and another for examiners (both external and internal) with eligible teachers from other Universities/University and affiliated colleges as the case may be for appointment as Paper setters and examiners and recommend the same for approval by the University.

e) i) The Boards of Studies shall, in making the recommendations, take into consideration the guidelines and directions that may be laid down by the Executive Council from time to time.

ii) In making recommendations for appointment as Paper setters, the Boards shall indicate where possible the specialization in the subject of the persons.

Paper Setters

4.

a) The Vice-Chancellor shall appoint one or more Boards of Paper setters in each of subjects or group of subjects as it may deem necessary from the panel of paper setters recommended by the Boards of studies and approved by the University. The Vice-Chancellor shall, as far as possible, appoint as paper-setters persons who fulfill the following conditions:

i) that they are not engaged in teaching in the University.

ii) that they are persons who teach or have been till recently teaching in their respective subjects upto the standards for which they will be required to set papers;

Provided however, that the qualification of being actually engaged in teaching be not regarded as indispensable for appointment as paper setters and Examiners in the case of Postgraduate and Professional Examinations;

iii) the Vice-Chancellor may appoint additional Paper-setters, no members of the Board, to help any Board or Boards to set papers in special subjects.

b) In respect of Professional and Postgraduate Degree examinations, the Vice-Chancellor may appoint each year a Moderation Committee with two or three from among the members of respective Boards of Paper-setter to moderate the question papers at a meeting convened for the purpose.

c) Senior member of the Board shall be made Chairman of the Board. He shall distribute the work among the members of the Board as per the guidelines of the Controller of Examinations, receive the question paper sets. The Board shall moderate, if required, consolidate and forward the same to the Controller of Examinations/Officers authorised before set date

Appointment
of Examiners

d) The Vice-Chancellor shall appoint the Chief Examiners, Additional Examiners and Asst. Examiners from the Panel of examiners recommended by the Board of Studies and approved by the University. He may at any time cancel or withhold or suspend the appointment of any examiner without assigning any reason.

5. The Vice-Chancellor shall, when appointing members of the Examination Boards, have the following general principles in view:

i) In constituting the Postgraduate and Professional Boards, the Vice-Chancellor may appoint persons unconnected with colleges in the case of examinations in subjects in which an adequate number of qualified and eligible persons is not available in these colleges/University;

ii) No person may ordinarily be appointed as Chief Examiner who has not served one or more periods as Assistant Examiner in the University.

Asst. Examiners

6. The Vice-Chancellor may appoint to the extent considered desirable, Assistant Examiners to assist the Examination Boards. No one shall ordinarily be appointed as Assistant Examiner who is not on the teaching staff of any of the University and have not put in three years of service.

Practical
Examiners

7. The Vice-Chancellor may also appoint, to the extent necessary in Science and other subjects Practical Examiners and Additional Practical Examiners to assist the Board of Examiners for degree courses. The Practical Examiners and Additional Practical Examiners shall ordinarily be drawn from the teaching staff of the University.

Term of
Office

8. (a) Paper-setters and Chief Examiners shall be appointed for one year and shall ordinarily be eligible for re-appointment consecutively for two more years, the period of each fresh appointment however, being only one year at a time, provided however, the time limit shall not apply in the case of Postgraduate Examiners. In the interests of efficiency or continuity of tradition the Vice-Chancellor may relax the rules in such cases, as it may deem desirable nor shall the rule apply in the case of Paper-setters and Examiners appointed for professional examinations or in subjects in which the number of competent examiners is so small as to make it undesirable in the opinion of the Vice-Chancellor that the rule should be not mechanically enforced. Service in the Examination Boards for Postgraduate Examinations need not under the rules be taken into account when determining the appointment of Chief Examiners in the pass Boards of Examiners.

(b) Assistant Examiners shall be appointed only for one Examination at a time but shall be eligible for re-appointment as such for three more examinations consecutive, or as nearly consecutive as possible;

(c) Practical Examiners and additional practical examiners for practicals shall be appointed only for one examination at a time and shall be eligible for reappointment as such for subsequent examinations;

(d) In the case of Examinations which are held twice or more in a year, Assistant Examiners required to assist in the conduct of theory

examinations, shall ordinarily be selected to the number required from among those persons who were examiners for the March-April examinations;

(e) A Chief Examiner who is appointed, but not in consecutive years, shall not hold office for more than three years in any period of five years; and an Assistant Examiner who is reappointed, but not in consecutive years shall not hold office for more than two years in any period of four years;

(f) An Assistant Examiner who, owing to the time limit imposed is ineligible for re-appointment, may be appointed as a Chief Examiner, but a Chief Examiner who is ineligible for the same reasons for reappointment shall not be eligible for appointment as Assistant Examiner till at least three years elapse from the date on which he last served as Chief Examiner;

(g) Examiners appointed shall not absent themselves from examination work without prior approval of the Controller of Examinations/Officer authorized by the University;

(h) The offer of appointment as examiner is subject to that any relative of him is not a candidate for the examination for which he is an examiner.

Duties of
Examiners

9. The duties of Question Paper-setters, Chief examiners, Addl. Examiners, Asst. Examiners, Practical Examiners and Asst. Practical Examiners shall be as per the guidelines and instructions issued by the Controller of Examinations or an authorized Officer from time to time.

Conduct of
Examinations

10. a) All the examinations shall be conducted by the Controller of Examinations or an authorised officer as per the procedures and regulations approved by the University/Vice-Chancellor from time to time.

b) The Controller of Examinations shall identify and fix the centres, with the approval of Vice-Chancellor, suitable for conduct of Examinations and allot candidates to such centres. He may for valid reasons may cancel any centre and shift candidates allotted to that centre to another centre.

c) i) The following personnel shall be appointed to ensure the conduct of examination strictly in accordance with the rules of the University. i) Chief Superintendent, ii) Additional Chief Superintendent, iii) Asst. Supdt. /Invigilators, iv) Observers and v) Flying Squad.

ii) The necessary instructions and guidelines regarding the duties of personnel above said shall be issued from time to time, with the approval of Vice-Chancellor by the Controller of Examinations or any other officer authorized by the University.

Valuation

11. The Controller of Examinations, on receipt of the answer scripts from the examination centres, shall take necessary steps for valuation by approved examiners, after due scrutiny and coding.

a) Valuation of Answer scripts:

i) The valuation of answer scripts may be carried out either by single valuation or double valuation as per the rules and regulations prescribed by the University from time to time;

(ii) Whenever two or more examiners are involved in the valuation of answer scripts, the Controller of Examinations will conduct a meeting of the examiners in the concerned paper to discuss and prepare a common scheme of valuation;

(iii) The Controller of Examinations shall appoint a Chief Examiner with the approval of Vice-Chancellor, from among those who attended the meeting, who will supervise the entire valuation work. If necessary, Additional Chief Examiners may also be appointed;

(iv) For all the Postgraduate examinations, each answer script shall be valued independently by two examiners of whom one shall ordinarily be an external examiner. If the difference in the marks awarded by the two examiners is 20 per cent or more of the maximum marks of that paper, the answer script will be valued by a third examiner who will ordinarily be an external examiner. The average of the nearest two valuations shall be considered as the final award of marks for that answer script.

Scrutiny

b) The valued answer script shall be scrutinized by scrutinizers appointed by the Controller of Examinations and such scrutinizers shall act as per the guidelines and instructions issued by the Controller of Examinations.

Irregularity in valuation

c) In the event of any proven irregularity in valuation as reported by the Chief Examiner, the Controller of Examinations may recommend for cancellation of the valuation proceedings of a specific answer script or all the answer scripts of an examination, and to cause fresh valuation proceedings to the Vice-Chancellor, whose decision on the matter shall be final.

Tabulation

12.

a) The tabulation of marks shall be undertaken as per the procedures prescribed from time to time;

b) Moderation Boards may be constituted for moderation of tabulated results in such subjects when permitted by the rules and regulations of the University;

c) Grace marks may be awarded to a candidate as per the rules and regulations of the University.

Results

13.

a) The tabulated results of a course of study/subject of Pass/Degree course shall be presented to the Vice-Chancellor for approval for publication.

b) The tabulated results of Postgraduate courses and such other courses shall be placed before the Results Committee for approval and the approved results shall be presented to the Vice-Chancellor for approval for publication. The Results Committee shall consist of the Chairman of Board

of studies, Head of the Department and a senior Faculty member of the University Department concerned;

14. a) A candidate who is aggrieved by his result in a paper/papers may be permitted for personal identification of his answer script following the rules prescribed by the University;
- b) A candidate who is aggrieved by his result in a paper or papers may be permitted to apply for revaluation of his answer script as per the prescribed procedure by the University;
15. a) Remuneration for the Examiners, Additional Examiners, Assistant Examiners and others involved in the conduct of examinations shall be paid at the rates prescribed by the University from time to time;
- b) i) Rate of remuneration for conducting practical examinations include charges for valuing the answer script also;
- ii) If an examiner, for any reason whatsoever, is unable to value the answer script after setting a question paper, he shall be paid only for setting the paper;
- iii) If a paper is set jointly by more than one examiner, the remuneration shall be equally divided amongst the paper-setters;
- iv) If a paper is set and/or answer script valued by two persons, the remuneration shall be shared equally;
- v) When the whole answer script is valued by two independent examiners, each examiner shall be paid the full remuneration fixed for valuing that answer script;
- vi) All examiners shall be paid actual postal and other expenses incurred by them in connection with examinations on production of original postal vouchers;
- vii) Any examiner appointed as third valuer shall be paid at the rates prescribed for that particular examination;
- viii) TA , DA and other allowances for examiners and others shall be paid at the rates fixed by the University from time to time.
16. a) It is not permissible for candidates either directly or indirectly to have any communication with Paper-setters, Chief or Assistant examiners, Practical Examiners or Additional Practical Examiners, Moderation Board or those engaged in the conduct of the Examinations or the publication of results. If any of the functionaries mentioned above is approached directly or indirectly on behalf of any examinee in order to influence their valuation or his work written, practical or oral or to know his marks or otherwise gain illicit knowledge of things connected with the examination he shall inform the Controller of Examinations forthwith giving all details.

b) The Controller of Examination /the Officer authorized shall ensure that any person including an employee of the University shall not be involved in the conduct of any University examination at any stage if he or his relative(s) is a candidate for that examination. It shall be the responsibility of the concerned person/employee to bring to the notice of the concerned authorities of such information before he is drafted for examination/examination-related work.

Malpractices

i) All instances of malpractices and misconduct indulged by the examinees in the examination hall/centres, and reported by Chief Superintendents/Flying Squads members/ Observers/ Invigilators/ Valuers / Tabulators at any stage in the examination process shall be referred to the Committee constituted by the Vice-Chancellor to consider such cases of malpractice. Each case shall be processed by the Malpractices Enquiry Committee and the guilty shall be punished as per the "Schedule of Punishments" included in this ordinance.

ii) Any employee of the University who is drafted for work relating to the conduct of examination at any stage paper setting, scrutinizing of applications, invigilation, valuation, etc. found to be involved in any type of malpractice(s), he shall be dealt as per the rules laid down in the code of conduct, service conditions, disciplinary rules, etc. applicable to employees of the University and as well our rules issued from time to time.

iii) In case any outsider is found to be involved in any type of malpractice(s) the University shall initiate legal action by filing a criminal complaint as per the relevant sections of the Criminal Procedure Code.

Malpractices & Punishments

17.

a) In case a student has committed a malpractice or misbehaved in the examination hall/centre, the Committee shall examine the reports of the Chief Superintendent/Invigilators/Flying Squads/Observers, and the seized material (like hall tickets, main answer script with additional sheets and material related to the malpractices case etc.). If the Committee feels that the guilt of the student could be established unequivocally based on the available evidence, and the student concerned had already confessed in writing his guilt to the Chief Superintendent, the Committee shall award suitable punishment as per the "Schedule of Punishments";

b) In case the student denies the charge of committing a malpractice the case shall be decided basing on the proof available and award punishment as per the "Schedule of Punishments";

c) If the University comes to know at any stage after the examination that a candidate has indulged in malpractice, his case shall be referred to the Committee by the Controller of Examinations. The Committee, on the basis of such evidence as was available, and after seeking written explanation from the examinee concerned shall recommend for appropriate action;

- d) If a candidate is found guilty of committing an examination related malpractice after the declaration of the result, that result shall be cancelled besides awarding him the punishment that would have been awarded, had the facts come to the notice of the University before the declaration of the results;
- e) If a candidate is appearing for an examination in backlog paper(s) along with the current year examination, the above rules of malpractice are limited to the examination for which the hall-ticket was issued. However, in case of grave misbehaviour the result of all examinations taken by him during that session could be cancelled, apart from awarding the punishment as per the "Schedule of Punishments";
- f) Any other act of unfair means or misconduct committed by an examinee during or after the examinations, but not contained in these provisions shall be dealt by the Committee and recommend for appropriate action;
- g) Malpractices that are not defined in the "Schedule of Punishments" included in this Ordinance would be examined by the Committee. The Committee shall award suitable punishment, which is not lower than that is proposed in the schedule for a similar/nearer case of malpractice;
18. Schedule of punishments for examination related Malpractices/Misconduct:

S.No.	Nature of malpractice	Punishment
1	Repeated mutual consultations in spite of warnings.	The particular answer script shall be seized and not valued.
2	Intentionally writing names, Register Nos. initials or any marks of identification in Answer Scripts or additional answer scripts	No valuation of answer script of that examination.
3	Possession of relevant material	Cancellation of the result of that examination
4	Actual use of books or other materials for copying	Cancellation of the result of that examination and the candidate debarring for the next two examinations.
5	Inserting unauthorized answer/additional books	Cancellation of that examination and debarring for next four examinations
6	Impersonation	Cancellation of that examination and debarring for the next six examinations of the examinee. If the candidate guilty of impersonation is a student of any college in this University area, he will not be permitted to continue his studies for a period of three years. If person who has impersonated is not student, legal action should be initiated against him

7	Tampering the Register Number or Main Answer script	Cancellation of that examination and debarring for the next four examinations.
8	Assaulting any Invigilator/ Chief Superintendent in the Examination Centre/Campus or outside the Centre/Campus	Cancellation of that examination and debarring for the next six examinations. If the student assaults the Assistant Superintendent outside the college campus, the Chief Superintendent shall immediately report to the police for immediate action. The University also requests the police authorities to complete investigation quickly. If the investigation reveals that the candidate is guilty of assault he shall be suitably punished.
9	If a candidate refuses to give statement before the Chief Superintendent of University Examinations and runs away from the chamber of the Chief Superintendent without giving facts about the malpractice and or resists to give a statement and misbehaves against Chief Superintendent	The punishment shall be more by one stage
10	Any cases not covered above	Left to the discretion of the committee/Executive Council

19. If the result of an examination is discovered to be vitiated by error, malpractice, fraud, improper conduct, impersonation or any other reason, the Executive Council shall have the power to amend the result in such manner as to accord with the true position and to make such declaration as the Executive Council may deem necessary in that behalf, provided that no result shall be amended after the expiry of six months from the date of publication of the result by the University save in cases falling under above laws.
20. If it is found that the result of an examination has been vitiated by malpractice, fraud, or other improper conduct whereby an examinee has been benefited and that the examinee has, in the opinion of the Executive Council, been a party to, or connived at the malpractice, fraud, impersonation or improper conduct, the Executive Council shall have the power at any time, notwithstanding the award of a diploma or a certificate or a prize or a scholarship, to amend the result of such examinee and to make such declaration as the Executive Council may deem necessary in that behalf, including the cancellation of the result of the examinee in such manner as the Executive Council may decide.