

ORDINANCE No.5
Conduct of Examinations
(Refer clause VI of Section 37)
(As amended unto December 1994)

1. All arrangements for the conduct of examinations to be held by the Registrar in accordance with such direction as may be issued by the Executive Council in consultation with the Academic Council.
2. The Registrar shall prepare and duly publish a programme for the conduct of examination specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
3.
 - (i) The Executive Council shall determine in consultation with the Academic Council, the centers of Examinations. The Principal of the College shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall incharge for the conduct of University examinations at their respective centers. The Registrar shall in consultation with the Head of the Institution where there is an examination centre appoint Superintendents and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendents so appointed shall be determined on the basis of the number of registered candidates in the session concerned (E.C. 2-1-88.)
 - (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 supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
 - (iv) The Superintendent of the Examination shall, wherever necessary send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.

He shall also be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

- (v) The Centre Superintendent shall have the power to expel an examiner, from examinations on subsequent examination days; on any of the following grounds:-
 - (a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (b) That the examinee showed a seriously aggressive attitude towards an invigilator a member of the staff entrusted with the examination work.
 - (c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.
 - (vi) Unless otherwise directed, only teachers of colleges, University Teaching Department and School of Studies shall be appointed as invigilators by the Superintendents.
4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled in the form for appearing in the examination, by way of checking the photograph pasted on the form in case of ex-student and non-collegiate candidates, the signature. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination signature is obtained on the form and to make sure that it tallies with the one already on it. (6-3-1982)**
 5. 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.
 6. The Principal 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 the examinee who is unable to write himself / herself on account of Physical disability. The Principal shall allow amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses lower educational qualification than that of the examinee.
 7. The University may from time to time appoint Inspectors or Board of Inspectors to see that conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or as Procedure the Kulapati may take such action / may be necessary including post-pavement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

8. The Executive Council may cancel an examination at all centers if is satisfied that there been a leakage of question papers or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instruction, for the guidance of the Examiners Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of the duties.
10. Subject to the provisions of this Ordinance the Executive Council may from time to time make after or modify rules and procedure about the conduct of examinations.
 - (1) The Results Committee for each of the Faculties will be constituted by the Academic Council. **
 - (2) The Results Committee shall consist of the following.

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| (i) | Dean of the Faculty Concerned | Chairman |
| (ii) | One Chairman Board of Studies. | Member |
| (iii) | One of the Tabulators Co-coordinators if any for the examination of the results of which are to be considered by the Committee. or one Professor. | Member |
| (iv) | Registrar. | Member Secretary |
 - (3) Three members shall form the Quorum.
 - (4) The term of the Results Committee shall be of one academic year.
 - (5) The functions of the Results Committee shall be as follows:-
 - (i) To scrutinize 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.
 - (ii) To scrutinize complaints against question papers, evaluation of answer books and to take necessary action.
 - (iii) To decide cases of candidates who answered wrong paper,
 - (iv) To decide cases of candidates whose answer books were lost in transit;

- (v) To exercise such other powers as the Academic Council may delegate to it from time to time.
- (vi) To decide cases of mistakes made by the paper setters, Moderators, Examiners, Invigilators, Superintendents of the examination Centers, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- (vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinize the answer books or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favoritism or animosity, it may take such action as it deem fit including a revaluation of the answer books s.

If leakage of Paper of favoritism or animosity in valuation of answer books of any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examinership permanently or for a specific period.

Note:(1) If any action is to be taken against any examiner / paper-setter/Moderator in case of mistakes/omissions/negligence/leakage in paper- setting /moderation/evaluation the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against Centre Superintendent/Assistant Superintendent invigilators, the matter shall be referred to the Executive Council directly by the Kulapati .

12. The Kulapati shall appoint two tabulators or two sets of tabulators for tabulating the result of the examination and collators as necessary. and he may issue general Instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive Council the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination be appointed.

13. 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.
14. 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 Registrar who shall place the matter before the Executive Council.
15. Except as otherwise decided by the Executive Council the examination answer-books and documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
16. The Executive Council may, by a resolution, authorize the Registrar to publish the results of the University examinations as passed 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.

If any Clerical error or errors in the process of calculation or computerization is discovered in the results so declared, the Kulapati shall have the power to rectify the same.

17. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and the deduction to be made in remuneration for errors noticed shall be given in the Appendix.
18. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half on hour of its commencement. (E.C. 6-3-1982)
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19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answer books of such examinee will be withdrawn and a second answer books supplied. Only the second answer books shall be sent for valuation. The first answer books shall be cancelled and sent to the Registrar, by the Superintendent.

The superintendent of an examination centre shall take action against an examinee who is found ----or attempting to use unfair means in the examination hall or with in the premises of the examination-----during the hours of examination, in the following manner:-

- (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answerbooks and a memorandum shall be prepared with date and time.
- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answerbooks marked 'Duplicate-Using Unfair Mean's to attempt answer-within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (v) The material so collected from the examinee together with both the answer books s viz., the answer books collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject appointed by the Kulapati for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) The cases of the use of unfair means at the examination as reported by the Centre Supdt. 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 member of the Executive Council one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated the executive council.
- (b) One student who in the academic session immediately preceding was member of any Board of study, nominated by the Kulapati
- (c) Registrar (Secretary)

The Executive Council shall appoint one of the members included under (a) to be a Chairman of the Committee w.e.f.1991 (Main)