

ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ

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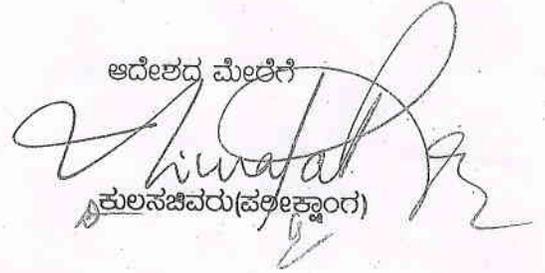
ಅಧಿಸೂಚನೆ

ವಿಷಯ : ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಪಲೇಕ್ಷಾ ಅಭಿಲಾಸನ -2021 ನ್ನು ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಕುರಿತು

- ಉಲ್ಲೇಖ: 1. ಫನತೆವೆತ್ತ ರಾಜ್ಯಪಾಲರ ವಿಶೇಷ ಕಾರ್ಯದರ್ಶಿಗಳ ಪತ್ರದ ಸಂಖ್ಯೆ: GS 02 MTU 2022 ದಿನಾಂಕ 05.05.2022
2. ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭಾ ನಿರ್ಣಯದ ದಿನಾಂಕ: 08.11.2021
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4. ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆಯ ದಿನಾಂಕ: 09.05.2022

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ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಪಲೇಕ್ಷಾ ಅಭಿಲಾಸನ - 2021 ನ್ನು ಫನತೆವೆತ್ತ ರಾಜ್ಯಪಾಲರು ಹಾಗೂ ಕುಲಾಧಿಪತಿಗಳು ಅನುಮೋದನೆ ನೀಡಿರುವುದಾಗಿ ಉಲ್ಲೇಖ(01) ರ ಪತ್ರದಲ್ಲಿ ತಿಳಿಸಲಾಗಿದೆ. ಆದುದರಿಂದ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಪಲೇಕ್ಷಾ ಅಭಿಲಾಸನ -2021 ನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಅಧಿಸೂಚನೆ ಹೊರಡಿಸಲಾಗಿದೆ.

ಆದೇಶದ ಮೇರೆಗೆ  
  
ಕುಲಸಚಿವರು(ಪಲೇಕ್ಷಾಂಗ)

ಪ್ರತಿಗಳು:

1. ಫನತೆವೆತ್ತ ರಾಜ್ಯಪಾಲರ ವಿಶೇಷ ಕಾರ್ಯದರ್ಶಿಗಳು, ರಾಜಭವನ ಬೆಂಗಳೂರು.
2. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
3. ಎಲ್ಲಾ ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರು/ಸಂಯೋಜಕರು, ಸ್ನಾತಕೋತ್ತರ ಅಧ್ಯಯನ ಮತ್ತು ಸಂಶೋಧನಾ ವಿಭಾಗಗಳು ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು
4. ಎಲ್ಲಾ ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾಲಯ ಘಟಕ/ಸಂಯೋಜಿತ ಪದವಿ ಕಾಲೇಜುಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು
5. ಎಲ್ಲಾ ವಿಭಾಗಗಳ ಉಪಕುಲಸಚಿವರುಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು
6. ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು.
7. ಮಾನ್ಯ ಕುಲಸಚಿವರ ಆಪ್ತ ಸಹಾಯಕರು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು.
8. ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು
9. ಸಿಸ್ಟಂ ಅನಾಲಿಸ್ಟ್, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ತುಮಕೂರು - ಅಂತರ್ಜಾಲದಲ್ಲಿ ಪ್ರಕಟಿಸುವುದು.
10. ಕಛೇರಿ ಪ್ರತಿ.

ತುಮಕೂರು  
ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
**TUMKUR UNIVERSITY**



ಪರೀಕ್ಷಾ ಅಧಿಶಾಸನಗಳು

**EXAMINATION ORDINANCE**

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**STATEMENTS OF OBJECTS AND REASONS**

Whereas the Tumkur University, Tumkur has been conducting examinations under the examination ordinance which was introduced w.e.f., 2011

Whereas the University has noticed certain deficiencies in the said ordinance in conducting the examinations which were delaying the announcement of the results in time and to deal with other related matters.

The University in exercise of the power conferred under Sec. 42 and all other enabling provisions of the Karnataka State Universities Act 2000, has framed the following Ordinance.

**EXAMINATION ORDINANCE**

The proposed ordinance to replace the existing Examination Procedure and System (Bangalore University examination ordinance 2011) which is in practice in the University.

Whereas it is expedient to replace the present examination manual by comprehensive ordinance to consolidate the law relating to examination of common statute.

**I.****1. Short Title and Commencement:**

- (1) This ordinance may be called as 'Examination Ordinance 2021' of Tumkur University.
- (2) It shall come into force from the date of ascent of the Chancellor.

**2. Definitions: In this ordinance, unless the context otherwise requires:**

- (1) The "Act" means the Karnataka State Universities Act 2000.
- (2) "Ordinance" means the ordinance made under Sec 42 R/W Sections 73, 74, 75 and 77 of the Karnataka State Universities Act 2000.
- (3) "Examination Center" means any premises recognized by the University consisting of examination halls.
- (4) "Examination Hall" includes any rooms, laboratory, workshop or any other premises used for conducting examinations.
- (5) "Computer Center" means the computer center established by the University to attend examination related works.
- (6) "Chief Superintendent" means person appointed by the Registrar (Evaluation) with the approval of Vice Chancellor to be in overall control and supervision of the examination center of College / P.G. Department.
- (7) "Deputy Chief Superintendent" means teaching staff of the college / P.G. Departments appointed by the Chief Superintendent with the approval of the Registrar (Evaluation) to assist him/her in conducting examination.
- (8) "External Chief Superintendent" means a teacher of affiliated / constituent college or Post-graduate department of other Universities appointed by the Registrar (Evaluation) to an examination center for conduct of examination, where there is no qualified or eligible teacher is available in the University in respect of a particular subject.
- (9) "Room Superintendent" means teaching staff of the college/department/other institutions appointed by the Chief

Superintendent under intimation to the Registrar (Evaluation) for invigilation work.

- (10) “Relieving Room Superintendent” means teaching staff of the college/department/other institutions appointed by the Chief Superintendent under the intimation to the Registrar (Evaluation) for giving relief to the room superintendent.
- (11) “Board of Examiners” means board constituted by the Syndicate consisting of eligible Examiners from among the panel of examiners approved by the concerned Board of Studies (BOS).
- (12) “Chairman of the Board of Examiners” means examiner appointed by the Syndicate from among the panel of examiners to act as Chairman of the Board of Examiners.
- (13) “Paper Setter” means eligible person appointed by the Chairman, BOE from the panel of examiners furnished by the concerned Board of Studies.
- (14) “Vigilance Squad” means person appointed by the Registrar (Evaluation) to supervise the examination center, and to check any malpractices in the examinations, if any.
- (15) “Valuation Center” means the premises where the valuation work of the theory papers/dissertation/project/practical etc., of the examination is conducted by the University.
- (16) “Custodian” means teacher appointed by the University with the approval of Vice Chancellor to be in-charge of the valuation center and to conduct valuation of theory papers/dissertation/practical etc., allotted to the valuation center.
- (17) “Deputy Custodian” means teacher appointed by the Registrar (Evaluation) to assist the custodian.
- (18) “Assistant Custodian” means teacher appointed by the Registrar (Evaluation) to assist the Custodians.
- (19) “Reviewer” means the examiners who have been appointed by the Registrar (Evaluation) to review the papers valued by the examiner.

- (20) “Examiner” means teacher appointed by the Registrar (Evaluation) from among the list of eligible examiners approved by the BOS for valuation of theory/practical papers/dissertation.
- (21) “Verification Officer” and Scrutinizer, means person appointed by the Registrar (Evaluation) to discharge such duties and functions as provided under this ordinance.
- (22) “Malpractice” means any one or more of the acts prescribed as malpractice under this ordinance.
- (23) “Malpractices Enquiry Committee” means the committee appointed by the Vice-Chancellor to deal with the malpractice cases related to examination.
- (24) “Answer Booklet” means booklet issued by the University to the student/s at the examination center to answer the question paper of a subject.
- (25) “Photocopy of Answer Paper” means a photographic reproduction the original answer booklet.
- (26) “Revaluation/Challenge Valuation” means valuation of the candidate answer booklet once again upon request of the candidate as per rules.
- (27) Expression used but not defined in these ordinance and defined in the act., statutes or regulations shall have the means assigned to them in the act., statutes or regulations.

## **II. Works to be Attended by the Office of the Registrar (Evaluation):**

The following works shall be attended by the University Officials/if necessary, any agency appointed to assist the University.

1. Issue of Calendar of Events and schedule of examination, notification of examination fees and inviting applications from the candidates for various University examination and such other items of work.
2. Preparation of detailed time – tables and their notification on time.
3. Declaration of center of examinations for theory and practical examinations.

- 
4. Scrutiny of examination application forms of candidates and the statements received from the colleges should be done at least 30 days before the commencement of practical/theory examinations with respect to the following items:
    - a. Names of candidates, including correct spelling and initials.
    - b. Scheme and subjects offered as the examination by the candidate.
    - c. Previous attempts with regard to repeaters Reg. No., year and month.
    - d. Exemptions obtained in the subject, year and Reg. No. in which exemptions were secured.
    - e. Rejection of previous results if any, with Reg. No., year and month
    - f. Checking cross reference in respect of candidates appearing simultaneously in a particular examination along with other subject of the previous year examination under the carry over system.
    - g. Allotment of Regd. No.s to the applicants and to prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the subject/subjects offered including the carry over subjects.
    - h. Preparation of the statements of refund of fees if any, along with the financial statement, institutions/department wise.
    - i. Schemes under which improvement is taken and candidate's eligibility.
    - j. A change of college by a student with in the university will carry the same register number allotted by that university. When the student was admitted from a college of other university to the college of this university for particular course, then the university will provide a new register number.
  5. Declaration / notification of eligible candidates' lists and hoisting on the University website.
  6. Preparation of the subject wise, paper wise and date wise statement to print question papers with code numbers and arrange to issue them to the notified center of examination.

**Note:** Question papers to be printed shall be 20% in excess of what is actually required in each subject, 15% of these excess shall be retained by the Registrar (Evaluation) and the balance of 05% shall be dispatched to concerned colleges to use in examinations and/or keep in the library for reference.

7. The question paper packets shall indicate course, subject, semester, date of examination code and name of examination center, time of examinations, no., of question papers in each packet etc.,
8. **Maintenance of records:**
  - a) One set of candidates' list, pertaining to each examination duly bound and labeled.
  - b) One set of result sheet pertaining to each examination duly bound and labeled.
  - c) Registers relating to statistics of passes and failures, examination wise and subject wise.
  - d) Stock Registers of above record  
Maintenance of the above said documents in soft form also i.e in CD/Hard disk etc.
9. Printing of various kind of OMR forms, form, answer books, registers, mark card, candidate list, degree certificate etc.,
10. Inviting Tender/ quotations for printing and supply of all types of examination related material, except for those items exempted under KTPP act or any other law.
11. Processing and passing of bills of remuneration of TA/DA other Conveyance/Allowance, and maintenance of correspondence thereon.
12. Registration, Distribution and Dispatching of day to day tappals.
13. Appointment of Chief Superintendents for examination center and issue of instructions regarding the conduct of examinations.
14. Appointment of official and other staff required for conduct of examination.
15. Issue of permission letters and providing scribe to blind and all types of disabled students.

16. Arrangement of the work for dispatching of all examination material to examination centers, valuation centers etc.,
17. Facilitate the Syndicate in constituting and appointment of the board of examiners.
18. Announcement of selection and issue of appointment orders to the chairperson, members, internal and external examiners, paper – setters etc.,
19. Arrangement for conducting examination, collection of answer papers, and collection of OMR marks lists, scanning, processing and declaration of results.
20. Preservation and disposal of valued answer scripts six months after the announcement of results.
21. Arrangement for preparation and distribution of marks cards, correction of mistakes in marks cards., and other certificates to the candidates.
22. Collection and maintenance of statistical data regarding the number of examination., number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
23. Preparation of merit lists and their transmission to appropriate authorities/bodies.
24. Collection of workdone statements from the Chairman, paper setters and examiners/custodians and forwarding them to the finance section for payment of remuneration.
25. Preparation of the lists of lapses and irregularities committed by the valuers and others and forwarding the list to the competent authorities for consideration and necessary action.
26. Appointment of custodians, squad chief, coding officers etc.,
27. Arrange for re-totaling of valued answer scripts requested by the candidates on his/her identifying the mistake in totaling after obtaining the photocopy of the script as provided in this ordinance.
28. Scrutiny and passing of the bills of printing and purchaser of stationery etc.,

29. Purchase, maintenance and issue of stationery articles for various examinations.
30. Maintenance of cash account and stamp account.
31. Preparation of AC Bills and DC Bills of office.
32. Sanctioning of contingent expenditure to colleges/post-graduate departments/valuation centers to conduct theory and practical examinations.
33. Constitution of malpractice enquiry committees for various examinations.
34. Dealing with matters pertaining to the fixing of remuneration for the staff of section for various items of extra work connected with the examination.
35. Dealing with matters related to examination fees, refund if any.
36. Forwarding the bills such as conveyance bills, postal reimbursement bills and such other remuneration matters for payment.
37. Announcement of results of examination dealing with the cases under 'withheld' due to discrepancies.
38. Issue of migration certificates, duplicate marks card/duplicate degree certificate consolidated marks card, provisional degree certificate, rank certificates, corrected certificates etc.,
39. Preparation of National Merits Scholarship lists, in collaboration with the Director of Collegiate Education, University Grants Commission and State Youth Board etc.
40. Works related to convocation is as under:-
  - a. Inviting applications for Award of Degrees.
  - b. Preparations of Eligibility lists for convocations, faculty wise and year wise.
  - c. Receipt and scrutiny of applications for conferring degree in person and in absentia at the convocation.
  - d. Preparation of presentations lists, faculty wise, year wise, in person and in absentia separately.
  - e. Preparation of lists of prize winners and medal winners.
  - f. Printing and maintenance of the list of students attending the convocation and preserving the bound volume of such list.

- g. Printing and issue of certificate/s, Rank certificate, prize or medal certificate.
  - h. Intimating the candidates about the date and venue of convocation and other information relating to swearing etc.,
  - i. Distribution of entry pass for the convocation.
  - j. Distribution of certificates.
  - k. Seating arrangements in the convocation hall.
  - l. Arrangement for obtaining degrees online by candidates.
  - m. To attend such other works related to convocation.
41. To attend legal matters relating to examinations.
42. To carry out annual stock verification and such other related works.

### **III. Power and Functions of the Registrar (Evaluation).:**

1. The Registrar (Evaluation) shall prepare periodically list of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the enquiry committee of the University with the approval of the Vice Chancellor and thereafter place it before the Syndicate for taking appropriate action against them.
2. The Registrar (Evaluation) shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off through tenders except the scripts regarding which court cases are pending.
3. The Registrar (Evaluation) shall maintain the cash accounts and stamp accounts for his section.
4. The Registrar (Evaluation) shall prepare the budget estimates for exam section and draw the sanctioned amount for his office expenses through A.C. Bills and account for the amount drawn through D.C. Bills.

5. He shall sanction the contingent expenditure to the center of examination in accordance with the rate sanctioned by the Syndicate with the approval of Vice-Chancellor.
6. He shall arrange to fix the rate of remuneration payable to the persons other than the staff drafted for various items of work connected with the examinations for the approval of Syndicate and shall have to issue sanction order after obtaining the approval of the Syndicate.
7. He shall draw up and notify calendar of events for various examinations in the beginning of each academic year. It is incumbent on the part of the Registrar (Evaluation) to ensure adherence to the Calendar of Events.
8. He shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of marks card to the colleges/post-graduate department simultaneously.
9. He shall arrange to prepare the eligibility list of candidates and presentation lists for each convocation and arrange to print and distribution of the certificates to be conferred at the convocation.
10. He shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
11. He shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
12. He shall forward the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
13. He shall arrange for the re-totaling of valued answer scripts, in case of any reported totaling mistakes, re-valuation, challenge valuation, redressal of grievances of students.
14. Make enquiries into all types of malpractices committed during examinations, valuation, revaluation/challenge valuation and process of results etc.,
15. He shall arrange for printing of question papers and supply them to the center of examinations in accordance with the scheme laid down by the Syndicate.

16. He shall arrange for the preparation of statements college wise, subject wise, paper wise and date wise for printing the question papers.
17. He shall issue marks card, duplicate marks card, consolidated marks card and rank certificates, duplicate degree certificate.
18. He shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.
19. He may make any structural changes in the examination administration as and when required.

#### **IV. Appointment, Powers and Functions of the Special Officers (Evaluation):**

The required number of special officers for Certificate/ Diploma/U.G./ P.G./ Ph.D., and other courses may be appointed from among the teaching staff of the University/ person, having rich experience in examination related works, on such terms and conditions as determined by the University to oversee the examination works and to assist the Registrar (Evaluation) to discharge of functions.

The special officers (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. Shall oversee the conduct of examination and evaluation work.
2. Shall attend to all the confidential files regarding appointment of examiners, custodians, squad chief etc.,
3. The Special Officer Ph.D. shall attend to matters pertaining to Ph.D. programme in consultation with the Registrar (Evaluation).
4. Shall obtain I.A/Grading marks from the colleges online/hard and soft form before commencement of theory examination.
5. Shall assist the Registrar (Evaluation) in evolving and implementation of examination related reforms.
6. Discharge such duties as entrusted to them by the Vice-Chancellor/ Registrar (Evaluation).

## **V. Duties and Responsibilities of the Deputy Registrar (Evaluation):**

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following power and functions, duties and responsibilities:

7. With the approval of the Syndicate/Vice-Chancellor, The Deputy Registrar (Evaluation) shall assist Registrar (Evaluation) to issue notification inviting application, fixing the dates of commencement of examination. He shall arrange to issue these notifications 60 days in advance.
8. To prepare the detailed time-tables of all examinations in consultation with the Chairman of PG Departments and the Principals of constituent colleges, and arrange to notify them for the information of candidates registered for the examinations 30 days in advance of the commencement of examinations as per calendar of events.
9. To assist the Registrar (Evaluation) to declare and notify the center of examination for both theory and practical, 30 days in advance of the commencement of practical examination.
10. Note: An institution may be declared as a center of examinations, if the number of candidates taking the examination at that institution is about 500, in case of U.G and 100 in case of P.G., courses.
11. Makes necessary arrangements to scrutinize the examination application forms and the statements sent by the respective department/colleges with reference to the records maintained at the office of the Registrar (Evaluation).
12. To make arrangements for the print and supply of the candidates list to the examination center 10 days earlier to the commencement of examination.
13. Make necessary arrangements to prepare the subject wise, date wise, and examination wise statement of candidates who are taking the university examinations and furnish them to the Registrar (Evaluation) 30 days in advance.

14. Responsible for the proper maintenance of the following records in the section
  - a. One set of candidates' list, examination wise.
  - b. One set of result sheet, examination wise.
  - c. Stock registers of furniture, stationery etc., required for the work as per office manual issued.
15. To assist the Registrar (Evaluation) to print and supply the various forms, registers, marks cards etc., required for the office work and for the center of examination.
16. To assist the Registrar (Evaluation) to print and supply the answer books and other stationeries required to the center of examination.
17. To assist the Registrar (Evaluation) to purchaser/procure the required stationery articles for the use of office and center of examination as per rules, maintain the stock-account and supply them to various boards and center of dispatching, tabulation etc.,
18. To assist the Registrar (Evaluation) to pass the bills of printing and stationery for payment. He shall also countersign and pass the bills of proof reading of question papers, postal reimbursement charges.
19. To assist the Registrar (Evaluation) in fixation of examination fees for various examinations with the approval of the Syndicate.
20. To assist the Registrar (Evaluation) proper distribution and disposal of day-to-day tappals in the section.
21. To assist the Registrar (Evaluation) to issue of migration certificate, degree certificate, etc.
22. To assist the Registrar (Evaluation) to prepare the statistics relating to the number of candidates registered for the examination, passed in various examination subject wise, college wise etc. The statistics required by the UGC, Govt. of India, Govt. of Karnataka, Director of Collegiate Education, NAAC and such other authorities shall be prepared and furnished.
23. To assist the Registrar (Evaluation) to arrange for the preparation of coding, decoding and publishing of results.

24. To facilitate for convening the meetings of malpractices enquiry committee constituted for the purpose. He/she shall be the custodian of all the records connected with the malpractice committee by the students during examination and shall place the relevant records before the enquiry committee.
25. To attend the post- examination work under instructions of the Registrar (Evaluation) and take necessary action for the announcement of results on or before the due date.
26. To personally attend the re-totaling of valued scripts, in case of re-totaling mistakes reported by the candidate, challenge valuation, redressal of grievances, etc., as per the instructions of the Registrar (Evaluation).
27. To attend all types of work connected with the convocation as per the instructions and supervision of Registrar (Evaluation).
28. To assist the Registrar (Evaluation) to place before the Syndicate the panel of Examiners suggested by the Board of Studies for its final approval.
29. To provide the relevant extracts from this ordinance for the guidance and benefit of several officers/officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.
30. To prepare a list of defaulting subordinate staff who has failed to attend files within 3 working days and submit the same to the Registrar (Evaluation) for appropriate action.
31. In addition to the above duties do any other duty entrusted to him by the Registrar (Evaluation), Vice-Chancellors, Syndicate and carryout the above duties seeking orders directly from the authorities or officers concerned.
32. Any other duties as assigned by the Vice-Chancellor or Registrar (Evaluation) from time to time.

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## **VI. Duties and Responsibilities of the Assistant Registrar (Evaluation):**

1. To discharge all the duties and responsibilities entrusted by the Registrar (Evaluation)/Special Officers/Deputy Registrar (Evaluation).
2. To supervise and ensure the compliance of all examination related work of all subordinate staff working in the section.

## **VII. Duties and Responsibilities of Superintendent:**

1. To exercise general control over the section including supervision and coordination of work, discipline of staff and punctuality of attendance.
2. To ensure that all communications received in the section are accounted for those that require action are brought before the appropriate officers promptly. No correspondence, shall be kept pending without appropriate action for more than 3 working days in the section.
3. To scrutinize the cases put up by the assistants, with particular attention to the accuracy of acts noted. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office-note in each case of submission, should see that all cases are submitted for orders within 3 working days of the receipt of the cases.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part, employee and repetition of such lapses for five times, the same shall be treated as misconduct dereliction, negligence and or incompetence and he/she shall be liable for being enquired as per service rules.
5. Personally attend to confidential and important cases and be in charge of the custody of the concerned files.
6. To scrutinize and supervise in particular the following registers maintained by each case worker.
  - a. Personal Dairy

- b. Receipt and Dispatch Register
  - c. Weekly and monthly arrears list.
  - d. Candidates lists
  - e. Result sheets
  - f. Progress charts
  - g. Work charts
  - h. Such other files and registers.
7. To work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

## **VIII. Duties and Responsibilities of the Office Staff:**

### **A. ASSISTANTS / JUNIOR ASSISTANTS:**

1. The Assistants shall submit the proper file with relevant papers and references within 3 working days of receipt of cases. Urgent cases shall be attended to on top priority basis.
2. The assistants shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.
3. The assistants shall maintain personal register and up to –date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheet etc., They shall maintain the records neatly compiled in proper filed.
4. The assistants shall compare type fair copies with approved drafts and attend to the prompt dispatch of orders.
5. The Assistants/Junior Assistant shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examinations, noting the correct name, subjects offered, subjects exempted, year of exemption with register number scheme etc.

6. The Assistant/Junior Assistant shall arrange to print the candidates list under orders of superior officers and deliver them to the center of examinations as per the dates fixed in accordance with the ordinances. Proof reading of printed lists shall be the responsibility of case-workers.
7. The Assistant/Junior Assistant soon after the results of various examinations are declared, shall prepare a statement containing the number of failures, number of register numbers marked for later announcement/Not process, “with-held” cases for not completing previous examination etc., and take appropriate action as expeditiously as possible to clear all such cases.
8. The Assistant/Junior Assistant in charge of particular examinations shall prepare and arrange to publish the eligibility lists of candidate passing the examinations within 60 days from the date of announcement of results.
9. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules.

**B. STENOGRAPHERS:**

1. Stenographers shall attend to taking down drafts given by the officers and typing work. He shall also assist other typists of the section.
2. He shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.
3. He shall attend the meeting of committee or conferences draft and report the proceedings of committees or conferences.
4. He shall maintain the personal dairy of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal dairies to superintendents for weekly checkup.

5. He shall be personally responsible for maintenance of accuracy of cases attended by him.
6. He shall preserve and maintain confidential records and other papers which are given to his personal custody by his officer and maintain dairy of files received and sent. He shall also maintain the records of interviews and other correspondence.
7. The stenographers also responsible for the proper maintenance of the computers/typewriters and other machinery under their custody.
8. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employees and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules.

**C. TYPISTS / COMPUTER OPERATORS:**

1. The typists shall attend to all the typing work of routine nature. He/she shall ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.
2. The typists shall maintain personal diaries of work done; make notes of day-to-day work, records of submission of files, number of cases attended to number of pages typed on each day and submit weekly reports to the Superintendent.
3. They shall also be responsible for the proper maintenance of the typewriter/computers and other machinery under his/her custody.
4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his/her part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules.

**D. ATTENDERS:**

1. Attenders shall carry files and papers within the University office and outside as directed by the Section Superintendents/Officers.
2. They shall attend to the pasting and sealing of covers and bags etc., to assist in the dispatch of outgoing mails.
3. They shall attend to the preparation of covers and envelopes/multicopiers/stenciling work, xeroxing etc.,
4. They shall ensure safe custody of stationery forms etc.,
5. They shall attend to the stitching of files and assist the assistants in the arrangement of records.
6. They shall ensure the proper cleaning of floor and furniture in the section before stating of daily work and assist the arrangement of books, paper etc.,
7. They shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.
8. They shall carryout any other instructions/directions given by the officials of the section.

**E. PEONS:**

1. They shall attend to the distribution of tappals and files within the outside the office, including mailing of letters in the post office and attend to local delivery work.
2. They shall clean the office furniture and attend to the work of keeping the office premises clean and tidy.
3. They shall paste and seal covers and prepare the covers and envelopes for office use, attend to stenciling work, xeroxing etc.,
4. They shall attend to any other work entrusted to them by the officials of the section.

**F. WATCHMAN / SECURITY**

1. Watchmen/Security shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the examination department.
2. They shall prevent theft, damages, loss etc., of any property in the premises.
3. In case of trespass, loss etc., they shall report the matter immediately to the concerned officers.
4. They shall work in any shift allotted to them.
5. They shall carry out any instruction given to them by the officials.

**VIII(a). DUTIES AND RESPONSIBILITIES OF COMPUTER STAFF:****A. SYSTEM ANALYST / PERSON WITH EQUIVALENT RANK:**

The System Analyst shall be the head of the section and perform the following examination related activities under the guidance and supervision of Registrar (Evaluation).

1. Shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examination and its related activities and services.
2. Shall be responsible for performance of recurring operational tasks related to the support of an enterprise infrastructure including servers, workstations etc.,
3. Process review and improvement, programme planning/management, operational requirements, system requirements etc.,
4. System development/purchase/customize/integrate/training.
5. System analysts define software requirements and specification and guide programme design and development.
6. Responsible for evaluation and design of technical architecture, software and hardware.

7. Analyzing problems in execution and development of software and guiding, defining, program parameters and specifications.
8. Undertaking analysis of current software productions and determining approaches, which will improve the user interface, performance and integrity.
9. Creating logical and innovative solutions to complex problems working closely with programmers and different end users to ensure smooth functioning.
10. Ensuring that calendar of events is adhered to and deadlines met. Providing training to users of new system etc.,

## **B. COMPUTER PROGRAMMER :**

The principle function is to apply knowledge of programming techniques and computer systems to write and execute a specification under the guidance of system analysts.

1. Establishing detailed program specifications through discussions and documents.
2. Creating sample data, sets to check that output and to verify whether the program works as intended.
3. Seeking out problems and correcting the programs as necessary installing the programs and conducting final testing.
4. Studying the computer printout like checklists, results sheets, ledgers, made cards, degree certificates before dispatching to the users for accuracy.
5. Taking steps for constant updation of backups/data and programs.
6. Guiding the operators to run the programs and allocating the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.

**C. COMPUTER OPERATORS:**

Computer operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

1. Schedule and co-ordinate daily computer operations.
2. Ensure that all updation are done as per the corrections indicated by the verifiers or users before taking printouts.
3. Issue problem reports and help programmers debut associated software applications.
4. Maintain routine records and report to programmers.

Shall discharge all works assigned to them by the System Analysts/Programmers.

**D. DATA ENTRY OPERATORS:**

The Data entry operator shall carry out the following works:-

1. Schedule and co-ordinate daily operation like data entry or uploading or scanning or data/process of scanned data.
2. All the updations should be done by the data entry operator including the data entry and make sure that the corrections are transferred perfectly in to the computer data base.
3. Keeping track of all data entry operations and reporting to the computer operator for further action.
4. Receiving and maintaining all the documents for data entry or scanning from the concerned authorities.
5. Reporting any data entry related problems to the operator for rectification before closing of that work.

**VIII(b). PROCESS OF EXAMINATION:**

The pre and post examination work may be processed in the following manner:

**FIRST PHASE:**

1. On receipt of the list of eligible/approved candidates from the academic section and OMR examination application forms from the concerned colleges/departments with due verifications of both the lists, all the candidates who are eligible to take the university examination and who have keep the minimum statutory requirements of attendance as certified by the principal/chairperson, should be kept ready for scanning/feeding to the computer. While feeding data by the feeder and reader, all care should be taken to type the name of the candidate correctly and the subject offered by him and all other relevant data in this regard. After completion of the data feeding/scanning, as the case may be a list of students who are eligible to take examination with their subjects shall be printed by the computer center. In case of supplementary examination on receipt of examination application the list of students who will take the examination will be required to be activated.
2. The list of eligible candidates along with Hall Tickets shall be hoisted in official website of the University so as to enable the colleges/departments to download and issue the hall tickets to the respective students.
3. In case of any correction in name, subjects, etc., the appropriate correction should be made under the authorization of the Registrar (Evaluation)/Authorized Officer only.

**SECOND PHASE:**

1. Scanning/Feeding of Marks: On receipt of OMR marks lists from the custodian/scanned marks data, as the case may be, the computer section shall arrange to feed the data with the help of readers and feeders/process the scanned data provided by the authorized agency. It shall be the joint responsibility of the feeder/reader for correct feeding of the data into the computer/authorized scanning agency. It shall also be the responsibility of

the concerned reader and feeder to feed absentee data, gap list and any other data for computing the result of the concerned courses for which they were entrusted with.

2. On completion of the feeding of marks list by the concerned feeder/reading, the computer center shall arrange to give a gap list to which the data is yet to be fed. It shall be the responsibility of the concerned case worker/computer programmer/operator to give required information for completing the gap list.
3. On completion of feeding of data by the reader/feeder and filling up of gap list/scanning the computer center shall arrange to give a draft ledger of marks for verification of the data by the scrutinizers/custodian with the marks list.
4. The draft ledger prepared by the computer center shall be verified with the original OMR marks list by the scrutinizers appointed for this purpose. It shall be the responsibility of the scrutinizers/custodian to correct the mistakes, if any, and to tally the marks with reference to the register numbers. After verification of the draft ledger, it shall be the responsibility of the scrutinizers to carry out corrections to be made, if any, to the draft with the help of the computer center. Thereafter, a final print of the ledger to be taken for declaration of result.

### **THIRD PHASE.**

1. On verification and certification, from the scrutinizers/custodian, the computer center shall arrange to take a print out of the result sheet for declaration and publication of result and to be sent to the concerned colleges.
2. The result should be hoisted in the website of the University on the same day of the announcement of the result without fail.
3. After declaration of the result, the computer center/authorized agency shall arrange to print marks cards and marks cards should be accounted properly. The computer center shall maintain a Register for this purpose.

4. In case of final year, the computer center shall also arrange to print provisional passing/degree certificate after following the procedure prescribed in this regard.
5. After printing marks cards etc., the concerned section/officer of the University shall be informed to collect the same for distribution to the colleges through the section.
6. Apart from this, the computer center shall also assist in preparation of Statistical data required for various agencies viz., preparation of convocation list, student list, number of candidates appeared/passed/failed in the examination including sex wise, category wise etc.

## **IX. Duties and Responsibilities of Computer Center:**

The examination computer center shall be headed by senior most system Analyst. He/she shall be assisted by system analysts, programmers, operators and data entry operators. All of them must work under the direct control of Registrar (Evaluation). The computer center shall be an exclusive restricted area. Entry and exist to the center shall be regulated through permission of Registrar (Evaluation) or any authorized officer of the University. The nature of work carried out at the center is as follows:

1. Collection of college and students data from Academic Section.
2. Collection of data of students who have got transferred from other University/colleges year wise/semester wise/course wise.
3. Printing of examination application forms for all courses.
4. Printing and issuing of candidates list for all courses.
5. Printing and issuing of practical subjects list with code for conducting practical examination 30 days before commencement of practical examination.
6. Printing and issuing of question paper requirement subject wise, college wise, center wise 30 days before commencement of theory examination.

7. Printing and issuing of Admission Tickets to the colleges and hoisting in websites.
8. Receiving of original marks lists of all courses of theory/ OMR/Practical/I.A/Grading/Viva-voce through on line/soft and hard form from the colleges for U.G. Courses and from custodian for P.G. Courses.
9. Making arrangements for data entry or processing of scanned data provided by the scanning section/agency authorized by the university for the said purpose.
10. After collection of practical/theory marks data, the computer section/the authorized agency should process and tabulate the result and declare the same and hoist in the university website.
11. Printing of marks Registers, marks cards and passing certificates of all courses.
12. Preparing of merit list and rank lists/eligibility list/presentation list (course wise) in U.G. Courses and subject wise in case of P.G. Courses.
13. Printing and issue of results statistical data for all courses.
14. Maintain all pertinent records in the computer center both in hard and soft form and one set of same documents shall be handed over to the record section.
15. Periodic upgradation of software and hardware shall be ensured.
16. Any other work entrusted by the Registrar (Evaluation) from time to time.

## **X. Declaration of Centers of Examinations:**

The University shall declare the affiliated / constituent colleges as centers of examination for UG/PG Courses subject to fulfillment of guidelines and parameters prescribed by the university from time to time.

## **XI. Appointment, Duties and Responsibilities of Chief Superintendents:**

1. The Registrar (Evaluation) shall appoint the Chief Superintendents of examination both for colleges and post-graduation departments. Each College / Institution which is declared as center of examination shall have a Chief Superintendent, who shall ordinarily be the Head of the Institution / Principal / Chairperson of PG Department. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be appointed as the Chief Superintendent. The letters of appointment shall be conveyed immediately to the Registrar (Evaluation).
2. The Chief Superintendent shall be responsible for the proper and smooth conduct of the examinations. He/She shall carryout all the examination works by taking necessary measures for smooth conduct of examination.
3. On receipt of the appointment order as Chief Superintendent from the university he/she shall take stock of all the necessary action including the requirement of answer script, stationery, space, manpower etc., require for conduct of examination in the center.

Further He/she shall

- a. Confirm the number of colleges attached to the center and the total number of candidates (course wise and subject wise).
- b. Call for a meeting of principals/chief superintendents of all colleges attached to the center. If any principal is absent, contact the college and confirm whether candidates are appearing for the examination or not and also confirm the total number of candidates appearing for the examination.
- c. Request the principals / chief superintendents of attached colleges to send the required number of staff to assist the examination works such as invigilation work and such other works related to examination assigned by the university. The assisting staff of the college drawn for Examination work should be given Identity cards with necessary details.

- d. Verify and confirm that the attached colleges have submitted the question paper requirement indent to the university.
  - e. To arrange the seating arrangements well in advance for all the candidates appearing for examination based on statement received from the colleges attached to the center. All the candidates shall be treated equally without any discrimination.
4. He/She shall arrange to prepare a statement (examination wise, subject-wise, paper wise) of candidates appearing for examination at the center and forward the same to the Registrar (Evaluation).
  5. He/she shall notify at a prominent place the allocation of register numbers in different rooms or in block-wise. He/she shall allot not more than 30 to 40 register numbers in a single room. If there are big halls, he shall arrange to appoint one room superintendent for every 40 candidate.
  6. He/she shall appoint the required number of Deputy Superintendent, Room Superintendents/Invigilators, Relieving Invigilators, Office Staff and other assisting staff as per the norms of the University.
  7. The Principal / Chief Superintendent shall prepare well in advance the statement of work allotment on each day or for the whole examination. If the staff of his/her institution is not adequate, he/she shall take the staff of neighboring colleges or PG Departments with the prior permission of the Registrar (Evaluation).
  8. The Principal / Chief Superintendent shall convene the meeting of all the supervisory staff at least before the commencement of examination and explain the schedule of examination, work arrangements made, duties and responsibilities of staff involved in examination works etc., He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff / examination squad the procedure of reporting when a case of malpractice is detected. The Principal / Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Evaluation).

9. He/she shall not post as far as possible any Room Superintendents / Invigilators in the same room successively. No Room Superintendents / Invigilators shall have advance information of the room to which he/she shall be posted.
10. He/she shall inform the room superintendent / invigilators and candidates that no additional answer book will be provided and the candidates have to write the answer in the given answer booklet only.
11. He/she shall not leave the center of examination during the period of examination without the prior permission of the Registrar (Evaluation). In case of emergency, with the prior approval of Registrar (Evaluation) he/she shall make necessary arrangements i.e., appointing the next senior member of the staff of that college / institution as incharge Chief Superintendent and report the matter to the Registrar (Evaluation).
12. Soon after confirmation of the college as examination center he/she shall contact the Registrar (Evaluation) to know the mode of sending of question paper by the university and accordingly make necessary arrangement to receive, store in safe custody and distribution of the same with utmost care.
13. He/she shall also verify and confirm the mode of dispatching answer booklet bundles to the notified valuation units.
14. He/she shall either himself/herself or through the Deputy Superintendent collect the question paper packets as per the direction of the university from the assigned place. He/she shall take special care to see that the right question papers are received and carried in a box with locking system from the place of delivery to the institution /college. The question paper packets are always kept in his/her personal custody and that no one else is permitted to have access to the packets.
15. The sealed packets of question papers shall be opened in the office of the Principal / Chief Superintendent by the Chief superintendent on the date of the examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the room superintendent/Deputy Superintendent/External Chief Superintendent after

carefully examining the seals and the packet. He/she shall also verify the subject with reference to time-table / examination schedule and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question paper packets shall be opened confirming the intactness of seal after signing the certificates with the witness. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Evaluation). Further appropriate decision shall be taken in this matter in consultation with Registrar (Evaluation). The certificate of opening shall be preserved for 90 days.

16. He/she shall see to it that the right question paper is given for the candidates.
17. He/she shall arrange to send the question papers required for each room individually or in separate covers which shall contain only the actual number of question papers required in a particular room for which it is meant.
18. He/she shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
19. He/she shall immediately report to the Registrar (Evaluation) either by phone followed by a letter or through a messenger in writing any serious errors/ misprint, mistranslation, omissions or ambiguity etc., noticed in the question papers. Further he/she shall furnish necessary clarifications along with additional details about the errors/misprints etc., noticed in the question papers to the Registrar (Evaluation) by name.
20. He/she shall see that only candidates with admission tickets issued by the university / college are allowed to appear for examination. In case a candidate has lost the admission ticket the Principal / Chief Superintendent shall arrange to issue a duplicate admission ticket.
21. Under extraordinary circumstances the University may allow the candidate/s to appear for the examination.
22. He/She shall admit the candidate provisionally at the candidate's own risk and responsibilities under the following circumstances:

- a. When a candidate has not been issued admission ticket by the University, but satisfies the Chief Superintendent by production of original documentary proof that he had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the developments. However the Principal / Chief Superintendent shall take the decision in consultation with Registrar (Evaluation)
- b. When the subject/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally subject to the approval of the university. The student shall be made aware that in case the contention of the candidate is found to be not valid; his/her answer script may not be valued.

All such cases of admissions are provisional till they are approved by the university.

23. He/she shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day session of the examination. He/she shall ensure that no candidate is admitted to the examination hall/room, 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.
24. The Chief Superintendent shall ensure that the "Instruction Note" printed in the answer booklet to the candidates appearing for the examinations is read out five minutes before the commencement of examination.

**NOTE TO BE READ BY Room Superintendents/Invigilator:**

"You should follow the instructions printed on the admission ticket and on the facing and last sheet of the answer book. You should search your pockets, desks and tables and handover to the room Superintendent / any paper/book/notes/manuscripts/electronic gazettes which you may find there and roundabout, before commencing to answer the examination paper"

**25. Procedure for reporting of malpractice cases:**

The Principal / Chief Superintendent immediately on receipt of report on malpractice in the examination hall by the room Superintendent / Invigilator shall send the concerned candidate/s from the examination hall/room after seizing the admission ticket, the answer script and the question paper/s etc.,. The Chief Superintendent shall thereafter obtain a statement from the candidate and forward the detail report immediately or on that day itself along with all necessary details of the case to the Registrar (Evaluation) by name. If any candidate/s refuses to give written statement, the same may be recorded and sent to the Registrar (Evaluation). Such candidate/s shall not be permitted to write the concerned paper/s, subject/s, and practical/viva voce examinations.

26. He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter-related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room superintendent was stationed. All the documents and answer script/s recovered from the candidate/s along with the report/s, plans etc., shall be signed by both the Chief Superintendent and the Room Superintendent/Invigilator and forward the same to the Registrar (Evaluation) by name.

27. After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries made in the invigilators dairy / nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, he/she shall prepare the packets of answer scripts as per the instructions issued from the University from time to time. All the packets have to be inserted in a cloth bag along with one question paper, A form, invigilator's

Dairy, Absentees statement etc., shall be stitched and sealed appropriately. The sealed packets of answer books shall be placed in the cloth bag/s provided by the University and arrange to deliver the answer book bundles to the office of the Registrar (Evaluation) or at a designated place or center of evaluation as notified by the University before 7 PM on the day itself and necessary acknowledgement for delivering the answer book packets shall be obtained.

28. On each cover write the Register Numbers of the candidates who remained absent pertaining to the respective session without fail.

Write the details on cloth bag and subscribe with the following information without fail.

- 1) Name of the valuation center.
- 2) Semester
- 3) Subject
- 4) Subject code, paper Name/Number
- 5) Course
- 6) Date and time of examination
- 7) Total numbers of scripts
- 8) Total number of packets
- 9) Signature and seal of Chief Superintendent

(The Contents of the bundle shall be in accordance with the information given in Form “A”).

29. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the university.

30. He/she shall send the detailed statement of accounts (in a prescribed format given by the university) related to answer scripts used for that examination to Registrar (Evaluation)/Deputy Registrar (Evaluation) by name.

31. He/she shall submit within three days absentee statement to the Registrar (Evaluation) Deputy Registrar (Evaluation) by name the envelope

containing this statement should be super scribed “Consolidated Absentee Statement”.

32. He/she shall arrange to collect the marks list of the practical/clinical/vi-voce examination in sealed covers from the examiners and send all the marks lists relating to his/her center subject-wise/paper-wise in a sealed cloth cover to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name, soon after the completion of such examinations. The cloth cover shall be super scribed giving the following information.

- 1) Name of the center
- 2) Examination and semester scheme
- 3) Subject/Paper of the practical/clinical/viva-voce
- 4) Total number of packets.

Marks List/forms shall be sent in separate packets for each subject and examination.

33. He/she shall send in the Performa given below within three days after the completion of the practical examination in each subject, two copies of consolidated statement of work-done by the examiners to the Registrar (Evaluation)/Deputy Registrar (Evaluation).

The statement of work done in connection with the practical examination of \_\_\_\_\_ 20\_\_

Center	Examination
Date & Time Batch No.	Name of the Setter Name of the Examiner
Reg. No. Assigned:	Regd. No. of Absentee:

The Chief Superintendent shall send to the Registrar (Evaluation) by name, the consolidated statement of absentee.

34. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer book, additional books, and cloth bags etc., required for the conduct of exams.

35. He/she shall render accounts of advanced drawn on A.C Bills within two weeks of the completion of all examinations at his/her center. The statement of accounts shall be supported by vouchers, utilized amount. If

any amount remain unutilized shall be credited to the University funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of stationery etc.,

36. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
37. The Principal / Chief Superintendents, Room Superintendents /Invigilators and other staff engaged for examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the university. The Chief Superintendent shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses if any, as permissible under relevant rules, soon after completion of the examinations to the finance officer, so as to enable the university to arrange for payment of the same.
38. Further, the principal/s of the colleges under university shall ensure that teachers / valuers appointed for valuation work must attend the work without fail. If any teacher / valuers remain absent for the valuation work and fails to report for valuation shall be liable for a penalty as specified in the schedule of penalties.

## **XII. Appointment, Duties and Responsibilities of Deputy Chief Superintendent:**

1. The Chief Superintendent shall appoint, soon after his/her college is declared as a center with the approval of the Registrar (Evaluation) a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above Two Deputy Chief Superintendents.
2. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time with valid reason.

3. He/she shall assist the Chief Superintendent in all matters for the smooth conduct of the examination at the center.
4. He/she shall arrange to assign the register number to different room/hall under the guidance of the Chief Superintendent.
5. He/she shall on the days of the examination arrange to supply the blank answer books, and other stationery required for each room/hall and deliver the sealed packets of question papers to the rooms concerned.
6. He/she shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of examination.
7. He/she shall allot rooms to room superintendents on the day of examination and assign work for relieving superintendents /.
8. He/she shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the custodian of the notified valuation center.
9. To assist the Chief Superintendent to arrange the answer books registered number wise, course wise, semester wise, subject wise, paper wise and they are inserted in the covers supplied by the university and these covers/packets shall be put in cloth bags along with the 'A' form and invigilators dairy in duplicate and sealed the presence of the Chief Superintendent.
10. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the university.
11. The Deputy Superintendent shall ensure that in each cloth bag statement containing the following particular is pasted and duly signed by the Deputy Superintendent and by the Chief Superintendent.

Center of Examination

Examination:

Date of Examination

Subject:

Paper:

Regd. No. Assigned to the Bundles:

Total No. of Actual Scripts in the bundles:

Signature of the  
Deputy Superintendent

Signature of the  
Chief Superintendent.

12. He/she shall ensure that the answer scripts of different subject are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
13. He/she shall send to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name of the consolidated absentees statement before three days after the completion of examinations super scribing the envelope with consolidated "Absentees Statement".
14. In addition to the above, he/she shall attend all any other work entrusted by Chief Superintendent in connection with the examinations and function under the overall control of the Chief Superintendent.

### **XIII. Appointment of External Chief Superintendent:**

1. The Registrar (Evaluation) shall wherever necessary, may appoint one more external Chief Superintendent to an examination center.
2. The external Chief Superintendent shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Evaluation) directly; He/she shall also submit a detailed confidential report to the Registrar (Evaluation) at the end of the examination.
3. The remuneration paid to the External Chief Superintendent shall be as fixed by the university from time to time. External Chief Superintendent appointed should be a senior teacher with at least 10years of teaching experience to his/her credit.

#### **XIV. Appointment, Duties and Responsibilities of Room Superintendent/Invigilator:**

1. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of Department/College one week in advance of the commencement of examination under intimation to the Registrar (Evaluation) in exceptional cases where the teaching staff of an institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institution.
2. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.
3. The room Superintendent shall be in-charge of a room for smooth conduct of examination.
4. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 15 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the instructions printed in answer booklet.
5. The Room Superintendent shall not admit any candidates to the examination hall/room 30 minutes after the commencement of examination and also shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination.
6. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number in the answer booklet.
7. If the given answer book contains OMR facing sheet where the candidate has to shade the circles in the space provided for them the candidate is required to do so on the OMR facing sheet of the answer script.
8. The room Superintendent under any circumstances shall not enter the registered number of the candidate on the answer book. Answer books with

doubtful register number if any shall be sent to the Chief Superintendent separately for onward transmission to the Registrar (Evaluation) with a report.

9. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/she shall distribute the question paper on hearing the bell rung for the purpose. He/she shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the question paper is not the proper one, he/she shall return the same to the Chief Superintendent immediately.
10. He/she shall make necessary entries in the room superintendent's diary. He/she shall also enter against candidates roll number in the diary, the printed number of the answer book supplied to the candidates.
11. He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate.
12. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him; He/she shall ensure that the answer books and additional books/graph, if any, of each candidate are properly stitched together, the answer books are arranged in serial order: Course wise, branch wise, subject wise, semester wise etc., and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent.
13. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate unless there are two parts in a question paper for which answer have to be written separately.
14. He/she shall distribute the right question papers among the candidates who may be writing different schemes of examinations.

15. The room superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 20 minutes. He shall sign in the relieving Superintendent dairy for the relief taken.
16. He/she shall report to the Chief Superintendents on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the dairy and other stationery articles given to his/her charge.
17. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in he/she possession or in his/her desk any books or papers not issued by the Room Superintendent in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional book/s, and that every candidate handed over his/her answer book before he/she is permitted to leave the examination hall/room.
18. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying, the materials from which the candidates was copying. The room superintendent shall collect, seize and take possession of such materials from the candidate and report immediately to the Chief Superintendent for further action.
19. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.

### **Relieving – Room Superintendent:**

1. The Chief Superintendent shall appoint the relieving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).

2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the Chief Superintendent regarding his inability to attend work at least 24 hours earlier to the time schedule for the commencement of the examination.
3. There shall be one relieving superintendent for every six room superintendents. If there are 5 rooms Superintendent and less, the Deputy Superintendent shall acts as relieving room Superintendent.
4. He/she shall not allow any candidate to copy from either books/paper/other candidates of he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional book/s and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room.
5. He/she shall at once report to the Chief Superintendent / Room Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying, the materials from which the candidates was copying. The relieving superintendent shall collect, seize and take possession of such materials from the candidate and report immediately to the Chief Superintendent for further action.
6. The Relieving Superintendent shall give relief to the room superintendent for about 20 minutes and be incharge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the room superintendent.
7. The relieving superintendent shall report for duty half an hour earlier to the time schedule for the commencement of the examination.

## **XV. Board of Examiners:**

1. The Board of Examiners (BOE) constituted by the Syndicate for various subjects based on seniority shall continue to function for one academic year (two semesters in the semester scheme and for the main and the

supplementary examination in the annual examination scheme). No person shall be eligible to be a member of the BOE beyond one academic year (two semesters in semester scheme and for more than one academic year in the main and the supplementary examination in the annual examination scheme).

2. However, in the event of non-availability of eligible required number of examiners in a subject to be appointed as member of BOE, they may be considered for reappointment. Further in the event of non-availability of any or sufficient eligible examiners in a particular subject then the BOE may constituted with external members.
3. The Board of examiners shall be constituted from among the panel of examiners prepared and submitted by the Board of Studies.
4. The Examination section shall prepare detailed panel of examiners subject wise and the list shall be updated every year. To prepare the panel, information may be obtained from the constituent and affiliated colleges. Post-Graduate Departments and other Universities in and outside Karnataka State. It shall be the duty of the Registrar (Evaluation)/such officers/B.O.E Chairman as entrusted, to prepare seniority wise detailed panels of examiners and place the same before the respective board of studies for approval. The Chairperson/Principal shall extend all cooperation in preparing the list of examiners. Only names of such teachers who have a minimum of 3 years of full time permanent teaching experience shall be included in the panel.
5. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers with Kannada Translation wherever necessary, and submit the same to the office of the Registrar (Evaluation) forthwith on the completion of the board meeting.
6. The BOE shall ensure that the question papers should be set as per the university guidelines and ensure that the questions drawn in the question paper shall be within the syllabi as approved by the university. It shall also ensure that the correct title of the paper with code, the examination course,

duration of the paper, division of questions into sessions, maximum marks allotted for the paper and the number of questions to be answered by the students, usage of permissible gadgets and other required instructions and any other instructions to the examiners are correctly noted in the question paper.

## **XVI. Method of Appointment, Duties and Responsibilities of the Chairman of the Board of Examiners:**

1. The Chairman of the Board of Examiners shall be appointed by the Syndicate as per the recommendation made in the BOAE (Board of Appointment of Examiners) from among the panel of examiners prepared by the Board of Studies (BOS) and furnished by the Registrar (Evaluation) provided such persons satisfy the following conditions: -
  - a. He/she should have put in at least 5 years of permanent teaching experience or as decided by the university from time to time.
  - b. He/she shall preserve strict secrecy regarding the work allotted to him.
2. The Chairman of Board of Examiners shall arrange for the distribution of work of setting question papers, he shall also coordinate for valuation and review of answer scripts along with custodian subject to control of registrar (Evaluation), the said works have to be assigned only to the examiners listed in the panel approved by the Syndicate.
3. The Chairman shall assign the paper setting among the various persons approved by the Syndicate depending upon the field of specialization and experience of each person and ensure that person who do not have basic qualifications are not assigned the setting of question paper in any subject.
4. The chairman shall ensure that no question paper setter shall set more than 2 papers and shall ensure equal distribution of work of valuation among the examiners.
5. The Chairman of the Board of Examiners has to prepare the list of question papers, with title and code, to be set course wise, semester wise, subject wise and scheme wise.

6. After the preparation of the list of question papers to be set, the same has to be entrusted to the eligible paper setters with the following instructions and materials;
  - a. The order of appointment in writing containing information about the question paper to be set for the course, semester, subject with code, maximum marks and number of questions to be answered, instruction regarding use of permissible gadgets in the examination (prohibition for use of mobile, calculators, mathematical tables etc., to be clearly stated on the top of the question paper).
  - b. He/she shall supply syllabus, previous question papers, blank question paper booklet, covers etc.
  - c. He/she shall extend all the required assistance and advise to the question paper setters in determining the standard of the question paper required in each subject of examination and the manner of packing the question paper so as to ensure packing of each question paper in separate sealed covers.
  - d. After the examination, at the time of valuation, the Chairman has to collect the model answers/scheme of valuation from the respective paper setters and the same has to be handed over to the custodian of the valuation center with letter for supplying the same to each one of the examiners on the day of valuation.
7. The Chairman of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the university premises.
8. The Chairmen of the each Board of Examiners shall ensure that the question papers after they are approved by the board of Examiners are legibly written in ink or Typed by himself (with attestation) or by any other member(s) of the board before they are sent to Registrar (Evaluation).
9. He/she shall also maintain the minutes of the meetings of board of examiners and send copies of them to the Registrar (Evaluation).
10. The chairman shall request the paper-setters who are not the members of the board of examiners to attend the meetings of the board when their paper are

taken up for discussion, if need be under intimation to the Registrar (Evaluation).

11. The Chairman shall arrange with the approval of the Registrar (Evaluation), for the conduct of practical/clinical/projects exams earlier to the commencement of theory examinations in consultation with the principals/Chairpersons of constituent/affiliated/autonomous colleges, and shall assign practical/clinical/paper setting and valuation among the eligible examiners only and ensure as far as possible equal distribution of work.
12. He/she shall verify and confirm the required number of valuers and ensure that the valuation work is completed within 10-15 days in coordination and cooperation of the custodian.
13. No person shall be a chairman of a Board for more than one term of one year.

## **XVII. Appointment, Functions and Duties of Paper Setters:**

1. The Syndicate shall appoint the paper setters for examinations from among the panel of examiners prepared and furnished by the Board of studies (BOS) through the Registrar (Evaluation).
2. The paper – Setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus in set.
3. The paper setter shall set as many sets of question papers as required, as per the prescribed pattern and submit them in sealed packets to the chairman of the board of examiners.
4. The paper-setter shall ensure the papers set carry correct name of the subject, title and code of the paper, schemes (Old, New etc.,) title and the division of the paper. He shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question paper. If the question paper is common to one or more schemes/course, it shall be clearly indicated. The question paper setter shall indicate the permissible

use of mathematical, physical tables, charts, data or hand books, gadgets, permitted to be used by the examinee, including other instructions such as number of questions to be answered under different sections etc., on the top of the question paper. He/she shall affix his/her signature on each page of the question paper manuscript without fail.

5. The paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and errors. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in question papers.
6. The paper setters shall write the questions in the blank booklet specifically supplied for the purpose by the university. The questions should be written clearly and legibly.
7. The paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set and the content of the question paper forwarded through e-mail should be destroyed / deleted as soon as the paper set have been sent to the chairman.
8. The paper setters shall submit the schemes of valuation to the custodian before the commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective subjects.

### **XVIII. Appointment, Duties and Responsibilities of the Chief Vigilance Squad and Other members**

1. The Chief of Vigilance Squad shall be appointed by Registrar (Evaluation) with the approval of the Vice Chancellor. He/she have 5 years of fulltime teaching experience. Other members of the vigilance squad may be appointed by the Registrar (Evaluation). He/she shall have 3 years of full time teaching experience. They shall obtain the ID cards from the Registrar (Evaluation) by providing the photograph immediately on receipt of the appointment order. They should invariably carry the appointment order and identity cards with them and show the same to the Room Superintendents in

the Examination Halls, before they enter hall, with a view to avoid unnecessary resistance and inconvenience.

2. The squad members shall assemble at the office of the Registrar (Evaluation) each day of the examination, 45 minutes before the commencement of the examinations.
3. They shall make surprise visits to the various examination centers, along with the police officers, if necessary, in the vehicles provided by the university.
4. Ordinarily, the squad consisting of only 3 to 4 members, one of whom shall invariably be a lady member, including a police shall visit the examination center. However, in exceptional cases, the squad consisting more than 4 members each, as decided by the Registrar (Evaluation) may visit the center.
5. The squad members have the powers to get the malpractice reports if any from the Chief Superintendents/Deputy Chief Superintendents to submit to the university. They shall also identify and record the incidents of malpractices committed by the candidate/s in consultation with Invigilators and Chief Superintendent. The squad members shall submit malpractice report in the prescribed format to the Registrar (Evaluation) on the day of the occurrence for needful. Further, if squad members book any student of malpractices with any ulterior intention and established on a complaint by the student or the Chief Superintendent/Room Superintendent of the Examination center after conduct of enquiry by the university, shall be liable to penalty as prescribed in the schedule of penalties.
6. They shall go round the examination hall during the period of the examination.
7. They shall see that no unfair means are adopted at the examination center, by the students/any staff involved in conduct of examination and others.
8. They shall see that no person is loitering (other than examiners) with a distance of one hundred meters of examination center.

9. The squad should ensure that all the staff involved in conduct of the examination shall wear the ID cards during the period of examination at the center.
10. Subject to maintenance of dignity of the student, the member of the squad are empowered make a search of candidate, in case they are suspicious of him/her possessing papers, books or any other aid which might possibly be of assistance in answering the questions, provided only ladies shall search lady candidates at examination center.
11. The members of the squad shall check the question paper packets that are to be used for next sessions to ensure whether the seals are intact or tampered with. They shall also verify whether all the answer bundles/answer papers of completed examinations as sent in time as per the direction of the University.
12. The members of the squad shall check the dairy maintained by the Room Superintendents.
13. The squad team shall maintain a dairy containing the details of scheduled visit to the colleges and get a signature / endorsement from the Chief Superintendent or Deputy Chief Superintendent in the required format on every day of their visit. The dairies shall be submitted to the Registrar (Evaluation) soon after completion of the examination.
14. The chief of the squad shall give a consolidated report along with attendance extract, I.D. Cards and daily squad report after the examination are over.
15. The squad members shall appear before the Malpractice Enquiry committee, if desired by the Committee for tendering evidence.
16. Refusal to take up the squad work will render the teacher ineligible for any examination work like valuation, tabulation, coding, paper-setting etc., in addition to the punishment /penalty as prescribed in the rules.

## **XIX. Appointment, Duties and Responsibilities of Custodian, Deputy/Assistant Custodians:**

### **A. Custodian:**

1. The Custodian shall be appointed by Registrar (Evaluation) with approval of Vice Chancellor. The university may appoint any eligible teacher of the university or the Principal of the constituent/affiliated college, who have put in minimum of 10 years of unblemished fulltime service, as custodian for the valuation of theory papers allotted to that center.
2. Custodians are appointed by the university for the conduct of valuation of answerscripts related to subject/course/semester/year assigned to them. Custodians play the most responsible and very important role in the smooth conduct of valuation and tabulation, etc. His/her first and foremost duty is to check the valuation center allotted to them and ascertain whether the adequate rooms, with proper ventilation, light, toilet facilities, furniture, with all security measures etc., are available at the valuation center.
3. The custodian shall propose the required supporting staff to Registrar (Evaluation) in accordance with the guidelines given by the university.
4. The university will provide advance contingency to each valuation center to meet the day-to-day expenditure. The custodians are permitted to draw the required amount to meet the of contingency expenditure on A.C. Bill through Finance Officer. After the completion of valuation work the accounts with regard to the amount drawn shall be submitted to the Finance Officer of the university on DC Bill along with detailed original vouchers.
5. He/she shall ensure the valuation center is kept open from 9.00 am to 6.30 pm and the valuation goes on throughout the day in these sessions with short breaks keeping the work load of the unit in view.
6. He/she shall arrange for receipt of answer script bundles every day from the examination centers and make necessary preparations for

coding/scanning of the scripts before the commencement of valuation. After the completion of scanning / coding process action may be taken to distribute the answer book packets to the approved examiners for valuation as per university rules.

7. If any answer book bundles not connected to their unit is received, the same may be intimated to the Registrar (Evaluation) or special officer and send it to the notified valuation center on the same day, and ascertain whether the total number of answer books received at the valuation center are correct.
8. He/she shall pay special attention to see that coding and decoding mistakes are not made, and made random check to ensure that the mistakes are not committed. He/she shall maintain strict confidentiality of coding and decoding work and other related matters.
9. Only those teachers whose names are included in the approved panel / list of valuers as given by the Registrar (Evaluation)/the chairman, Board of Examiners, approved by the university should be assigned valuation work and none else.
10. It shall be the duty of the custodians to ensure marking of attendance through biometrics by all the examiners and staff of the valuation unit including the custodians and observers.
11. He/she shall ensure that the registers pertaining to (i) issuing of scripts to the Examiners/Reviewer (ii) Receiving of valued and reviewed scripts from the reviewer/examiner/verifiers are maintained properly.
12. He/she shall ensure that all the examiners are punctual in attending to valuation work, and the practice of reserving the scripts for members who abstain from valuation, in between, be given up. The custodians and the Chairman, Board of Examiners shall intimate the names of the valuers, who are not punctual, and those who do not attend the valuation work throughout the period of valuation or indifferent in their work to the Registrar (Evaluation) without fail.

Further it is to be noted by the custodian that the Principal of those colleges who do not ensure that valuers appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

13. In case of requirement of additional examiners, whose names are not included in the list given by the Chairman, Boards of examiners with the approval of the University, an additional panel of examiners for evaluation shall be obtained from Registrar (Evaluation) / Chairman BOE. While furnishing the additional list of examiners it should be ensured that the examiners (additional) has taught the subject and he/she shall get a declaration/authorization from the principal of that college mentioning the years during which he/she taught the concerned subject in that college and a special permission for such additional examiners be obtained from the Registrar (Evaluation).
14. The custodian in-charge of scanning and coding shall follow the method and instructions issued from the University from time to time regarding coding, decoding through scanning method etc.,
15. The packets of answer books should be given for valuation, one after another i.e. after completing the valuation of answer scripts of the previous packets. Only approved number of answer books should be given for valuation on each day for the examiner.
16. He/she shall ensure that the papers are valued strictly in accordance with the scheme of valuation, he/she should also ensure that the papers are not to be valued in a hurry and that the valuers spend sufficient time and devote proper attention on each paper.
17. He/she shall arrange for review of answer scripts from the same day of valuation and ensure a review of 15% of papers valued in each subject. However, he/she should ensure that the reviewer shall verify the valued answer scripts and to check as to whether there is any mistake in total

marks, non-valuation of any answer/s, non-carrying of marks from inside pages to the facing sheet etc. In case the total number of answer books in a subject is less than 200, all the answer books may be valued by the Chief Examiner/Paper setter.

18. Daily account to be maintained regarding the number of answer packets valued and number of Marks list/OMR sheets sent to the scanning Unit/computer center/such officer as notified from time to time with acknowledgement.
19. He/she shall provide information on the day-to-day basis about the ongoing valuation process to the Registrar (Evaluation)/Special Officer.
20. Custodian with the co-ordination and co-operation of Chairman, B.O.E and University Special Officer shall maintain healthy atmosphere in the valuation center and complete the valuation within the prescribed time
21. He/she shall arrange for photocopy of evaluated answer scripts as per the direction of the Registrar (Evaluation).
22. The staff allotted to valuation unit shall work under direct supervision and control of custodian.

#### **B. Deputy/Assistant Custodians.**

Deputy/Assistant Custodian shall be appointed by the Registrar (Evaluation) from among panel of teachers who have put in a minimum of 05 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

**The Deputy/Assistant Custodian shall discharges the following duties and responsibilities.**

1. They shall work during the specified hours on all the day (Including extra hours and holidays) and shall complete the work as per the calendar of events given by the Registrar (Evaluation).
2. They shall present on all the working days of examination in the valuation center including holidays if required to assist the custodian on all matters related to valuation of answer scripts and such other examination works entrusted by the custodian.

3. They shall mark their attendance every day through biometrics maintained for the purpose.
4. They shall not abstain from work without prior permission from the Chief Custodian / Registrar (Evaluation)
5. They shall not leave the Head Quarters until the work of valuation is completed and all the documents are handed over to the Chief Custodian.
6. They shall discharge scanning/coding, decode, packing repacking of answer scripts as per the directions issued by the Registrar (Evaluation)/Custodian and shall maintain a complete account of the bundles, packets and scripts received.
7. They shall maintain strict secrecy regarding their appointment, the nature of work assigned to them and the code series etc., Deputy/Assistant Custodians shall take all precautions to ensure that no one else should have any knowledge of the code numbers assigned by them. They shall be held responsible for any leakage of information in this respect.
8. Coding and Decoding work shall be carried out as per procedure and wherever necessary shall be done in "RED INK".
9. They shall scrutinize the code series and register numbers given to them and prepare the code blocks with due care and shall ensure accuracy in coding and decoding.
10. They shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation work is completed.
11. They shall arrange answer paper bundles received from the examination centers date wise, subject wise, course wise, semester wise, bundle wise. They shall verify and confirm that they have not received the bundles from exam centers belonged to other valuation centers. If any bundles of other valuation centers are sent by the Chief Superintendent of the exam center by mistake to their valuation center and the same shall be

recorded and sent to the concerned valuation center as per the direction of Chief Custodian/ Registrar (Evaluation) on the same day.

12. The coding and de-coding process / methods shall be followed as approved by the University.
13. They shall receive the evaluated answer scripts from the reviewers on the same day of review under acknowledgment.
14. They shall ensure that all the packets issued to reviewers are received back on the same day.
15. They shall maintain proper account of answer packets, who was issued which packet under acknowledgment and they shall maintain the confidentiality of the same.
16. They shall ensure that all the answer paper packets of all the courses, semesters, papers are valued and no answer script shall remain unvalued.
17. They shall handover the Marks list/OMR sheets of the evaluated scripts to the Registrar (Evaluation) on the same day in the designated boxes with lock and key. They shall also ensure that no Marks list/OMR sheets are left in the packets/evaluation center.
18. Soon after the completion of valuation, they shall immediately report in writing about completion of valuation of all answer scripts to the Registrar (Evaluation) through the custodian.
19. They shall safely store and protect all the evaluated scripts in the valuation unit for a period of 45 days or for such other period as directed by the Registrar (Evaluation) after completion of evaluation and announcement of results. Valued answer scripts should be stored subject wise, semester or year wise, paper wise, paper bundle number wise for easy retrieval.  
They shall made arrangements for issue of photocopy of the answer scripts on request made by the candidates to apply for revaluation process.

20. After photocopying the answer script shall be maintained under safe custody separately in order to handover such eligible scripts for the purpose of revaluation.

21. All instructions given in this respect from time to time by the Registrar (Evaluation) shall be followed by the Deputy/Assistant Custodians.

## **XX. Appointment, Duties and Responsibility of Reviewers:**

1. The paper setters shall generally be the reviewers. If there is need for more reviewers, the Registrar (Evaluation) shall appoint as many reviewers as necessary on the recommendation of the Custodian/Chairman of Board of Examiners who have unblemished service record. They shall mark their attendance through biometrics maintained in the valuation center every day without fail.
2. The reviewers shall use “Green Ink” for the review work and put “R” against the answers reviewed. The review work shall proceed along side with valuation work in the presence of valuers.
3. The review work shall be completed on a day to day basis. The Registrar (Evaluation) shall have the authority to ensure that the review work is completed on the same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.
4. The Reviewers shall review 15% of papers valued in each subject completely. However, he/she should verify each answer script and marks allotted to each question and marks transferred on to the facing sheet. If any discrepancy found regarding valuation, transfer of marks and totaling etc., warn the examiner and get the mistake corrected and report to the custodian and custodian shall inform the Registrar (Evaluation) for necessary action as per the rules.
5. The Reviewer has to verify the inside the facing sheet, signature and date on all the answer scripts valued by each of valuers on the same day without fail. Failing which he/she shall be jointly liable for the penalty/punishment for such mistakes.

6. If the reviewer finds the valuation done by any examiner under him/her unsatisfactory, he/she shall arrange for fresh valuation of such answer scripts by the approved examiner and report the same to the Registrar (Evaluation). If the examiner refuses to comply with the instructions, another examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done including imposing penalty as per rules.
7. The valued answer scripts and marks list with the signature of the examiner and the reviewer should be submitted to the custodian of the valuation unit, on the same day and the same shall be transmitted to the computer section for necessary action.
8. The reviewer shall follow such procedure of review as notified by the University from time to time.
9. The Reviewers shall be entitled for remuneration as fixed by the university from time to time.

## **XXI. Appointment, Duties and Responsibility of Examiners /**

### **Valuers:**

1. The Registrar (Evaluation) shall appoint examiners for each examination from among the list of eligible examiners approved by the Syndicate depending upon the need of each paper. Persons whose names are not in the approved list shall not be appointed. However, under special circumstances after obtaining the permission of the Vice-Chancellor additional panel of examiners can be obtain and utilize for completion of examination work. This matter shall be reported to the Syndicate at its next meeting. Under no circumstances the Chairman of the BOE/ Custodian issue appointment order on his/her own. All examiners will be required to submit their acceptance of the offer in the format given (Appendix "A").

2. The examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through biometrics maintain the valuation center every day without fail.
3. Each examiner, after the receipt of appointment letter from the Registrar (Evaluation) shall report to the Custodian of concerned valuation center allotted to him/her and affix their signature/thumb impression two times daily i.e., in the morning and afternoon in the attendance register/Biometrics machine maintained by the Custodian of respective valuation center.
4. On the day of commencement of valuation work, half a day shall be utilized for discussion with regard to scheme of valuation, filling of Marks list/OMR sheet and shading and other related valuation work.
5. The examiner shall not evaluate the answer papers not related to his/her subjects.
6. The valuers have to count the number of answer scripts in the packet and verify the dummy number/code of answer scripts with dummy number/code number printed on the answer book and Marks list/OMR sheet. Discrepancies, if any, should be brought to the notice of the Custodian immediately.
7. The valuers must make sure that Dummy Number printed on the answer book and Marks list/OMR sheet are the same and shall not value the packets in case of any discrepancy and inform the same to custodian for the needful action.
8. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters.
9. The examiners shall value the answer scripts assigned to them only with RED INK PEN. The marks shall be assigned in the concerned section of the last page which is appended with answer book. Marks awarded for each answer or part shall be awarded in RED INK and on the facing sheet of the answer script along the columns provided for them. After entering both in

figures and in words the total marks obtained by the examinee and examiner shall record his/her full signature in the column provided in the last page of the answer book.

10. The examiner shall value all the answers and take into account the marks off only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.
11. The examiners shall write "ZERO" wherever answers do not deserve any marks. The examiner shall total up the marks correctly.
12. The examiners shall ensure that no answer or part of any answer is left out in valuation. The valuers should read the answerscript in detail and evaluate the scripts. The marks awarded for each question should be counted properly entered in marks sheet both in figures and words with his/her signature.
13. The examiner shall not take the answer scripts out of valuation center under any circumstances.
14. The examiner shall not value any answer script which bears no register number/code number. All such cases shall be reported forthwith to the Custodian/ Registrar (Evaluation) for their instructions.
15. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the custodian/ Registrar (Evaluation) for needful action.
16. The examiner shall report to the Registrar (Evaluation) by name, cases of any candidates of other person on his/her behalf approaching him/her for any favor or writing letters to him/her indicating the name of the person, the registrar number/code number of the candidate, subject/paper etc., He/she shall also send the answer script of such candidates along with his/her report to the Registrar (Evaluation), forthwith.
17. The examiner shall value the assigned number of answer scripts per day as per university rules.

18. The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The examiners should have full knowledge of shading and filling of Marks list/OMR sheet.
19. Black Ball point pen should be used for entry of marks in the marks list / shading of OMR sheet and if any mistakes made in the Marks list/OMR sheet at the time of entering / shading it cannot be rectified further. Therefore care should be taken while entering/ shading.
20. Only after review of answer scripts by the reviewer along with his/her signature on the answer scripts, the valuers shall enter the marks in the marks list / shade on OMR sheet corresponding to dummy numbers. The dummy number printed on answer script and Marks list/OMR sheet should be same.
21. Persons whose family members (Son, daughter, Grand-son, Grand-daughter, nephew, niece, brother, sister, husband, wife, sister-in-law, brother-in-law, father, mother, uncle, aunt etc.,) are taking the university examination shall not be chosen to do any type of work connected with the particular examination except under special permission from the Registrar (Evaluation)
22. The examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts. The marks awarded for each questions shall be entered on the facing sheet of the answer scripts. The examiners shall also enter the marks awarded for practical records, viva-voce, field work etc., separately in the statement of marks list.
23. The Examiners shall upload the practical examination marks of the candidates soon after completion of practical examination on the day itself. However the hard copies statement of practical marks shall be forwarded to Registrar (Evaluation) at the earliest.

## **XXII. Appointment, Duties and Responsibilities of Verifiers and Scrutinizers:**

### **A. Verifiers**

The Registrar (Evaluation) shall appoint required number of teachers as verifiers to valuation centers to discharge the following duties:

After their appointment, they shall report for duties to the designated officer of the University / Custodian of the valuation center along with their appointment orders.

1. They shall mark their attendance through biometrics maintained in the examination unit / valuation center every day without fail.
2. They shall get the valued answer script packets from the Custodians and take out Marks list/OMR sheet and all the answer books of each packet.
3. Verify and tally the valued answer books with reference to the Reg. No. or Dummy No/Code No.
4. Shall use whether all the answer have been valued and marks awarded and extra answer are rounded off and not to considered for totaling of marks.
5. Verify the correctness of total marks.
6. Verify the correctness of marks awarded in words and figures.
7. They shall verify and tally that the Marks list/OMR sheet contains the same total number of marks awarded in the answer script/designated page/sheet.
8. They shall verify correctness of shading in the Marks list/OMR sheet corresponding to the marks awarded in the answer script.
9. They shall verify the existence of the signature of the valuer/reviewer on each script and Marks list/OMR at the specified places.
10. After completion of the process of verification, they shall authenticate the work done by affixing the specified sticker on each packet.
11. Shall affix his/her signature on each and every verified Marks list/OMR sheet and he/she shall also keep the Marks list/OMR sheets separately

subject wise, course wise, semester wise and hand over the same to the Custodian on the same day of verification and in turn the custodian shall hand over the same to the Registrar (Evaluation) on the same date.

12. If any discrepancy is found with regard to the above mentioned entries, he/she should immediately bring to the notice of the Registrar (Evaluation/Custodian in writing to get it rectified by the concerned examiner.
13. They shall maintain a dairy recording day to day works carried out with due signature on each page along with all the necessary details. A specially prepared a bound register may be maintained for this purpose.
14. They should ensure that at most care and confidentiality is maintained at every stage of work in addition to completion of assigned work/s without any delay.
15. They should not leave the examination unit / valuation center until the answer scripts given to him are completely checked, accounted and returned to the Custodian/Designated Officer.
16. They are not expected to carry any material related to his work outside valuation center. He/she should handover all the materials to the Custodian/Designated Officer before he/she leaves the premises.
17. They should complete the work without keeping anything pending for the next day.

## **B. Result Sheet and Marks Card Scrutinizers**

1. They shall check and verify randomly and/or in doubtful cases or complete result sheet before the announcement of result. He/she shall ensure that all the details are properly recorded in the provisional result sheet with reference to the register numbers, subjects and original OMR/Marks List of candidates in each subject and certify that the entries made in answer script, OMR and scanned CD is true and correct and the result may be published.

2. After declaration of the results, the marks cards shall be printed by the computer section/any authorized agency of the University and the same shall be handed over to the scrutinizers under acknowledgment for verification. The scrutinizers shall verify the marks card with reference to the provisional result sheet announced by the university and affix their signatures, wherever necessary, for having verified the marks cards.
3. They shall verify the marks cards whether the name, Reg. No. subjects, month and year of examination etc., of the candidate are properly entered.
4. After verification all the marks cards given to them shall be handed over to the Registrar (Evaluation)/Designated Officer for distribution to the colleges/Department.

### **XXIII. Valuation of Scripts in Under Graduate Courses:**

1. There shall be a central valuation for valuation of Answer scripts in Under Graduate Courses.
2. Each paper shall be valued by only one valuer, whose name appears in the panel of examiners approved by the Syndicate. The marks awarded by the valuer shall be final unless the same is changed by the reviewer at the time of review. The marks awarded by the Reviewer shall be final.
3. Each valuer shall value as many number of scripts as prescribed by the university from time to time.
4. **Internal Assessment/Practical/Grades:** Principals / Chairman BOE / Chief Examiners shall submit the statement of marks related to Internal Assessment/Practical Marks/Grades/viva etc., to the Registrar (Evaluation) in sealed covers and also through online before the commencement of theory examination or before the time fixed by the Registrar (Evaluation). The same shall be sent to the computer section for entry and inclusion in the result.

**XXIV. Re-valuation/ Photocopy (U.G.):**

1. After declaration of the results of the Under-Graduate examination, **if any candidate wishes to apply for Re-valuation shall apply for photocopy of the answer script** to the Registrar (Evaluation) or in any office of the firm authorized by the University for the said purpose, by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of results of the respective course.
2. The photocopy of the answer script shall be supplied to the candidate within 10 days after last date for submitting the application for the same.
3. On receipt of the photocopy of the answer script, if any candidate wishes to apply for re-valuation, he/she shall apply (through the College/Department) to the University in a prescribed form by paying the prescribed fees as per the dates notified by the University from time to time. The candidates shall receive the photocopies only through their respective colleges.
4. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for re-valuation by paying prescribed fee.

**Note: There is no provision for revaluation in respect of practicals / viva-voce/internal assessment /dissertation / field work /project work.**

5. The photocopy of the answer scripts shall be enclosed with the revaluation application form, failing which the application shall be rejected.
6. After receipt of application for re-valuation, the Registrar (Evaluation) may, with the prior permission of the vice-chancellor, either himself or through the designated officer specially appointed for the said purpose, shall arrange for valuation by an examiner from among the approved panel of examiners to evaluate the concerned answer scripts. The

designated officer so appointed shall fulfill the required eligibility and other conditions as specified for the custodian.

7. In re-valuation process the marks awarded by the valuer (the examiner appointed for re-valuation of the answer script) shall be final. The designated examiner for re-valuation who has not valued the same script/s earlier. However, the candidate is entitled to the marks advantageous to him/her.

#### **XXV. Correction of Errors / Mistakes in Declaration of Results, Totaling of Marks / Non Valuation of answer/s /Non Declaration of results etc.:**

1. After obtaining the photocopy, if the candidate finds any mistake/s in total marks, non-valuation of any answer/s related to a question/s, not carrying of marks awarded to the questions to the facing sheet/designated sheet etc., a candidate shall submit application to the Registrar (Evaluation) through the college for necessary corrections. The errors / mistakes shall be corrected and necessary action can be initiated at the earliest.
2. After issue of marks cards, if the candidate finds any mistakes or errors shall submit the prescribed application through college along with the original marks card issued, fee paid receipt and other supporting documents for necessary corrections and issue of corrected new marks card/s.
3. In case of Non Declaration/partial declaration of results, the Principal of the college /Chairman of the department shall submit the detail of all such candidates with register number and other relevant documents like A-Form, invigilation dairy etc., within 15 days from the date of declaration of result to the university. Any such requests made after the period prescribed above shall not be entertained.

4. The Registrar (Evaluation) shall refer all such cases to the concerned designated officers of examination unit to verify and to take necessary action by observing the procedure as per the University rules.

## **XXVI. Valuation of Answer Scripts of Post Graduate Course:**

1. There shall be a central valuation of answer scripts of Post Graduate Courses. However the university can also adopt decentralized method for evaluation of answer scripts if necessary.
2. The examiner shall value the assigned number of answer scripts per day as per university rules.
3. The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The examiners should have full knowledge of shading and filling of Marks list/OMR sheet.
4. Each paper shall be evaluated by two valuers, one ordinarily by an internal and the other by an external examiner whose names appear in the panel of examiners approved by the B.O.S and Syndicate. The result shall be the average of the both valuation marks. However, the Registrar (Evaluation) may get both the valuation done by external evaluators.
5. In case there is a difference of 15% and above in the two valuations, the script must be valued by a third examiner who figures in the approved panel of examiners but who has not been a valuer in the first or second valuation. The marks awarded by the third examiner shall be final.
6. **Internal Assessment / Practical / Project / Viva-voce / Field work / Dissertation etc.,** : The Internal Assessment marks of the student in respective courses shall be sent to the Registrar (Evaluation) through online or in a sealed covers by the Principal/Chairperson of P.G. Departments, before commencement of theory examination. The co-ordination committee constituted by the University for the verification of internal assessment marks shall examine the marks awarded for internal assessment components to each student and finalise the marks.

7. Wherever special provisions is not made for the P.G. Examinations, the provisions made for U.G. Examinations under these ordinances shall apply mutatis-mutandis the P.G. Examinations also.

## **XXVII. Challenge Valuation - P.G Examination:**

1. After declaration of the results of the post-Graduate examination, if any candidate wishes to apply for challenge valuation, he/she shall apply to the university in a prescribed form by paying the prescribed fees through the college / P.G. departments notified by the university from time to time within 10 days from the date of announcement of results by the university.
2. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for challenge valuation.

**Note: There is no provision for photocopy of answer script.**

3. After receipt of applications for challenge valuation, the Registrar (Evaluation) either personally or through the special officer/co-ordinator appointed for the said purpose, with the approval of the Vice Chancellor shall make arrangements for evaluation of answer script of the applicant. The examiner appointed (preferably external examiner) for challenge evaluation shall be from among the panel of examiners already approved by the B.O.S./ syndicate.
4. In case of challenge valuation, the marks awarded to the candidate in the challenge valuation shall be final.

## **XXVIII. Procedure for Attending to the Problems of Students:**

1. Any problem pertaining to mistakes in declaration of results, marks cards or degree certificates or revaluation etc., shall be referred by the Principal of the concerned college/Chairman of the P.G Department to the Registrar (Evaluation) for this purpose. Corrections, if any shall be made only under the supervision and orders of the Registrar (Evaluation).

2. The problems pertaining to the examination work of respective college must be attended by a co-ordinator (Examinations) appointed by the Principal of that college.
3. The Principal of the college shall submit all the cases through the co-ordinator of his/her college to the Registrar (Evaluation) in person or by Registered Post within specified period.
4. On receipt of such applications, the concerned examination section shall attend the work and dispose of the same within 7 days. Necessary endorsement with specific reasons shall be sent to the Principals of respective colleges in respect of cases with incomplete details / documents etc., within 7 days and bring to the notice of the Registrar (Evaluation).
5. The Registrar (Evaluation)/Authorized officer shall organize meetings of coordinators of colleges at least once in three months to apprise the progress of work and also to ensure that no matters are pending within the examination section.

#### **XXIX. Remuneration/Honorarium/Allowances:**

Remuneration/Honorarium/Allowances/Fees etc., are to be paid to the Chairman and members of the BOE, Paper – Setters and valuers, custodians, Coordinators, Chief Tabulators, Chief Superintendent and Dy. Chief Superintendents Invigilators, flying-squad members and Chief, and others who have appointed to discharge the works in connection with the conduct of examinations, as per the rates fixed by the university from time to time. If any fine, penalties are to be imposed on any of them, an undertaking should be taken from the payment receiver at the time of payment that he/she is bound to return to the University any such amount after an order to this effect is passed by the Registrar (Evaluation).

**XXX. Examination Work as Duty:**

It shall be the mandatory duty of all the Teaching and Non-Teaching staff in the university, constituent and affiliated colleges and the P.G Departments to perform the examination duties as allotted to them by the college /P.G. Department and the University. However, in exceptional circumstances, if any teacher could not able to attend such duties may be exempted based on the request submitted in writing by the staff with proper reasons. Obligations of Teachers and Acts of Indiscipline and Malpractice in the University Examination by the Teaching & Non-Teaching Staff under Sections 73, 74 & 75 of Karnataka State Universities Act 2000.

**Extract of the Karnataka State Universities Act 2000****Section 73: Duties of a Teacher:**

- (1) Every Teacher of a university or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to them by the university from time to time.
- (2) For the purpose of sub-section (1) both the teaching and Non-teaching employees in the services of the university and also in the colleges affiliated to the University shall be administratively controlled by the university and shall abide by the instructions or orders issued by the University from time to time.

**Section 74: Obligations to perform the examination work:**

- (1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- (2) If any person who has been allotted the examination work under Sub Section (1) is found guilty of breach of duties or involves in any

misbehavior, shall on conviction be punished with imprisonment for a period which may extent to three years or with a fine up to two thousand rupees or with both:

- (3) No court shall take cognizance of offence punishable under this section or the abetments or any such offence save on the complaint made by the Registrar (Evaluation).

**Section 74 – Punishment for Abetment of offences:**

Whoever instigates or abets the commission of offences punishable under Section 74 shall, on conviction be punished with the same punishment provided for in that section.

The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre-Examination, During Examination and Post-Examination.

**XXXI. Punishment/Penalty for Various Mistakes/Malpractices Committed by Teaching and Non-teaching staff:**

The Vice Chancellor, on receiving a complaint in writing or otherwise, is empowered to constitute an enquiry committee to enquiry into the allegations of mistakes or malpractices committed by the personnel employed/appointed in the conduct of examination, evaluation, processing and declaration of results and all other incidental matters. The committee shall conduct an enquiry by providing an opportunity of hearing to the delinquent and submit its report, based on which the Vice-Chancellor shall impose the penalties provided hereunder.

**Punishment/Penalty for various mistakes/malpractices committed in examination by teaching/non-teaching staff at different stages is indicated as follows.**

**A. SCRUTINY OF EXAMINATION APPLICATION FORMS AT COLLEGE LEVEL**

1. Not submitting the list of candidate's /question paper	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/-
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indent subject wise, course wise, semester wise and syllabus-wise statistics to the Registrar (Evaluation) in time.	on the college/principal.
2. Non-Submission/Submission of incomplete examination application forms to the Registrar (Evaluation)	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college/principal.
3. Non Payment/incomplete payment of prescribed examination fees	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college/principal.
4. Wrong Submission/incomplete submission of documents.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college/principal.
5. Issue of hall tickets to ineligible candidates.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college/principal/university.
6. Forwarding of examination applications forms after the last date fixed by the University and before 15 days to the commencement of the first paper of the examination.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college/principal.

**B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY.**

1. Giving wrong exemptions to appear for examination by violated the rules by the computer section.	Impose a penalty of Rs. 3,000/- for each mistake on the concerned employees after conducting an enquiry by the Registrar (Evaluation)
2. Change of subjects.	Impose a penalty of Rs. 3,000/- for each mistake on the concerned employees after conducting an enquiry by the Registrar (Evaluation)
3. Accepting the application after the last date without the approval of Registrar (Evaluation).	Impose a penalty of Rs. 3,000/- for each application.

4. Any other kind of mistake/acts committed.	Impose a penalty of Rs. 3,000/- for each mistake on the concerned employees after a summary enquiry by the Registrar (Evaluation)
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**C. PAPER SETTING AND PRINTING.**

1. Accepting for confidential work without disclosing the fact in writing when the relatives are appearing for the examinations.	Impose a penalty of Rs. 15,000/- and disciplinary action as per the Rules.
2. Refusing/failure to set question paper in time.	Impose a penalty of Rs. 7,000/- per paper.
3. Setting of question paper out of syllabus or incomplete question and data.	Impose a penalty of Rs. 7,000/- per paper.
4. Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BOE Chairman.	Impose a penalty of Rs. 7,000/- per paper.
5. Manuscript written by other than paper setters and BOE Chairman/BOE Member.	Impose a penalty of Rs. 17,000/- per paper.
6. Not signing the manuscripts.	Impose a penalty of Rs.10,000/- per paper.
7. Not writing the proper title of the question paper/paper code/duration/marks etc., by the paper setter.	Impose a penalty of Rs.3,000/- each. The board of examiners shall preserve the original manuscript and send it on to the Registrar (Evaluation) in sealed packets.

	If the mistake is done at the time of printing, the penalty of Rs.20,000/- shall be imposed on the person concerned.
8. Wrong packing of question papers by printer of the agency authorized superintendent by verifying Reg. Nos.	Impose penalty of Rs.20,000/- each and in addition to the quantified loss of money incurred/spent by the university to mistake.
9. Allowing candidate without Hall Ticket for Examination.	Impose a penalty of Rs.7,000/- each.
10. Not writing Sl. No. of Script in the Room Superintendent report.	Impose a penalty of Rs.3,000/- each mistake.
11. Wrong entry in Sl. No. of script by the Room Superintendent Dairy (Invigilation Dairy).	Impose a penalty of Rs.3,000/- each.
12. Writing wrong Reg. No. in the Room Superintendent dairy.	Impose a penalty of Rs.3,000/- each.
13. Absence of Chief Superintendent at the Examination Center.	Impose a penalty of Rs.7,000/-
14. Not reporting the absence of external Chief Superintendent by the principal	Impose a penalty of Rs.7,000/-
15. Allowing any other person other than the bona fide candidate to write the examination (Impersonation).	Impose a penalty of Rs.15,000/- each and disciplinary action as per the rules.
16. Dereliction or lapses of duty on the part of Deputy Superintendent/Room	Impose a penalty of Rs.7,000/- each and disciplinary action as per rules. The Chief Superintendent shall immediately

<p>Superintendent/Relieving Superintendent.</p>	<p>report the matter to the Registrar (Evaluation) and at his own discretion the Chief Superintendent may stop further assignment of invigilation work to the concerned Room/Relieving Superintendent.</p>
<p>17. Negligence of the supervising staff/invigilator in discharging their duties leading to copying/mass copying unruly behavior etc., on the part of the candidates affecting smooth conduct of examination.</p>	<ol style="list-style-type: none"> <li>1. The staff Superintendent/Deputy Superintendent and Room/Relieving Superintendent of the center shall be imposed a penalty of Rs.7,000/- each per event.</li> <li>2. A Report to the management / government against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management.</li> <li>3. If the Class III or IV Employees involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the management and university against them.</li> <li>4. If such a n action is not taken by the management, a penalty of Rs. 3 Lakh on the management be imposed. In addition to the above,</li> </ol>

	the proceedings of the withdrawal of affiliation of the college shall be instituted.
18. Disclosure of result before declaration by the university.	Impose a penalty of Rs.10,000/-
19. If the coding and decoding is done through scanning by any agency authorized by the university and if any above mentioned mistakes are committed by such agency.	Any penalty specified above for respective mistakes and forfeiture of deposits and payments and damages of Rs.1.50 Lakh and other necessary action as per terms and conditions of agreement.

#### D. DURING VALUATION

1. Erratic Valuation by valuator.	Impose a penalty of Rs.3,000/- per paper with disciplinary action.
2. Valuing the paper without competent by the valuator.	Impose penalty of Rs.7000/- with disciplinary action.
3. Non Valuation of a part of the answer.	Impose penalty of Rs.7000/- each with disciplinary action.
4. Non Valuation of a complete answer/non assignment of marks to an answer Five such mistakes.	Impose penalty of Rs.5,000/- each Forfeiture of the entire remuneration, conveyance etc., and penalty of Rs.5,000/- and shall be debarred for 2 years from valuation work and disciplinary action.
5. Wrong/Non carrying of marks from inside to the cover page/designated sheet of the answer script etc.,	Impose penalty of Rs.5,000/- for each mistake.

6. Wrong entry of marks in figures and words in the OMR sheet/marks list.	Impose penalty of Rs.3,000/- per mistake.
7. Wrong totaling by the valuator/reviewer.	Impose penalty of Rs.3,000/- each.
8. Non-entry of marks/wrong transfer of marks from answer scripts to OMR marks list.	Impose penalty of Rs.3,000/- for each mistake.
9. Displacing the answer script from one packet to another packet.	Impose penalty of Rs.3,000/- for each mistake.
10. Awarding more marks by valuer/reviewer than the marks fixed for the questions.	Impose penalty of Rs.5000/- per answer.
11. Failure to round off the extra no. of answer by the valuator.	Impose penalty of Rs.1000/- each.
12. Tampering with the marks given by the valuer/reviewer, indulging in any other malpractice by the Chief Custodian/Custodians and other staff of valuation unit.	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs.40000/- and also disciplinary and criminal action be initiated.
13. Non Issuance of instructions to valuers by the Chief Examiners/Custodians.	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.7000/- and disciplinary action.
14. Non-Compliance with the rules and instruction given and doing the work in a disorderly manner, or deserting in the middle.	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.7000/- and disciplinary action.

15. Failure of Principal of the college to ensure valuers appointed from their colleges to report to valuation or if valuers remain absent from valuation work.	Impose penalty of Rs.40000/- on principal of the college.
16. Failure of the examiner/ valuer appointed to report to valuation or if valuer remain absent from valuation work.	Impose a penalty of Rs.7000/- on each valuer.

#### **E. VERIFICATION AND SCRUTINY:**

1. Wrong verification and scrutiny.	Impose a penalty of Rs.3000/- for each mistake.
2. Wrong totaling of marks.	Impose a penalty of Rs.3000/- for each mistake.
3. Tampering with marks awarded by the examiners in Marks list/OMR sheet.	Impose a penalty of Rs.25000/- each and disciplinary and criminal action.
4. Writing as absent, though the candidate has appeared for the examination.	Impose a penalty of Rs.3000/- per such exemption.
5. Awarding off wrong exemptions.	Impose a penalty of Rs.3000/- per such exemption.
6. Not putting initials for the corrections/over writings.	Impose a penalty of Rs.200/- each.
7. Not keeping the account of blank marks cards by the concerned.	Impose a penalty of Rs.7000/-
8. Wrong carrying forward of previous years marks in ledger.	Impose a penalty of Rs.3000/- each.

**F. DISPATCH OF RESULT SHEETS AND MARKS CARDS:**

1. Dispatching the marks card without facsimile.	Impose a penalty of Rs.3000/- each.
2. Dispatching the blanks marks card with facsimile.	Impose a penalty of Rs.3000/- each.
3. Late Dispatch of marks card and result sheet.	Impose a penalty of Rs.3000/- per course.
4. Dispatching degree certificate without signature of the Vice-Chancellor.	Impose a penalty of Rs.3000/- each.

**G. GENERAL**

1. Any breach of confidentiality relating to the examination work entrusted by the university.	Registrar (Evaluation) shall impose same penalty as provided above.
2. Failure to undertake the examination work assigned by the Registrar (Evaluation) without prior permission in writing.	Impose a penalty of Rs.5000/- and disciplinary action as per service rules.
3. Leaving the examination work before the completion.	The Remuneration/TA/DA due to the concerned person shall be forfeited and a penalty of Rs.7000/-
4. In other cases of serious irregularities or gross dereliction of duties.	Impose a penalty of Rs.40000/- for each case and disciplinary and criminal action.

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**XXXII. Malpractice/s of Candidates Appearing in the Examination, Procedure and Punishment under Section 77 of KSU Act 2000:****1. Acts of Malpractice/s by candidate appearing in examination.**

Malpractice means and includes any one or more of the following acts by a candidate appearing for the university examinations to grant and confer Degree, Diploma and other Academic distinction on persons who have pursued a course study or have carried on research.

- a. Unruly behavior in or near the examination hall.
- b. Bringing into the examination hall or being found while in the examination, in possession of any book, portions of a book, manuscripts, material, mobile phone, technological gadgets or any other matter not permissible to be brought into the examination.
- c. Copying or taking aid from any material or matter to answer in the examinations.
- d. Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
- e. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate.
- f. Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent/Invigilator or/and any other official or officer of the university/college in the examination hall or to the examiner in the answer script.
- g. Approaching directly or indirectly the teacher, officers or examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
- h. Inserting or substituting in the answer script sheets or sheets of answer script not supplied in the examination hall.
- i. Impersonating or allowing any other person to impersonate for him in the examination hall.

- j. Committing any other act omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the university/college.

## **2. Authority for imposing Penalty.**

The Vice-Chancellor and Syndicate shall impose penalties taking into account the recommendation of the Mal Practice Enquiry Committee.

## **3. Constitution, Powers and Functions of the Malpractices Enquiry Committee:**

- a. The Malpractices Enquiry Committee shall consist of three members one of whom shall be the Chairman, who shall be the Dean of the Faculty of respective course. Other members are Chairman BOE of respective subject and the legal advisory/any other person authorized by him from out of the Common Statute Panel Advocates approved by the Syndicate. There shall be one convener, who shall be an official of the university not below the rank of Deputy/Assistant Registrar (Evaluation).
- b. The Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the schedule of penalties provided hereto

## **4. Procedure and Penalties.**

- a. No penalties may be imposed on a candidate except after an enquiry held, as far as may be in the manner hereinafter provided.
- b. The malpractice cases reported by the Chief Superintendent/ Squad/ Valuer/ Custodian in sealed covers to the Registrar (Evaluation) shall be opened before the committee only. The Committee after verifying the report and recording the material enclosed thereto shall make an endorsement to that effect.
- c. The Malpractices enquiry committee shall frame definite charges and cause allegation on which they are based, to the candidate in writing and he/she shall be required to submit within 15 days from the date of

receipt of notice or within such time as may be specified by the committee a written statement of his/her defense or admission of the guilt. In case of the student fails to submit written statement of his/her defense or admission of his/her guilt within the stipulated period, the committee shall hear the matter ex-parte and make necessary report.

- d. In case of contest by the student, the committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry of the committee shall record its finding about the commission of guilt by the student or otherwise and shall submit a report along with recommendation of the committee based on the findings recorded.
- e. The candidate may present his/her case himself/herself but shall not engage a legal practitioner for the purpose.
- f. The Malpractices Enquiry Committee shall, in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine any witnesses summoned by the committee to give evidence in defense. The person presenting the cases and in support of the charges shall be entitled to cross examine the candidate and the witnesses examined in defense.
- g. At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report with finding/s on each of the charges together with all the documents and recommend either for imposition of penalty or exoneration of the student to the Vice-Chancellor.
- h. The Vice-Chancellor in turn shall, place the report before the Syndicate which shall consider and impose the penalty for various types of Malpractices as detailed in the schedule or as recommended by the Malpractices Enquiry Committee or exonerate the student as the case may be.

**5. The Procedure for Reporting Malpractice Cases:**

- a. The Room Superintendent/Invigilator shall seize all the incriminating material and the answer script or other substance forming part of answer and report the same to the Chief Superintendent immediately, if he/she notices a malpractice being committed by the candidate.
- b. If the candidate refused to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Chief Superintendent immediately.
- c. The Chief Superintendent shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned, he/she shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the Registrar (Evaluation) by name, who, in turn, shall place before the Malpractice Enquiry Committee all the materials and records received by him/her.

The Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw his/her admission ticket.

- d. The examiner/reviewer, shall, if he/she suspects malpractice while valuing the answer script shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the custodian who in turn shall forward the same to the Registrar (Evaluation) along with his/her remarks under his/her name and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn in a sealed cover shall forward the same to the Registrar (Evaluation).

**6. Internal Assessment: Internal Assessment marks shall be as decided by the University in UG, PG, M.Phil and Ph.D.**

**7. SCHEDULE OF PENALTIES:**

Sl. No.	NATURE OF MALPRACTICE	PENALTY TO BE IMPSED
1.	Revealing the Identity of the candidate by putting any mark, symbol etc., in the answer paper.	a) Fine not less than Rs.5000/- b) Withholding and forfeiture of the performance of the examination.
2.	Possession of Manuscript /printed or typed matter, books or notes/impermissible electronic gadgets.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending up to TWO more Examination and penalty of Rs.5000/-
3.	Possession of manuscript printed or typed matter, book or notes and found copying.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending upto THREE more examinations and penalty of Rs.5000/-
4.	Identical answer in the answer scripts of different candidates as a result of copying, copying or allowing a candidate to copy for his/her answer script.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending upto TWO more examinations and penalty of Rs.5000/-
5.	Appeal to examiner with money as enclosures to the answer book, use of abusive/obscene language or threading words to the answer book.	To deny the benefit of performance of the said paper of the examination for which the candidate has appeared and penalty of Rs.10000/-

6.	Found giving or receiving assistance at the examination, passing on the question paper/answer script/ additional sheet for purpose of copying.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending upto THREE more examinations and penalty of Rs.5000/-
7.	Insertion of additional sheets/use of an answer book which is not issued at the examination hall/ insertation of any papers during or after examination at any stage.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FOUR more examinations period of debar however, not to exceed THREE years, excluding the examination already taken and penalty of Rs.15000/-
8.	Impersonation, found guilty of deliberate preplanned arrangement to cheat in the examination.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a maximum of SIX more examination and penalty of Rs.25000/-
9.	Abusing, threatening or and manhandling the examination authorities of the examination hall or in the premises of the examination center, misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FIVE more examinations depending on the degree of misconduct and penalty of Rs.15000/- and criminal action.
10.	Submitting wrong information and claiming any advantage as handicapped/blind.	To deny the benefit of performance of the examination for which the candidate has appeared and penalty of Rs.25000/-

## 8. GENERAL

1. The Committee is empowered to recommend suitable punishment for any malpractice which is not covered under any of the items defined in the above schedule of penalties.
2. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance/admission in hostel during that period.

### **XXXIII. Grant of Extra Time in Examination for Differently – abled (Blind and Physically Challenged etc.) Students and Appointment of Scribe:**

During examination, some students having handicap of serious nature due to which they cannot write in normal speed and visually impaired students do need extra time, as they have to dictate to another person.

The granting of extra time to such candidates is subject to fulfillment of the following conditions.

1. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.
2. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Center, common statute, clearly spelling out the nature of the handicap or extent of defect which affect the speed of writing.
3. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.

4. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted in ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination center. Under any circumstances, the extra time of 30 minutes shall be allowed.
5. Any person, suggested by the different abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as different abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

#### **XXXIV. Repeal and Savings:**

1. The provisions of any ordinance, order, Rule or Regulations in force shall be in applicable to the extent of their inconsistency with these ordinances.
2. The university shall issue such orders, instructions etc., and prescribe such format, procedure etc., as it may deem fit to implement the provisions of these ordinance.
3. In case of any difficulty in the implementation or giving effect to the provisions to these ordinances, the Vice-Chancellor decisions shall be final.

**XXXV. APPENDICES:****A. Acceptance of Examinership**

## ACCEPTANCE FORM

From \_\_\_\_\_ To \_\_\_\_\_  
Name: \_\_\_\_\_ The Registrar (Evaluation)  
(In Block Letters)  
Address: \_\_\_\_\_  
College: \_\_\_\_\_  
Ph/Mobile: \_\_\_\_\_ Subject. \_\_\_\_\_  
Residence: \_\_\_\_\_  
Ph. \_\_\_\_\_

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Sir, madam,

I wish to intimate to you my acceptance/non acceptance of the invitation communicated in your letter No. \_\_\_\_\_

I agree to maintain confidentially about this officer.

have no relative/member of my family appearing at the examination. Nor have I coached any student/s for the examination at which I have been invited to examine.

I have not written any guides or given any tuitions for students with reference to the examination at which I have been invited to examine.

I have not registered myself for any examination (Regular or External) of this University (Registration for Ph.D. is exempted).

I Further agree to abide by all the rules and regulations of the university with respect to my assignment.

Date:

Place:

Yours faithfully,

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Note: All the confidential letters should be addressed to the Registrar (Evaluation) by name:

**B. Requirements of Documents for Issue of Marks Cards, Certificates, Provisional Degree Certificates, Transcripts etc.,**

**1. FOR ISSUE OF DEGREE CERTIFICATE**

- a) An application in the prescribed form.
- b) Xerox copies of all attempt wise marks card from first to final.
- c) Prescribed fee paid receipt.

**2. FOR ISSUE OF PROVISIONAL DEGREE CERTIFICATE**

- a) An application in the prescribed form.
- b) Xerox copies of all attempt wise marks card from first to final or (Result sheet attested by the Principal/Chairperson only in case of final year, when result is announced but marks cards not issued)
- c) Prescribed fee paid receipt.

**3. FOR ISSUE OF COMPLETION CERTIFICATE**

- a) An application in the prescribed form.
- b) Xerox copies of all attempt wise marks card from first to final.
- c) Prescribed fee paid receipt.

**4. FOR ISSUE OF TRANSCRIPT**

- a) An application in the prescribed form.
- b) Xerox copies of the certificates on which attestation is to be made.
- c) Prescribed fee paid receipt.

**5. FOR MARKS/DEGREE CERTIFICATE CORRECTION**

- a) An application in the prescribed form.
- b) Original Marks Card/Degree Certificate.
- c) Proof of Correct name in case name correction such Eligibility Certificate, Lower Exam Marks Cards or any other documents accepted to University.
- d) For any other mistake in the marks card, the nature of mistake to be distinctly indicated in the application.
- e) Prescribed fee paid receipt.

**6. FOR ISSUE OF DUPLICATE MARKS CARD/DEGREE CERTIFICATE.**

- a) An application in the prescribed form.
- b) Sworn affidavit in the prescribed form.
- c) Proof of police complaint in the regard.
- d) Prescribed fee paid receipt.
- e) A newspaper clipping in case of degree certificate in this regard.

**CONSOLIDATE FEE AND REMUNERATION STRUCTURE**

**(Enclosed Separately)**

**XXXVI. AWARDING GRACING MARKS AT THE VARIOUS UNIVERSITY EXAMINATIONS:**

1. A candidate who has failed in any subjects (theory papers only) of University Examinations, gracing is permitted to pass in that subject to the extent of:
  - a) 2(TWO) marks where the total marks of that subject is less than 100 marks.
  - b) 3(Three) marks where the total marks of that subject is 100 marks, and
  - c) 4(Four) marks where the total marks of that subject is more than 100 marks.

**Note: The provision of gracing marks is not applicable to examinations where there is double valuation**

2. Not more than two percent of the maximum securable marks at an examination shall be added as grace marks as to give the best advantage thereof to a candidate at the examination either in respect of subject, group of subjects and or in the aggregate provided the benefit of this ordinance shall not be available to a candidate who fails short by more than ten marks of the required minimum for pass in any subject in an examination.

The benefit of this ordinance shall be available to a candidate only if he/she passes the whole examination whether by appearing for the entire examination or by claiming exemption or exemptions.

GRACING UNDER 0.1 AND 0.2 IS NOT PERMISSIBLE IN THE SAME SUBJECT.

3. A candidate at a University Examination whose total falls short of the requisite total for the First or the Second Class or Distinction by not more than two percent of total marks required for the Class or Distinction shall be given the necessary make-up to a maximum of ten marks by which his total falls short and declared to have passed with First Class or Second Class or Distinction as the case may be.