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MARKANDESHWAR UNIVERSITY
RULES FOR EXAMINATIONS

I—GENERAL RULES FOR EXAMINATIONS

A – Admission to Examinations

1. Applications for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed for the purpose.

2.1 Applications for admission to examinations shall be accompanied by the following certificates signed by the authority specified in the admission form :-

- (a) of good character;
- (b) that the candidate is eligible to appear in examination under the Ordinance prescribed for the examination concerned;
- (c) any other certificate(s) required under the Ordinances.

2.2 In the case of an ex-student, the application for admission to an examination shall be accompanied by a certificate signed by the Principal of the College/Director of the Institute/Head of the Department/Director of the Distance Education last attended, that the candidate completed the prescribed course of lectures, etc., within the period specified by the Ordinance for the examination.

2.3 All candidates male as well as female are required to submit three copies of their photographs out of which, two copies will be affixed on the Admission-cum-Roll No. Card and one copy will be affixed on the Admission form at the space provided for this purpose. On the front portion of each photograph, candidate will write his/her name and of his/her father, which will be attested by the same authority which attests the Admission form.

3. The Academic Council shall have the power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination.

4.1. If a candidate after admission to an examination –

(a) Commits an immoral act;

OR

(b) Is discovered to have committed an immoral act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him from the examination.
the Academic council may –

(i) Cancel his candidature for that examination and order that his result be not declared;

and/or

(ii) Disqualify him permanently or for a specified period.

4.2 If a candidate, subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Controller of Examinations for which he/she shall have no claim on the University.

4.3 If a candidate, before issue of Roll Number or before appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Assistant Registrar (Result).

5.1 (a) Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his admission form and fee, informs the Controller of Examinations within one month of the commencement of the University Examination of his inability to appear in the examination and also furnishes a Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University. This additional chance shall be availed of immediately next to the last admissible chance.

(b) Where chance of the candidate to clear an examination are limited, the Academic Council shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate for no fault of his. Provided that the extra chance shall be availed of immediately next to the last admissible chance.

Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chance under Sub-clauses (a) & (b) above.

5.2 A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chances of appearing in an examination may be given by the Vice-Chancellor, additional chance(s) if he is exonerated of the charge.

Provided that the condition of maximum period prescribed for passing an examination shall not apply in such cases.

6. A candidate who has been placed in compartment /re-appear shall have the option to appear in all the subjects. Having exercised the option, the candidate shall not be allowed to change it.

7. Unless otherwise provided, a person who -

(a) has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination.

(b) is a candidate for an examination in full subjects of this University cannot simultaneously read for, or appear at, another examination of this University or of another University/Board, in the same academic year (if otherwise stated in the Ordinance).

8. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have power to admit a person provisionally to the next higher class pending his qualifying paper or papers, which he may have missed though no fault of his/ her. The Academic Council shall record reasons for granting such a permission in each case.

9. A candidate whose result of an examination is declared late by the University/Board of School Education, Haryana, Bhiwani, for no fault of his/her, if otherwise eligible, may be allowed to seek admission in the affiliated/maintained colleges or University Teaching Departments within 15 working days from the dispatch of his result card, without late fee, subject to the availability of seat and on merit. However, no such admission shall be allowed after 31st October of the year. His attendance shall be counted from the date of admission. However, a candidate whose result of the examination taken by him is notified as 'Later' may also be allowed to join the next higher class provisionally. In case he is ultimately declared as having failed, his provisional admission shall stand cancelled and he shall forthwith revert to the lower class. Fee paid by him for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his studies.

10. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of —

- (a) a foreign scholar who is not of Indian domicile; or
- (b) a person who is not an Indian National; or
- (c) a person of Indian origin studying in a foreign country, shall have power to —
 - (i) admit him/ her to any class of a College affiliated to this University for which he/ she is considered fit by the Academic Council;
 - (ii) permit him/her to take a University Examination after studying in an affiliated college for a shorter period than prescribed by the Ordinance for the examination concerned;
 - (iii) grant permission to offer a special paper in English in lieu of language paper in B.A. General/B.Sc/B.Com. Examinations.

11. Notwithstanding anything contained in any other Ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have power to relax the requirements of Ordinances for any examination regarding change of subjects or other similar requirement where the mistake is primarily of the Head of the Institution or on the part of the University office.

Provided that these powers shall not include relaxation of the minimum qualifications laid down for admission to the examination.

12. A candidate appearing for any examination may apply for permission to make a change in the Admission form in respect of:

- (a) subject or subjects, or
- (b) any other entry, provided that—

- (i) The request is permissible under the Ordinances;
- (ii) The application accompanied by a fee as prescribed, is received in the

University office one month before the commencement of the Annual Examination or 15 days before the commencement of Supplementary Examination. A regular student of a College/University Teaching Department must submit the application through his/ her Principal/Chairperson of the Department with a certificate to the effect that he/ she has attended the requisite percentage of lectures in the changed subject(s).

However, the Vice-Chancellor may, in hard and genuine cases allow, acceptance of an application under this clause after the expiry of the period mentioned above on payment of late fee as prescribed by the University.

13. A prisoner serving a term of imprisonment may be allowed to appear in an examination if –

- (i) a certificate of good conduct is given by the Superintendent of the Jail concerned; and
- (ii) he is eligible under the Ordinances for the examination concerned and also under the Ordinance for Private Candidates.

14 In case of late submission of Dissertation/Project Work/Term Paper/Training Report/Field Trip Report etc. beyond the prescribed date as laid down in concerned Ordinances of these classes in M. Phil/ M.B.A./M.T.M./M.C.A./M.A./M.Sc./ M.Ed./ all PG Diploma and B.A./B.Sc./B.com. Examinations, the same may be accepted on payment of the following penalty :-

1. Within normal period	No Penalty
2. After expiry of normal period i.e. upto 120 days	Rs.250/-
3. After expiry of normal period upto six months	Rs.500/-
4. After expiry of normal period upto one year.	Rs.1000/-

No further extension will be granted and the result will be declared treating the candidate as Absent, provided that the Vice-Chancellor may allow further extension with further penalty as he may deem fit in a hard and deserving case to his satisfaction. A candidate who submits his/her dissertation/Project Report etc. during the extended period with penalty as above, will not be entitled to the University Medal.

Provided that if a candidate fails to submit the dissertation even during the extended period, he will be considered to have absented in the dissertation paper and his result shall be declared accordingly.

GENERAL RULES FOR EXAMINATIONS
B -- Examination Fee

- 15.(a) The Vice-Chancellor may, when he considers it appropriate in any exceptional case
- (i) extend the date for submission of the examination Admission forms and fees by a College/University Department, keeping in view the circumstances; and
 - (ii) accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
- (b) The Controller of Examinations may, when he considers it appropriate in any exceptional case, sanction the remission of late fee of Rs.150/-.
- (c) If the result of any particular candidate(s) is declared late or is revised due to re-evaluation/re-checking of answer-book(s) within less than 25 days before the last date fixed for the submission of Admission forms without late fee, the candidate may submit the examination form along with fee by the following dates :-
- | | | |
|-------|---|---|
| (i) | Without late fee | : Within 25 days of the declaration of result. |
| (ii) | With late fee of Rs.150/- | : Within 10 days of the date mentioned in (i) above. |
| (iii) | With usual late fee as prescribed for the Relevant period | : After the expiry of the date mentioned in (ii) above. |
- (d) The Vice-Chancellor may condone the late fee in case a Department or a College has failed to deposit the Examination fee in full, within the prescribed period/last date, through a clerical mistake, viz., totaling of the amount payable, rate of Examination fee payable, etc.
16. For purpose of calculating late fee, the date of remittance of money by the candidate from the Post-Office/Bank shall be taken as the date of receipt thereof by the University.

17.1 A candidate who –

- (i) fails to present himself for an examination;
- OR
- (ii) has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an Officer authorized by him, according to the Ordinance, shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination, provided that –

(a) if a candidate dies before the commencement of examination or during the course of examination without having appeared in any paper, the fee shall be refundable to his legal heirs;

(b) if a candidate becomes ineligible to appear in an examination after sending up his Admission form and fee, he shall forfeit to the University 25% of his Admission fee (excluding Late fee, Registration fee, Science fee, Music fee etc., which will be refunded in full) and for this purpose the fraction of a rupee shall be rounded off to a whole rupee, ignoring less than 50 paise;

(c) an application for refund of the examination fee must reach the Controller of Examinations within three months of the date of commencement of the Examination.

- 17.2 A candidate shall not be entitled to refund of examination fee paid by him –
- (i) if permission accorded to him to take an examination is subsequently cancelled, as a result of mis-statement of facts or suppression of important fact or want of relevant information in his examination admission form;
 - (ii) if he tried to obtain admission to an examination by making a false statement of facts in his Admission form.

17-A. The children of serving military personnel up to the rank of an N.C.O. shall be exempted from the payment of examination fee.

17-B. Examination fee will be refunded to a University employee on passing a University Examination.

An application for refund of examination fee must reach the Controller of Examinations within three months of the date of declaration of result of the employee.

C – Withdrawal of Admission Form and Refund of Fee

18. An Admission form once submitted may be withdrawn by Director of an Institute/Head of Deptt./Principal of a College only under the following conditions :

(i) When a candidate has been sent up provisionally, for shortage of attendance and that shortage has not been made up nor condoned in accordance with the Ordinances. (Admission form of a candidate who has completed the required percentage of lectures etc., or in whose case the shortage has been condoned in accordance with the Ordinances, cannot be withdrawn);

(ii) When a candidate, after sending up his Admission form falls short of the required percentage of lectures as specified in(i) above;

(iii) When a candidate's name has been struck off from the rolls of the institution

for non-payment of College dues provided such action has taken before the commencement of the examination.

19. **Refund of Examination fee shall be allowed only if:**

(i) The Head of the Department/Principal of the College intimates to the University Office at least a week before the commencement of the examination withdrawing the admission form of the candidate sent provisionally for shortage in attendance;

(ii) The Head of the Department/Principal of the College intimates to the University Office at least a week before the commencement of the examination that a candidate subsequent to the submission of his admission form has fallen short of lectures and is, therefore, ineligible to take the examination;

(iii) A candidate for B.A./B.Sc./B.Com. Examination is reported to be ineligible to take the examination, having not obtained the percentage of marks in the House Examinations as required under the Ordinances, provided that the Principal of the College sends intimation to this effect to the Controller of Examinations so as to reach him a week before the commencement of the examination, and provided further that the Admission form of such a candidate had been sent provisionally;

(iv) A candidate for an examination is reported to be ineligible having not fulfilled the requirement of Internal Assessment wherever provided for, if intimation to this effect is sent by the Head of the Department/Principal of the College to the Controller of Examinations so as to reach him at least a week before the commencement of the examination concerned.

20. Refund shall not be allowed –

(i) when a candidate's name is withdrawn for a non-payment of College dues;

OR

(ii) when a candidate's name is withdrawn on account of his rustication or expulsion from the Department/College or withdrawal for misconduct.

D – Cancellation of Candidature

21. When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his being ineligible, the Assistant Registrar(Result) concerned is authorized to pass orders.

22. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his ineligibility after he had actually appeared in it and to file his result.

E – Publication of Result

23.1 The Controller of Examinations shall publish the result of the various examinations in such a manner as may be directed by the Academic Council.

However, if on scrutiny of the pass percentages it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to the Vice-Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he may consider necessary.

23.2 Simultaneously with their publication, the results of the regular student shall be communicated to the Heads of the Institutions concerned.

23.3 Within a week of the publication of results or soon thereafter, result cards of the regular students, showing the marks obtained, shall be communicated to the Heads of the Institutions concerned.

F -- Rectification of Result

24. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if :-

- (i) he is qualified for using unfair means in the examination; or
- (ii) a mistake is found in his result; or
- (iii) he is found ineligible to appear in the examination; or
- (iv) he is a person against whom action under Clause 4.1 would have been taken, had the facts come to the notice to the University earlier,

25.1 A candidate shall be entitled to have his answer-books re-checked on payment of a fee, as prescribed by the University, per answer-book, subject to the following:

- (i) Application for re-checking is received by the University within 30 days of the date on which the result is declared by the University;
- (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.

25.2 If any mistake is discovered as a result of re-checking of answer-book, the Controller of Examinations shall have power to rectify the result. In such a case the re-checking fee paid shall be refundable.

25.3 In a case where re-checking of answer-book(s) is not permissible or the application has been rejected being time-barred or being inadmissible, the fee paid by the applicant may be refunded after deducting Rs.10%-of the fee or as decided by the Vice- Chancellor from time to time, provided the application for refund is received in the Office of the Controller of Examination within three months of the date of issue of rejection letter.

G -- Additional Examinations

26. Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council or the Vice-Chancellor shall have power, in the case of all examinations held by the University, to hold an additional examination in the same year for special reasons to be recorded. 2)

Provided that in no case shall a re-examination be held if the student walk out of the Examination Hall.

H -- Place of Sueing

27. All legal disputes relating to examinations/admissions of students will be subject to Ambala Courts or Courts having Jurisdiction in Ambala.

II - CONDUCT OF EXAMINATIONS General Provisions

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

2. (a) Every Institution/College/Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the Controller of Examinations.

(b) If a teacher, who is assigned an examination duty, fails to perform the same, he shall be treated as absent from his Institution for the period in question besides rendering himself liable to such other disciplinary action as the Vice-Chancellor may deem fit to take.

3. (a) The Superintendent of each Centre shall be appointed by the Controller of Examinations.

(b) The Convener flying Squad may be appointed by the Controller of Examinations. The person appointed as convener of the flying squad should not be below the rank of University Reader/Principal of an College or lecturer of a Department with not less than 10 years experience or lecturer of a college with equal experience. The Convener will be paid honorarium in addition to T.A./D.A. as per University rules.

(c) The Flying Squads may be formed for inspection of Centers. The Controller of Examinations will appoint members of flying squads who should not be below the rank of a Lecturer of the Colleges/Institution/Deptt. and having at least three years Teaching Experience. The Conveners/Members of Flying Squads will be paid:-

(i) Honorarium per session in addition to TA/DA as per University Rules; Provided that remuneration at double the rates will be admissible for performing duty during vacation/Sundays/Holidays;

(d) The Principal of a College/Director of Institution/Head of Deptt., where Centre(s) is/are created, may be made overall incharge for the smooth conduct of Examinations and that he be designated as Chief Co-Ordinator at his Institution Centre(s) for the duration of examinations. An honorarium will be paid for performing the said duty as per University rules. The duties of the Chief Co-Ordinator shall be as in Appendix to this Ordinance.

Note: - During vacation an honorarium of Rs.800/- (full session) per centre will be paid.

Provided that in case of inability of a Principal/Director/Head to function as Chief Co-Ordinator or whose ward(son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the Controller of Examinations may appoint the next available senior member of the College/Institution/Department staff as the Chief Co-Ordinator.

- (e) Where there are more than one Centre in a College/Institute/Deptt. these would be merged into smaller number of Centers (depending upon the number of examinees for subjects other than compulsory papers etc.). The Principal/Director/Head would arrange their day-to-day functioning and co-ordination as a result of merger as per directions issued by the Controller of Examinations from time to time.
- (f) The Assistant Superintendent appointed to check outside interference at a Centre will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.

In addition, the Chief Co-Ordinator may also appoint one Assistant Superintendent out of the teachers of his College/Institute/Deptt. to maintain law and order and to check outside interference.

The Chief Co-Ordinator will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centres at his College/Institute/Deptt. and the Staff coming from out-station is helped in getting suitable accommodation during the course of examinations.

4. The Controller of Examinations shall have authority to appoint one or more Assistant Superintendents, and other staff required at each Centre for the conduct of examinations.
- 5.1 The candidate whose answer -book is lost after having been received by the Centre Superintendent of the Examination and who, but for this answer-book, would have either passed in the examination or is likely to be placed under compartment shall, unless he opts for re-examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him in the other Theory paper(s) of the same subject and if there was no other Theory paper(s) in that subject or if there were more than two Theory papers in that subject, marks equal to the average of the marks obtained by him in the other Theory paper(s). No re-examination fee shall be charged from a candidate who opts for re-examination under this Clause.
- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.

6. If a candidate falls ill seriously and as result thereof is hospitalized during the days of examination, special arrangements for his examination may be made in the hospital if he –
- (i) produces proper evidence to the satisfaction of the Controller of Examinations in support of the serious illness, duly certified by the Head of a recognized Hospital; and
 - (ii) arrangements to the satisfaction of the Controller of Examinations can be made for holding the examination in the hospital.
- Provided that for special arrangements the candidate shall pay an additional charge as prescribed by the Vice Chancellor from time to time.

Directions to Candidates for Examination

1. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question-paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
When a candidate leaves the Hall, he shall, before doing so, handover his answer-book to the Assistant Superintendent concerned, and he shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.
Every candidate shall show, on demand, his Roll Number Slip/Admit card for admission to the Examination Hall.
2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination centre after the expiry of half the time will not be allowed to take the question-paper with him. The question-paper will be allowed to be taken outside the Examination Hall only after the expiry of full time.
3. A seat, with his Roll Number shall be allotted to each candidate. Candidates shall find out and occupy their own allotted seats.
4. No candidate, without the special permission of the Superintendent, shall leave his seat or the Examination Hall until he finishes of his paper.
5. Each candidate shall write on the title page of his answer-book, his Roll Number at the specified space before he starts answering the question-paper. When the time allowed has expired, the answer-book shall be Handed over to the concerned supervisory staff up even though the candidate have not attempted any question.
6. All candidates are required to bring their own pens. No candidate shall tear a leaf on an answer-book.
7. Candidates are forbidden to write answer (or any thing else) on the question papers, or to remove any paper from the Examinations Hall except the question-paper.
8. Candidates are forbidden to write their names or mark any kind of identification mark or make a request to the examiner in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.

- CONDUCT OF EXAMINATIONS
9. Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.
 10. The candidates both at the Under-Graduate and Post-graduate level are allowed to use non-programmable calculator during their examinations.

Duties of Centre Superintendents and Assistant Superintendents of Examination

1. The Centre Superintendent shall see that the doors of the Examination Hall open fifteen minutes before the time specified for the distribution of the question-paper.
2. The Centre Superintendent shall be supplied by the Controller of Examinations, before the commencement of the Examination, with a list showing the names of candidates and the optional subjects taken up by them and a statement showing the number of candidates appearing in each subject.
3. The Centre Superintendent shall not admit any candidate whose name is not shown in the list or allow candidate to take an optional subject other than that shown against his name.

Provided that, in doubtful cases, the Centre Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover as stray case.

4. The question-paper, set for the examination, shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Centre Superintendent in the presence of two members of the Supervisory Staff. The Centre Superintendent and the Assistant Superintendent(s) shall certify that the seals of Question papers have been opened in time. The certificate shall be forwarded to the Controller of Examinations on the same day.

Provided that if there is only one Assistant Superintendent on any particular day, the question-paper shall be opened in the presence of the Assistant Superintendent and the Principal of the College/Director of Institution/Head of the concerned Deptt. or his nominee.

5. Before the commencement of the examination, the Centre Superintendent shall see to the satisfactory arrangement of examination tables and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.

6. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his place.

7. Blank answer-books shall be supplied by the University. No continuation sheet is to be given under any circumstances.

8. The Centre Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity in the Question-paper which may come to his notice.

9. As soon as the time allotted expires, the Superintendent shall collect the answer-books have them arranged in serial order, pack them securely and despatch the same to the University immediately thereafter.

10. The Centre Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.

11. Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.

12. If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he shall be accompanied by an escort. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his seat.

13. Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergent requirement.

14. Assistant Superintendent shall report themselves to the Centre Superintendent at 11.00 a.m. on the day preceding the examination at the Centre of Examination. On the days of examination they should reach the Centre, when on duty, half an hour before the commencement of the examination, on each day.

15. Assistant superintendent shall remain in the Examination Centre/Hall during the time allotted for each paper and shall not leave the Centre/Hall without the permission of the Centre Superintendent.

16. In case an Assistant Superintendent is unable to present on account of unavoidable circumstances, he shall give at least 24 hours' notice to the Centre Superintendent.

17. Assistant Superintendent are required to help the Centre Superintendent in the distribution of question-papers, answer-books etc., to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Centre Superintendent and also contained in the Book of Instructions for Supervisory Staff.

18. The Assistant Superintendents shall help the Centre Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Cards.

19. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in study or conversation.

20. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Centre Superintendent.

Appointment of Centre Superintendents and Assistant Superintendents

1. The following person shall be eligible for appointment as Centre Superintendent –

- (i) For all Examinations Teacher of Colleges/Institution or Depts. of the University, who have already worked as Assistant Superintendents.

The Centre Superintendents at the various Centers will ordinarily be appointed from a College/Institute/Deptt other than the College/Institute/Deptt of the examinees, but in case of emergency or genuine difficulty, the Controller of Examinations may, at his discretion, make the appointment locally or from the same Institution depending on the circumstances.

2. The following person shall be eligible for appointment as Assistant Superintendent –

- (i) For all Examinations Teachers, Librarians, Lecturer in Physical Education and Demonstrators of College/Institute/Deptt or of the University Departments.

- (ii) In case of emergency when persons mentioned at (i) above are not available, the Research Scholars, Research Fellows, Research Assistants, Ministerial Staff of Colleges/Institutes/ Departments of the University may be appointed as Assistant Superintendents.

For all the examinations, the Assistant Superintendents may be appointed 40% from the College/Institute/Deptt where the examination is held and 60% from other Colleges/Institute/Deptt for normal centers. For notorious centers, the ratio could be 30% or even less from the College/Institute/Deptt where the examinations is held and 70% or more from other College/Institute/Deptt. No person shall be appointed as a member of the Supervisory Staff from outside the cadre of the Teaching staff.

If any person appointed as Centre Superintendent or as member of the Supervisory Staff does not turn up for duty or keeps himself absent willfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future.

There shall be one clerk at each Centre. An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240.

The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal.

Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telephonically if time is short.

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For all the examinations, the Assistant Superintendents may be appointed 40% from the College/Institute/Deptt where the examination is held and 60% from other Colleges/Institute/Deptt for normal centers. For notorious centers, the ratio could be 30% or even less from the College/Institute/Deptt where the examinations is held and 70% or more from other College/Institute/Deptt. No person shall be appointed as a member of the Supervisory Staff from outside the cadre of the Teaching staff.

If any person appointed as Centre Superintendent or as member of the Supervisory Staff does not turn up for duty or keeps himself absent willfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future.

There shall be one clerk at each Centre. An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240.

The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal. Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telephonically if time is short.

A Centre Superintendent may, if situation demands immediate action, remove an Assistant Superintendent with the approval of Chief Co-Ordinator in anticipation of the necessity for such removal must be sent through the Chief Co-Ordinator latest by the day following such removal.

In case an Inspector finds that supervision at a Centre is defective, he may appoint/replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information:-

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment and number of days/sessions for which sanction is given by the Inspector(mere ground of efficient supervision will not be considered enough).

The Centre Superintendent shall see that the allotment of turns to the Assistant Superintendents etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, as far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the Centre has been provided in the Superintendent's file. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centers.

The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.

In case the Centre Superintendent has been asked to arrange for an Assistant Superintendent locally, he should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.

One Deputy Superintendent shall be appointed for every Centre to assist the Centre Superintendent. The Deputy Superintendent will be an additional hand over and above the ration of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Centre so warrants.

3. The following is the scale of honorarium admissible to the Supervisory and Service Staff at Examination Centres :-

- (a) For Theory Examinations
- 1. Centre Superintendent
- 2. Deputy Superintendent
- 3. Asstt. Superintendent
- 4. Centre Clerk
- 5. Daftri/Waterman/Sweeper
- 6. Chowkidar



The Scale of honorarium shall be the same such as notified by the University from time to time.

Only one Chow kidar shall look after all the Centers in an Institution.

CONDUCT OF EXAMINATIONS

Note: - (i) Teachers of College/Institute/Deptt and supporting staff are to be paid remuneration at double the rates for performing examination duties during vacations/holidays/Sundays.

(ii) One Waterman/Waterwoman will be appointed for every 100 candidates or part thereof. However, when the number of candidates does not exceed 40, the Daftri shall perform the duties of the Waterman /Waterwoman in addition to his own duties. If Waterman/ Waterwoman/ Watermen/ Waterwomen appointed according to the above norms is/are unable to cope with the demand of the candidates for water, in the Summer Season, Centre Superintendent in consultation with the Chief Co-Ordinator may appoint one or two additional Waterman/ Waterwoman/ Watermen/ Waterwomen and approval be obtained from the Controller of Examinations by giving by full justifications for the said addition appointment. The arrangement for drinking water should be made within the Examination Hall and as far as possible urinals should be very close to the Examination Centre.

(b) For Practical Examinations

Supervisors appointed for Practical examination shall also be called Asstt. Superintendent and are paid at the same rate as for Theory Examinations.

Creation of Examination Center

1. The examinations shall ordinarily be held at such Centers as may be created within jurisdiction of the University.

2. Application for creation of a Centre of Examination will be considered only if the minimum number of candidates likely to appear at the proposed Centre is as stated below :

- (a) Men's Centre for all examinations except Professional Examinations ...100
- (b) Women's Centre for examinations except Professional Examinations ...50
- (c) A centre for each Professional Examination, except B.Ed will be created irrespective of number of candidates. In the case of B.Ed. Examination, however, the minimum number of candidates for creation of a Centre shall be : ...75
- (d) Combined Centre for men and women. If more than one examinations is held at a Centre, the requirement of minimum number of candidates under these rules shall not be necessary. ...75
- (e) For Supplementary Examinations the minimum number of candidate for retaining a Centre will be on any one day } 70 for men and 30 for women

- (g) The minimum number of candidates for creation of a Centre for M.A. Parts-I and II combined shall be : ...75
3. Creation of a Centre shall further be subject to the following conditions:-

(a) Satisfactory and adequate arrangements are available.
 (b) It shall be obligatory on the part of recognized institutions where Centers are recreated, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of the use of unfair means at the Centre.

Special Arrangements for Amanuensis (Writer of Answers)

1. A candidate may # be allowed help of an amanuensis(writer) if -
 (i) he is blind;

OR

- (ii) he is permanently disabled for writing with his own hand;

OR

(iii) he is temporarily disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the specialty concerned of Medical College, or from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his answer books because of the temporary disablement.

2.1 On the written request from the blind candidate(s) through the Director of the teaching Department/Principal of the College/Director of Correspondence Courses, the Controller of Examinations are authorized to appoint amanuensis in accordance with the prescribed qualifications of the writer. Intimation with full particulars on the prescribed proforma will be sent to the University by Chief Co-Ordinator in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice-Chancellor.

2.2 In case of person's Physical handicap is such as to render him incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

3. The amanuensis shall be two grade lower in education than the candidate, but he must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grade lower than that of the examinee.

Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he must have not secured more than 50% marks in the examination.

4. The Centre Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.

CONDUCT OF EXAMINATIONS

5. The candidate other than blind person asking for a writer in accident cases shall pay in advance to the University an additional fee at the rate of Rs.220/- per paper out of which Rs.60/-per paper on usual working days and Rs. 120/- on holidays will be paid to the writer by the University and also remuneration payable to the Additional Assistant Superintendent at the prescribed rate.

6. The dues of the writer and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Centre concerned.

3. DUTIES OF THE CHIEF CO-ORDINATOR DURING THE UNIVERSITY EXAMINATIONS

Principal/Director/Head of the Institution where examination Centre is created will generally act as chief Co-ordinator of the centre(s) in that Institution .

1. The Chief Co-ordinator shall receive the parcels containing question-papers pertaining to the Centre(s) in his College/Institute/Deptt and keep them in his safe custody till these are delivered to the Centre Superintendents on the relevant days of the Examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Chief Co-ordinator. The almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain with the Chief Co-ordinator and of the other lock with the Centre Superintendent. As soon as the Centre Superintendent arrives, the Chief Co-ordinator will show him all the question-paper envelopes with the Centre Statements as provided in Book of Instructions for the Centre Superintendents and the Supervisory Staff.

Thereafter, the Centre Superintendent will arrange the question-paper envelopes date wise, separately for morning and evening session and keep them in the almirah and hand over the keys to the Chief Co-ordinator. On each date of examination, the Centre Superintendent will obtain the question-paper envelopes from the Chief Co-ordinator, meant for morning session in the morning and in the after-noon for the evening session, sign the requisite Certificate on the question paper packet and get it countersigned by the Chief Co-ordinator, in token of the seals being intact at the time of receipt of the packet(s) as also delivery and opening of the correct packets of question-papers at the examination centre.

2. He will be responsible for smooth functioning of the Centre from day-to-day and maintenance of proper discipline at the Centre.

3. He will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.

4. He will go round the College to inspect the Centers.

5. He will send a weekly report about the functioning of the Centers.

6. He will have the stock of answer-books to be checked and initial the stock entries in the stock register in token of their correctness.

7. He will also see that issue of answer-books to the Centers in his college/Institution is regulated.

8. He may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of the Supervisory Staff does not turn up.

9. He may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.

10. In case the Principal/Director/Head of the College/Institute/Deptt. has to leave the station on urgent work, he shall appoint the senior member of his staff as Chief Co-ordinator during his absence and send an intimation to this effect to the Controller of Examinations.

11. The Supervisor for outside duty will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.

DUTIES OF CHIEF CO-ORDINATOR

12. He will see that the examination at the Centre is conducted smoothly. He will not interfere in the day-to-day functioning of the Centre Superintendent who will be directly answerable/reporting to the Controller of Examinations.

13. All unfair means cases will be sent by the Centre Superintendent direct to the University Office and not through the Chief Co-Ordinator.

14. He will co-ordinate the working of the Centre(s) in his/her College/Institute/Deptt and effect merger of Centres into one or two, as necessary; keeping in view the capacity of the building and the number of the students and issue instructions to the Centre Superintendents in this regard. He will ensure that -

- (a) Separate absentee memos. in regard to each Centre originally allotted to the candidates through out the examination even if the candidates are transferred from one Centre to another on amalgamation are used and original Centre number of Candidate(s) is indicated;
- (b) Similarly separate Signature Charts in respect of each Centre originally allotted to the candidates are used throughout the examination even if the candidates are shifted from one Centre to another on amalgamation.
For this purpose, the Centre Superintendent of the original Centre is required to pass on to the Centre Superintendent of the day the Signature Sheets to the Centre(s) at which the candidates are seated;
- (c) If the maximum number of candidates on a day in a session is 250 and the same total of the candidates in a session falls below 50, the Chief Co-Ordinator will merge the Centre into one or two as deemed fit provided that no Centre shall be broken or merged if the number of candidates in a Centre in a day is 50 or above;
- (d) While effecting the merger as in (c) above the Chief Co-Ordinator shall see that as far as possible equal number of duties are allotted to Centre Superintendent, Deputy Superintendents, Assistant Superintendent, Clerks and other staff;
- (e) Separate subject-wise memos. of answer-books pertaining to each Centre are prepared by the Centre Superintendent of the amalgamated Centre. The memos., so prepared are to be placed outside the respective sub-packets of answer-books for each Centre
- (f) Where by merger of the Centre the number of candidates is above 200 and separate memos. are to be used, the Chief Co-ordinator may appoint an additional Clerk;
- (g) All sub-packets pertaining to each Centre are placed in the main bundle to be sent to the Assistant Registrar (Secrecy).

15. In case of inability of the Principal/Director/Head to function as Chief Co-ordinator of whose ward(son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the next available senior member of the College Staff will act as Chief Co-ordinator. The name of teacher may be intimated to the Controller of Examinations immediately for necessary action by the Office.

16. It will be the responsibility of the Chief Co-ordinator to provide the required service staff. However, while appointing such staff the integrity and honesty of the staff should be kept in view.

4. PUNISHMENT FOR USE OF UNFAIR MEANS

1. Everyday, before the Examination begins, the Centre Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him all papers, books, or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so or adopts any other Unfair Means as mentioned in Clause 3, he shall be liable to penalty. Where a late comer is admitted, this warning shall be repeated to him also.
2. The Chief Co-Ordinator of the examination, shall forward to the Controller of Examinations, everyday, a declaration signed by him to the effect that the warning as required in Clause-1 above was administered.
3. Without prejudice to the general meaning of the term "Unfair Means" it will include the following :
 - (a) Having in his/her possession or accessible to him/her during the examination hours in the examination centre :
 - (i) any books, paper or notes printed or written on any kind of material, body, clothing etc. and relating to the subject of the examination in progress;
 - (ii) a mobile phone or any other instrument which may facilitate leakage of the question paper;
 - (iii) a programming calculator/palm computer or any other device which may be used in attempting any question(s).
 - (b) Writing during the examination hours on any paper other than the answer-book, any portion of the question-paper or answer or notes relating to any question;
 - (c) Talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
 - (d) Consulting notes/books outside the Examination Hall during the Examination hours;
 - (e) Receiving help from another candidate with or without his consent or giving help to him or receiving help from a person who is not a candidate for the Examination of that day during the Examination hours;
 - (f) Disclosing his identity deliberately or making any distinctive mark in his answer-book for that purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer-book;
 - (g) If he is a candidate for an Examination for Science or some other subject, presenting to the Examiner a Practical or class work note-book which does not belong to him;
 - (h) Communicating or attempting to communicate, directly or through a relative, guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him in the award of marks or making any interpolations thereto;

- (i) Swallowing/destroying any note, paper etc., found with him;
- (j) Making deliberate Previous arrangements to cheat in the examination, including:
 - (i) Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
 - (ii) Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
 - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance or any kind.
 - (iv) Impersonation.
 - (v) Forging another person's signature.
 - (vi) Failing to deliver answer-book to the persons Incharge before leaving the Examination Hall.
- (k) Refusing to obey the Centre Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.

4. If a candidate is found to be suspected to be guilty of using Unfair Means in the Examination, the Centre Superintendent of the Examination shall take away his answer-book and permit him, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him. The candidate may also appear in the rest of the Examination in subsequent paper at his own risk and subject to the decision in his case for use of Unfair Means. The Centre Superintendent shall also obtain an explanation of the candidate in writing then and there.

5. The Centre Superintendent of the Examination shall report to the Controller of Examinations without delay, and on the day of occurrence, each case where use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed the Centre Superintendent will give a hearing to the candidate and record his statement. If the candidate refuses to make any statement, this fact will be recorded by the Centre Superintendent.

In case the candidate refuses to part with his answer-book, no new book should be given to him and he should be asked to leave the Examination Hall. If he accepts a new book, he will be allowed extra time to cover the time spent in the inquiry.

6. The Vice-Chancellor shall appoint annually one or more Standing Committee(s) consisting of at least 3 members including the Controller of Examinations, to deal with all cases of Unfair Means in connection with the Examinations. In case more than one Standing Committees are appointed, the distribution of work will be done by the Vice-Chancellor.

The Committee shall consider the report of the detector and the explanation, if any submitted by the candidate as well as the answers given by the detector to questions put by the candidate, if any, and pass necessary, call any person on the staff of the Institution/University for evidence or clarification regarding the Unfair Means case.

If any person of the staff of the University, who is found to be guilty of connivance in the use of Unfair Means at an examination, by omission, or, when called by the Unfair Means Cases Committee, fails to appear before it, his case will be reported to the Vice-Chancellor for such action as considered necessary.

6-A. If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself.

7. A candidate found guilty of use of Unfair Means shall be awarded punishment as under:

<i>Offences</i>	<i>Punishment</i>
3 (a). If the paper, note, etc. has not been made use of 3 (b),(c),(d),(f),(g)	1. Cancellation of the paper. OR 2. Disqualification from : (i) passing in the concerned paper/subject and from appearing in this examination before the next Annual Examination; and/OR (ii) appearing at any other examination till... after the next annual examination.
3 (a). If the paper, note, etc. has been made use of 3 (e),(h),(i) (j) (iii),(vi)	Disqualification from passing in the concerned examination in full and from appearing in the next one or more examinations.
3 (j) (i),(ii),(iv),(v) (k)	Disqualification from passing in the concerned examination in full and from appearing in the next two or more examinations.

The disqualifications under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

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PUNISHMENT FOR USE OF UNFAIR MEANS

If a candidate is found guilty of use of Unfair Means after his result has been declared, the same will be cancelled besides awarding the punishment to the candidate, which would have been awarded to him had the fact of use of Unfair Means come to notice before the declaration of his result.

8. When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

9. Any candidate having dissatisfied with the decision of the Unfair Means Cases' Committee can submit an appeal for reconsideration of the case by the Vice-Chancellor within 30 days of the dispatch of the decision of the Unfair Means Cases' Committee together with the prescribed fee approved by the university from time to time.

The Vice-Chancellor on an application by the candidate or *suo moto* may refer back a case to the Unfair Means Committee for reconsideration, if in his opinion such a step is called for in the circumstances of the case.

10. If the Vice-Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means the Vice-Chancellor may order re-examination besides taking action under regulations relating to Unfair Means.

11. Notwithstanding anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself any Unfair Means Case and decide the same. For this purpose the Vice-Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt it with it by himself.

12. In this Ordinance the word 'Year' means the 'Academic Year'.

5. PAPER-SETTING AND EVALUATION

A – General Provisions

1. Each Board of Studies shall recommend persons for appointment as Paper-Setters & Examiners for various University Examinations, by the following dates :-

- (i) in the case of Paper-Setters : by the 31st August of the year preceding the year of Examinations; and
- (ii) in the case of Examiners: by the 15th November of the year preceding the year of Examination.

Provided that the Vice-Chancellor may extend the date in special circumstances.

2. In these provisions –

- (i) An External Examiner shall be one who is not teaching in a teaching department of the M.M. University or in a College affiliated to or maintained by the M.M. University. He shall ordinarily be a teacher in the subject in another University.
- (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he is appointed. In the M.A. examination, the Internal Examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.
- (iii) A Neutral Examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he is appointed.

3. The Board of Studies for a subject shall recommend for each of the examination, alternate names for appointment as Paper-Setters and a list of requisite number of Examiners with at least 20% additional names.

4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any Faculty for any examination, if his work was found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there was some doubt with regard to his integrity or was otherwise unable to perform the work or to conform to directions of the University.

5. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor is empowered to appoint a substitute he deems suitable.

6. Paper-Setters and Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than four years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was only for the Annual or the Supplementary Examination.

7. No person shall be appointed as Paper-Setter –

(i) if he has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;

Note :- In Science subject particular course means Theory Paper and/or Practicals.

(ii) if he does not possess teaching experience in the subject for –

(1) 10 years, or

(2) 5 years, in the case of a University Professor/Reader.

Provided that –

(a) this condition may be relaxed in the case of a subject like Home Science, French, Craft, Music, Art, Military Science, Business Administration etc. in which qualified teachers are not easily available.

(b) in the examination in Law, Physical Education and Library & Information Science teaching experience required of a Paper-Setter shall be 5 years but in the case of eminent persons in the professions this may not be insisted upon.

(c) in Commerce examinations, the condition of 10 year's teaching experience shall not apply to Chartered Accountants and eminent Professional people.

(iii) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean –

"Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson and grand-daughter."

(iv) If he –

(a) is convicted of any offence which, in the opinion of the Vice-Chancellor; involves moral turpitude; is declared insane.

(b) If a person has already been appointed and incurs any of the above disqualifications, his appointment shall be cancelled.

8.1 No person shall be appointed as Examiner if he does not have five years teaching experience.

8.2 In appointing examiners, the following principles shall be followed :

- (i) Persons knowing Hindi shall be given preference for examinations for which Hindi is permitted as a medium of examination.
- (ii) Teachers working in other Universities shall not be appointed as examiners for the T.D.C. examinations.
- (iii) He should have at least five years teaching experience.

9.1 No person shall be appointed to set more than two question-papers for examinations during a year—the Annual and the Supplementary Examinations for the same paper being considered as one.

This shall not include –

- (a) setting of question-papers for a Practical Examination;
- (b) examining of a Thesis/Dissertation;

OR

- (c) Professional examinations.

9.2 A person shall be appointed Paper-Setter/Examiner only for one main examination during a year. For this purpose, the examination, including practicals, for which the total remuneration comes to Rs. 400/- or less shall not be considered as main examination.

10. Unless specified otherwise :

- (a) each paper in Theory shall be set by a single Paper-Setter;
 - (b) the Paper-Setter shall also act as Examiner of the answer-books.
- Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300 (T.D.C. Part I, II and III Examinations), Additional Examiner(s) shall be appointed. The number of answer-books shall be distributed more or less equally between the Paper-Setter-Cum-Examiner and the Additional Examiners.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved differences between the External and Internal Examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Chairperson of the Department concerned, whose award shall be treated as final.

12. The Controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.

13. The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before a date to be notified on their appointment letters.

PAPER - SETTING AND EVALUATION

The appointment of a Paper-Setter shall be deemed to be cancelled, if he fails to send the question-papers by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.

14. Examiners shall send in the Result statements in accordance with the instructions issued in this behalf by the date prescribed for the purpose, failing which they shall render themselves liable to a reduction of their remuneration at the rate of Rs. 5/- for everyday's delay. The Vice-Chancellor may, however, for sufficient reason, condone such delay to the extent he deems fit.

Provided that deductions in case of mistakes committed by Examiners shall be made as under:

- (i) Rs.5/- per mistake, subject to a maximum of Rs.50/-
- (ii) Rs.5/- per page in case of making wrong centurial series in the award lists, subject to maximum of Rs.20/-.

(a) **Evaluation of Answer-books:-**

1. The Chairman of the Board of Studies concerned will be requested to get Moderation Committees recommended for each subject for Undergraduate Classes, through the Board of Studies.

2. Moderation Committee for each subject will do sample checking of answer-books received from each examiner, before decoding to ensure that there was no erratic marking. The Committee will have the power to reduce the difference in scales of marking of individual examiners wherever necessary.

3. Each Moderation Committee shall consist of the following members :-

- (i) Chairman or a Senior Professor from the Department concerned.
- (ii) One Senior Teacher from the Department concerned.
- (iii) One member from the concerned Board of Studies from Colleges.
- (iv) Paper-Setter concerned.
- (v) One Senior Examiner from the Examiners in the paper concerned.

Note :- A minimum of 3 members will form the quorum.

Upto 5% sample checking of answer-books will be done by the Moderation Committee.

4. Apart from payment of TA/DA to outstation members and local mileage to internal members as per University rules, each member of the Moderation Committee will be paid a remuneration @Rs.4/- per answer-book or a minimum of Rs. 50/-, whichever is more.

15. **Moderation of Question-Papers**

The question-paper set by the Paper-Setters for various University examinations, shall, unless otherwise decided by the Vice-Chancellor or where these are set by two Paper-Setters, be moderated by the Chairperson of the Department concerned. Provided that the Vice-Chancellor may, on the recommendation of the Chairperson of the Department

concerned nominate specialization expert(s) either from within the University or from outside the University to assist the Chairperson of the Department in the Moderation of the Question-paper(s). The Moderator(s) whether Internal or External shall be paid remuneration @ Rs.25/- per papers. The Moderator from outside the University shall, in addition to remuneration be paid T.A./D.A. etc.

Note: - The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Paper-Setter with these marks of the Moderator. In case of difference of opinion between the Paper-Setters and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

B-Special Provisions

(1) T.D.C. Part I, II & III EXAMINATIONS

Theory Papers

1. Paper-setters for Under-Graduate Examinations will be appointed from within the jurisdiction of Maharishi Markandeshwar University. However, in exceptional cases where sufficient numbers of qualified teachers are not available from within the jurisdiction of M.M. University, Paper-setters may be appointed from outside the jurisdiction of M.M. University.

2. (a) No one shall be appointed as an Examiner unless he is a teacher approved by the University with the qualification and teaching experience in the University Teaching Departments/affiliated colleges as below :

(i) A Master's Degree in the subject concerned with at least 5 years teaching experience.

(ii) A B.Sc. Honours School Degree in the subject concerned with at least 5 years teaching experience.

(b) A University Research Scholars/Fellow/Assistant shall be eligible for appointment as Examiner if—

(i) he has taught for at least 5 year's in an affiliated college prior to his joining as a Research Scholars/Fellow/Assistant ;

(ii) he is given teaching work during his tenure of Research Scholarship and has completed 5 year's teaching

3. (a) Demonstration shall not be eligible for appointment in Theory papers.

(b) Save in exceptional cases, for reasons to be recorded, teachers in Colleges affiliated to other Universities shall not ordinarily be appointed.

- 4 (a) The requirement of 5 year's teaching experience may be relaxed in the case of a person who possesses high academic qualifications such as Doctorate or a Degree from a Foreign University.
- (c) In a subject in which persons with requisite teaching experience are not available, the requirement of the minimum period of teaching experience may not be insisted upon.
- (d) In a subject in which there is dearth of qualified examiners, the requirement of one year gap may be waived off; while waiving this requirement, a teacher with longer teaching experience shall be preferred.
- (e) A teacher working in a Professional College shall be considered for appointment as Examiner only when the list of teachers working in Arts/Science Colleges is exhausted.
- (f) A teacher in Govt. Institute of Education/Science Education/English shall be eligible.
- 5 For purposes of appointment of Examiners, the office shall supply the following information to the Board of Studies.
- (a) Approximate number of examiners, required in each subject.
- (b) Names of persons who have acted as Examiners during the preceding year, indicating also those who have acted as such continuously for four years.
6. No Examiner shall be allotted more than 400 answer-books for B.A./B.Com. Examinations.
7. In the case of all under Graduate examinations the detailed instructions shall be drawn up by the paper setter at the time of setting question paper and sent to the University along with the question paper. However, where the paper-setter is the sole examiner no such instructions will be framed and sent to the University.
- Practical Examinations**
8. The office shall prepare every year lists of teachers in each science subject. For this purpose, the principals of Colleges and Chairpersons of University Teaching Departments shall be requested to furnish the necessary information in the First week of August. The lists shall contain the following information :
- (i) designation and grade; and
- (ii) teaching experience separately for B.A./B.Sc. Part I, II, III
9. On receipt of the information specified in Clause 8 above the office shall prepare lists according to the designation of the teachers.
10. The lists prepared by the Office shall be supplied to the Boards of Studies concerned for recommending the appointment of Examiners.
11. (a) The Board concerned shall recommend, in the first instance, a person for only one examinership, either in Theory or Practical. However, if the required number of qualified examiners are not available, and examiner in Theory may be appointed for a Practical Examination also.

(b) A person, approved as a teacher by the University, who has taught the subject in an affiliated College/University Department for at least 3 years, shall be eligible for appointment as an Examiner.

(c) For B.A./B.Sc. Part-I, Research Scholar/Fellows/Assistant with at least three years' teaching experience, in an affiliated College/University Department may be appointed as if qualified teacher are not available.

A Demonstrator who has completed 5 years' service in an-affiliated College/University Department may be appointed for B.Sc. Part-I Examination.

(d) For B.A./B.Sc. Part-II and III Examinations, teachers with a minimum of five years' teaching experience to degree classes in an affiliated College/University Department shall be appointed. Exceptions will be made only if teachers with five years' teaching experience are not available.

(e) If after appointing all the eligible person available on the list, some vacancies remain to be filled, appointments against those vacancies will be made on the basis of status and seniority of the teachers.

12. For the Certificates/Diploma Courses in Indian/Foreign languages Examinations, each Practical Examinations shall be conducted only by an External Examiner. B.A. /B. Sc. Part-I, II and III Practical Examinations shall be conducted by Board

of two External; Examiners on account of paucity of qualified teachers, Practical examinations in the subjects of Home Science, Music, Psychology, Military Science, Arts, Geology and French in the T.D.C. Part-I, II and III/B.Sc.(Home Science) may be conducted by single External Examiner. For such examinations where there is only one Examiner, invigilator may also be appointed. The papers for the Practical Examinations shall be set on the spot by the External Examiners in accordance with the guidelines issued by the Board of Studies concerned.

Provided that an examination to be conducted by a Board of two Examiners shall not be held invalid one of the Examiners fails to turn up at the time of the examination.

For B.Sc. (Hons) Part I, II and III and its subsidiary subjects the practical examinations shall be conducted by two examiners one of whom shall be External and the other Internal.

13. If some Examiners recommended by a Board get a chance in the Annual Examinations, they shall be given first priority in the Supplementary Examinations.

(II) M.A., M.Sc., M.Com., M.Ed., M.B.A.,
LAW and B.Lib, & Inf.Sc.

1. For theory papers, at least 50% of the Paper-setters/Examiners, is an examination, shall be External; Provided in case it is considered desirable, the condition can be relaxed and the new Paper-setters/Examiners appointed with the approval of the Vice-Chancellor.

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Note: - Some times 50% Paper-setter/Examiners are not available from outside, then it become necessary to appoint the same from inside.

2. Each of the papers for Practical Examinations shall be set and the answer-books examined, on the spot, by two Examiners, one of whom shall be External and the other Internal.

3. The Chairperson of the Board of Studies should keep lists of suitable persons from different Universities/Colleges, out of whom Paper-setters/Examiners could be selected for appointment.

(III) BACHELOR OF EDUCATION EXAMINATION

1. For theory papers, at least 50% of the Paper-setter/Examiners in B.Ed.Examination shall be External.

For examinations in Arts and Craft, Yoga and Practical portions of Methods of teaching papers in Arts, Music, Home Science, there will be one External Examiner.

2. In the subjects of practice of teaching, one of a candidate shall be examined by one set of Examiners and second lesson by another set of Examiners. Each set shall consist of two Examiners. Both the Examiners should be External and as far as possible one of them should be a teacher from another College of Education affiliated to this University and the other one a Principal of High/Higher Secondary School where the students of another college of Education affiliated with this amongst the Principals of the college of Education affiliated to this University/Professor(s) of Education Department of the University.

A co-ordinating Examiner shall not act as such when he ceases to be the Principal of an affiliated College of Education/Professor of Education.

3. The duties of the co-ordinating examiner shall be as follows:-

(i) To maintain uniformity of standard of awards in the Practice of Teaching Examination among the Centers allotted to him.

(ii) To allot candidates to the various External Examiners at each Centre.

(a) Lesson I on the first day to the first batch;

(b) Lesson II on the second day to the II batch so that one Examiner may not watch both the lessons of a candidate.

(iii) To consolidate the result of each Centre and send the same to the University with the remuneration bills etc.

4. A person will be eligible for registration for appointment as Examiners in any Theory paper if -

(a) He/ She is M.A., B.T., or B.Ed., provided that in the subjects of Philosophy and Psychology the degree of B.T. or B.Ed. shall not be insisted upon in the case of persons who are M.A. in Philosophy or Psychology; or

(i) Have equivalent qualifications; and

(ii) Have teaching experience of at least 5 years in a College of Education;

- (b) he is a trained Graduate and has served as Headmaster/Principal of a recognized High/Higher Secondary School for at least five years.
- 5. For registration as External Examiner in Practical Skill as External Examiner, in Practical Skill in Teaching a person shall possess the following qualifications:
 - (a) A Degree with B.T., or B.Ed. or equivalent qualifications with at least five years experience in a College Education.
 - (b) Headmaster/ Headmistress/ Principal of a recognized High/Higher Secondary School with at least five years teaching experience.
 - (c) Inspecting Staff possessing a Degree with B.T. or B.Ed. or equivalent qualifications with five years teaching experience.
- 6. A person who satisfies the conditions laid down for registration in Clause 4 and 5 above, shall, on application made on prescribed form duly recommended by competent authority be registered for Theory/ Practical as the case may be.
- 7. The procedure to be followed for conduct of Practical Examinations in various subjects will be as follows:

- (a) The examinations in Practical Skill in Teaching shall be finished in about 12 days time at all the Centres; there shall be convenient zones assigned to a team of Examiners under a Co-ordinating Examiner. A zone for the purpose of this examination shall consist of about 500 candidates.
- (b) Each Examiner will be supplied with an assessment chart and he will be required to allocate awards under the items given in the said chart.

(V) POST-GRADUATE DIPLOMA IN TOURISM AND HOTEL MANAGEMENT.

- 1. Each written paper will be set by a single Examiner and ordinarily the answer-books will be evaluated by him.
- 2. Training Report will be evaluated by a single examiner appointed by the University. Ordinarily not more than 20 training reports will be assigned to each Examiner.

16.1 **Complaints Against Question-Paper:** Complaints against question-papers shall be entertained only if they are made by and/or through the Head of a recognised College/Chairperson, University Department and received by the Controller of Examinations by name under Registered cover or in person, within seven days of the examination in that paper. No complaint will be entertained thereafter.

16.2 In the case of T.D.C. (General and Honours), B.Ed. Examinations, a committee of the Board of Studies concerned consisting of five persons (including the Controller of Examinations) and duly approved by the Vice-Chancellor shall, within a

week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary, complaints received under Clause 16.1.

The decisions of the Committee shall be subject to the approval of the Vice-Chancellor.

Three members of the Committee will form quorum.

16.3 In case of other examinations, the complaints will be considered by a Committee consisting of the following members:

1. Chairperson of the Board of Studies concerned.
2. Senior-most teacher of the Department teaching the subject/paper.
3. Two members of the Board of Studies including one belonging to one of the recognised Colleges, if instruction in the subject is being imparted in the College(s).

4. Controller of Examinations.

Three members of the committee will form quorum.

The decisions of this Committee shall be subject to the approval of the Vice-Chancellor.

16.4 The Committee constituted under Clause 16.2 or 16.3 shall not, of its own, consider any complaint against a question-paper unless the requirement of Clause 16.1 is complied with.

17. Award of Grace Marks

Unless specified otherwise in any other Ordinance, Grace Marks may be given to candidates for various examinations, to the extent and in the manner given below.

17.1 A candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Sessionals/Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/Sessional(s) of the Paper(s)/Subject(s) in which he has actually appeared in that examination, if by the addition of these marks he can pass) the examination or be placed in compartment or earn exemption. However, if such a candidate, after ascertaining from the D.M.C./University that he has been given Grace Marks, represents, against the Grace Marks awarded to him the same shall be withdrawn and his result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations within one month of the dispatch of the Detailed Marks Cards/Certificates by the University, after which no request will be entertained.

The Grace Marks shall be first added to the paper(s)/Subject(s); the remaining Grace Marks, to the extent still necessary, shall then be added to the aggregate and the number of marks shall be added to subject in which the candidate has secured the lowest percentage of marks.

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- 17.2 While awarding Grace Marks fraction, if any, be rounded up to one.
- 17.3 For Engineering Examinations, Written papers and Practicals/Viva-Voce will considered as two separate Parts for the award of Grace Marks and Grace Marks shall not be allowed for passing in the sessionals.
- 17.4 A candidate who appears or re-appears in the following examinations in one or more Paper(s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be :-

Master's Degree in Faculties
Other than the Faculties of Law,
Engg. and Technology.

Up to 1% of the total marks of the
Previous and Final Examinations
Provided that with these marks he
Improves his division from III to II, or
the result either to 54.5 to 55% marks.

Bachelor of Education

Up to 1 % of the total marks of
Examination, provided that with these
marks he improves his division from
III to II or II to I.

B.A./B.Sc./B.Com./B.Sc.(Home
Science)/B.Sc.Physical Education,
Health Education & Sports.

Up to 1% of the total marksof Part I,
II, III of B.A./B.Sc.(General)/B.Com
B.Sc.(Home Science)/B.Sc.(Physical
Education, Health Education &
Sports), Examination, provided that
with these Marks he improves his
division from III to II or II to I.

Bachelor of Library &
Information Science

Up to 1% of the total marks of
Examinations provided that with
these marks he improves his
Division from II to I.

Certificate Diploma Courses

Up to 1% of the total marks of
Examinations provided that with these
marks he improves his division
From III to II or II to I.

18. Re-evaluation of Answer-Books

18.1(a) A candidate for examination in Theory papers (other than Project Reports, Dissertations, Practical Answer Books, Sessionals, Internal Assessments, Assignments, Viva-Voce reports, etc. and where the answer-books of an examination are evaluated by the two examiners) will be allowed to have the answer-books in theory paper(s) re-evaluated on submission of applications for this purpose on the prescribed form accompanied by the original Detailed Marks Card (DMC) and the Re-evaluation fee, as may be

prescribed by the University from time to time, per paper/answer-book within 20 days of the date of publication of result as printed in the result gazette/notification or 15 days of the despatch of the Detailed Marks Card (D.M.C) by the University, whichever is later.

Late Fee after the expiry of prescribed time-limit for receipt of forms for Re-evaluation of answer-books will be Rs. 100/- upto next seven days and Rs. 200/- upto further seven days.

Before submitting the re-evaluation form together with the original DMC in the University office, the students are advised in their own interest to retain the required number of attested copies of the D.M.C./Certificate for admission to any course or for seeking job opportunities anywhere, or in case he/she may need copies of the same for any other purpose.

Applications received by post (not through any private Courier agency) not more than three days after the last date(s) will be considered only if the same have been posted on or before the last date(s) prescribed. In case an application is rejected being time barred or being inadmissible, 50% of the amount paid will be refunded. In case the candidate is not interested in re-evaluation then the application for re-evaluation can be withdrawn in writing only in case where the Answer Book(s) has/have not been sent for re-evaluation. In that case no fee will be refunded.

In case the answer book is lost or damaged or destroyed due to any reason and it is not possible to get it re-evaluated, the candidate shall have the option either for refund of full re-evaluation fee or to re-appear in the subsequent examination in the paper(s). No examination fee shall be charged from a candidate who opts for re-examination under this clause. However, in such a case a separate report with regard to the loss/damaged/destroyed answerbook(s) will have to be submitted by the Examination Branch for a decision by the Vice Chancellor.

18.1(b) All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is incomplete or is not accompanied by full fee and the original DMC. No change in the entries in the Form shall be allowed after the receipt of the form by the University office. Ignorance of the title of any paper/option shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid the requisite fee for one paper or more but less than the fee prescribed for all the papers indicated by him/her, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of fee prescribed for each paper.

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- 18.1 (c) Late procurement of application form shall not be entertained as a plea for its late submission in any case. Incomplete applications in any respect will be rejected.
- 18.2 Where the original evaluation of the paper was done by the examiner concerned on the basis of Instructions issued by the paper-setter, a copy of such instructions will be sent to the re-evaluator(s). While sending the answer-books re-evaluation, the title covers of the same will be folded and stapled to hide the Roll No./ identity of the candidate and marks awarded by the original Examiner; and strips of black or brown paper will be pasted over the marks awarded by the original Examiner inside the answerbook(s) to conceal these so that the re-evaluator(s) may do independent marking on separate award lists question-wise. However, the re-evaluator(s) may award the marks on a separate award proforma and are not required to award the marks inside the answer-book(s).
- 18.3 Variation in marks due to re-evaluation of Answer-Book(s) will be taken into account to the extent - if the increase of marks due to re-evaluation of Answer-Books is upto 10% of the maximum marks of the paper, full marks may be taken into consideration subject to Clause 18.4 of the rules. However, if the increase/decrease due to re-evaluation of Answer Books is more than 10% of the maximum marks of the paper the Answer-Book(s) will be sent to the second re-evaluator. Average of the two higher awards given by the Re-evaluators/Examiners will be taken into consideration.
- 18.4 Decrease in marks due to re-evaluation upto 10% of the maximum marks of the paper will not be taken into account. The result/marks of a candidate will be revised on the basis of re-evaluation score, in terms of Clause 18.3 above only if the score increases by 3% or more of the maximum marks allotted to the concerned paper or if on re-evaluation the character of the result changes (character means change in Division or 'Fail' to Compartment/Re-appear' or 'Fail' to 'Pass' or 'Compartment/Re-appear' to 'Pass') or in the case of a candidate for Master's Degree Examination the aggregate comes to 54.5 or 55%. Provided that in case of failure in a subject, if the candidate still remains fail after re-evaluation, the increase in marks, if any, will not be shown on the Detailed-Marks-Card/Result-sheets since the result remains unaffected.

The marks obtained as a result of re-evaluation shall not count towards determining the position in the order of merit and award of the prize/medal.

18.5 A candidate will be permitted to see his/her answer-book(s) for identification only, if his application on the prescribed proforma alongwith the requisite fee as prescribed from time to time and together with a copy of the DMC, duly attested on both sides reaches the University within 15 days of the date of communication of the original/re-evaluation result to him.

18.6 If as a result of re-evaluation a candidate passes the examination or is placed in compartment, he shall, if otherwise eligible, be allowed to join the next higher class within 15 working days from the date of despatch of his result card of re-evaluation without late fee as per rules. However, no such admission shall be allowed after 31st October of the year in any case whatsoever the circumstances may be. His attendance shall be counted from the date of admission.

No extra chance will be allowed for clearing the Compartment/Re-appear in lieu of any chance which a candidate might have missed before declaration of the result of re-evaluation.

18.7 The remuneration for re-evaluation of answer-books for the Undergraduate/Post graduate examinations shall be the same as prescribed by the university from time to time.

18.8 The re-evaluation result as declared by the University will be binding. If a candidate who has failed or earns compartment/re-appear in paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he appears in next examination in the paper(s) in which he had failed the better of the two scores - 'Re-appear score' or 'Re-evaluation score' would be taken into account. Result of such candidates for the next examination will remain withheld till the result of re-evaluation. However, if a candidate has appeared in a subsequent examination in anticipation of the declaration of his re-evaluation result and has withdrawn his application before the Answer-book(s) has been sent for re-evaluation, no refund of fee shall be allowed.

18.9 The re-evaluation will be done under the rules framed by the University from time to time and the result of the Re-evaluation will be conveyed to the candidate soon after it is declared. The candidates shall plan their future

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programme of taking examination in accordance with their original result already communicated by the Examination Branch till it is actually superseded by the re-evaluation result. The University does not undertake the responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of result. The University shall also not be liable to pay any compensation/damages, etc. if the re-evaluation result of any candidate is delayed or some mistake/discrepancy is found in the original evaluation/re-evaluation of answer-book(s).

19. Re-checking of Answer books.

A candidate will be permitted to get his/her answer-book(s) Rechecked on payment of the requisite fee as prescribed from time to time. In this process only mistake(s) in total of marks, unmarked questions by the examiner, etc. will be checked. However, for Rechecking also the candidate will have to apply on the prescribed form alongwith the requisite fee and an attested photocopy on both sides of the DMC within 15 days after the despatch of the DMC by the Office. In case the result/marks of the candidate is/are revised on re-checking before re-evaluation and the candidate is not interested in re-evaluation then full fee will be refunded.
