

WHY EXAMINATION DEPARTMENT

Reforms in the process of evaluation remain a desired goal in educational policy, to which we remain deeply committed. The Examinations Office is part of the Student academic performance assessment and evaluation. At present, however, examinations continue to be the most critical point in the evaluation process. It is, therefore, of paramount importance that the examinations are conducted with utmost precision, fairness, and objectivity. The system should be clear to all participating in the process, in any category whatsoever.

OBJECTIVES OF EXAMINATION DEPARTMENT

The main objectives of the examination department is

1. To conduct examinations at all levels viz.,
 - a. Organizing to get the question paper sets from the BOE committees.
 - b. Appointment of Invigilators, Room superintendent, Observer, Squads and Examiners for practical examination and valuation.
 - c. Conduct of examination without any scope for any type of malpractice.
 - d. Getting the answer scripts valued centrally.
 - e. Publishing the results in time.
 - f. Making necessary arrangement for third valuation, revaluation and re totaling.
 - g. Certification
 - h. Repeat examination and so on.
 - i. Issuing duplicate certificates in case of loss/missing following submission of police reports.
2. To prepare schedule of examination well in advance.
3. Advising students regarding examination related matters.
4. Administers special considerations, variations, and alternative arrangement for moderation.
5. Also deals with various steps associated with the holding of the examinations.

ROLE OF EXAMINATION

A strict and flawless examination system in a University screens out good students who have attained requisite standards of learning from the rest.

In addition, it automatically puts pressure on other sub systems and processes of education i.e. teaching, infrastructure development, faculty performance improvement, and process of admission in case of high failure rates of students.

GUIDELINES FOR PAPER SETTER DURING PREPARATION OF ‘SCHEME EXAMINATION’

Preparation of Blue print by Head of the department (subject wise)

1. A blue print having the mention of syllabi topics, distribution of marks for each topic in all categories need to be sent to the paper setter for setting sets of question.
2. Marks allocated for a particular topic are the following
 - a. Marks per teaching hour is calculated [e.g. – 70 (full marks)/16Hrs (teaching hours of a subject)]
 - b. Total marks of all topic is calculated as 70
3. Clear instructions need to be given under each heading of question variety.
4. A paper setter has to adhere to the instructions of a blue print.

Preparation of scheme of valuation

A paper setter has to make questions based on the following instructions:

1. For a short essay, highlight the key points, so that it makes the job easy of a valuator.
2. For a long essay, highlight the key points that makes the valuator job easy
3. A paper setter does not have to bring any ambiguity in framing a question.
4. A paper setter needs to put all his effort to set a question from the syllabus.

Dead line of submission

1. A paper setter needs to send the question paper before the deadline.
2. Ordinary post/courier should not be used for sending question sets.
3. Through confidential email id of examination controller, question sets should be sent.

4. Also through registered post, question sets should be sent to the examination department of the University.

Confidentiality

1. To meet confidentiality, a paper setter does not have to discuss anything about the set question to anyone.
2. A paper setter has to fill a declaration form and send the same across to the University examination department address to make sure that no relative of the paper setter is studying in the same University.
3. In case of any discrepancy, the paper setter shall be prosecuted.

EXTRACT/SUMMARY OF PRE-EXAMINATION WORK

1. Strength of candidates shift-wise and day-wise be ascertained on the basis of “List of Candidates” and “Candidate’s Attendance Sheet”.
2. A record be kept on the basis of the strength of candidates and the size of rooms available the Superintendent of an Exam Centre may demand some extra hands for invigilation duties and/or clerical assistance. A case should be prepared enunciating the reasons for the demand, for a particular shift or day.
3. The power to sanction extra persons vests in the Registrar/Exam Controller of the University.
4. Names of Superintendent and Assistant Superintendent to be finalized.
5. Invigilators and Additional Invigilators to be appointed in requisite numbers.
6. Register of candidates of each class to be prepared separately indicating the PRESENTEES and ABSENTEES with ‘P’ and ‘A’ on all days of examination.
7. Register of attendance of invigilators to be prepared.
8. Register for taking signature of Invigilators when Main and Supplementary Answer Books are supplied to them to be prepared.
9. Stock Register of Main and Supplementary Answer Books, to be prepared.
10. Stock Register of Question Papers to be prepared.
11. Packets of 25 Main Answer Books to be prepared invigilator-wise. The signature seal of the Supdt. Of Exam Centre be affixed.

12. Packets of 10 Supplementary Answer Books to be prepared for onward transmission to invigilators after half an hour of the commencement of the examination. The signature seal of the Exam Centre Supdt., to be affixed.
13. 'Attendance Sheet of Candidates' to be arranged invigilator-wise. The packet should be placed with 11 above.
14. 'Account of Answer Books by Invigilator'. The annexure to be placed with 11 above.
15. 'Statement of Attendance of Examination' to be provided to each invigilator with Main Answer Books.
16. 'Invigilator's Diary (Short Relief) etc. to be provided to each invigilator with Main Answer Books.
17. Order of appointment of invigilators to be issued and communicated to invigilators.
18. Seating Chart/Maps to be prepared for each room in four copies. One copy to be placed in the packet of Main Answer Books, one copy to be displayed on the General Notice Board, one copy to be pasted in the Exam Room and one copy to be kept in record/reserve.
19. It should be verified that sufficient number of Question Papers have been received in sealed envelopes. The sealed envelopes to be arranged date-wise, class-wise and paper-wise inside the sealed cupboard/safe.
20. A copy of the time table to be kept in the cupboard with the envelopes of Question Papers. This should be available for ready reference every day. It should be seen every day before taking out the envelopes before the scheduled time of the examination.
21. Co-operation of local administration to be requested. Copies of time table, showing strength of candidates, to be sent to district and local authorities.
22. For each proforma, one file be prepared. Every day, after examination, the proforma duly filled in and signed, should be placed in the file.
23. Notices should be exhibited on the Notice Board. Seating Chart/Map to be exhibited every day.
24. General articles and stationery to be purchased.
25. Temporary sheds for toilet facilities to be prepared from the contingency allotted under hiring charges. Phenyl to be used daily in the toilet.
26. The following items should be obtained from the University :

- a. Examination Manual
 - b. List of Candidates
 - c. Advance amount for expenses
 - d. Main Answer Books
 - e. Supplementary Answer Books
 - f. Copies of Time Table
 - g. Spare proforma of Admission Cards
 - h. Candidate's Attendance Sheets
27. Proforma of :
- a. Account of Answer Books.
 - b. Invigilator's Diary.
 - c. Statement of Attendance.
 - d. Daily Report.
 - e. Foil/Counter-Foil for practicals and project.
 - f. Report of use of Unfair Means.
 - g. Remuneration Bill for Superintendent, Assistant Superintendent, Invigilators. etc.
 - h. Information about Flying Squad/Observer/Inspection Teams to be kept in record.
 - i. Others, if any.

EXTRACT/SUMMARY OF WORK TO BE DONE ON THE DAY OF EXAMINATION

1. Seating Map/Chart to be exhibited on the Notice Board.
2. Instruction to candidates/examinees to be exhibited on the Notice Board.
3. Time for ringing of bell to be notified.
4. A copy of time table to be also notified.
5. Candidates to be assigned to invigilators and their rooms to be allocated.
6. Signatures of invigilators, who report on duty, to be taken in the relevant register.
7. Signatures of Two Invigilators to be taken on sealed envelopes of Question
8. Papers to verify that the seals thereon are intact. A copy of the Time Table should be seen by invigilators and Supdt. again.

9. The seal envelopes contain the question paper. These should be cut along edges, 15 minutes before the commencement of the examination.
10. The Question Papers to be taken out of the envelopes. The subject printed on the Question Paper should tally with the subject mentioned in the Time Table.
11. Materials to be issued to the invigilators from the Control Room. Signatures in token of their having received the materials, to be obtained.
12. Question Papers to be delivered to the invigilators in the room of his/her duty.
13. Declaration to be made to the candidates asking them to :
14. Keep away objectionable and superfluous articles.
15. Abstain from unfair means.
16. Verify that they have received the correct Question Paper.
17. Attendance sheets of candidates. These should be signed by candidates as well as the invigilator.
18. Room Chart/Map upon which the invigilator marks “Present” by a tick mark and “Absent” by a red circle around the roll number. The Invigilator should sign it.
19. Remaining Main Answer Books.
20. Remaining Question Papers.
21. Ten Supplementary Answer Books to be sent to the invigilator. Twine pieces should also be sent.
22. The position of “Absentees” and “Presentees” should again be verified in the Control Room with the help of Attendance Sheet of candidates and Room Maps. Thereafter ‘As’ and ‘Ps’ be marked in the class-wise Attendance
23. Register of candidates. Red ink to be used for marking ‘Absentees’.
24. Account of Main Answer Books to be prepared. Entries to be made in the concerning Stock Register.
25. Account of Question Papers to be prepared. Entries be made in the concerning Stock Register. Envelopes to be retained in safe custody.
26. Seating arrangement of the next day to be prepared. Four copies of the seating map to be prepared.
27. Packets of Main Answer Books, Supplementary Answer Books, different proformae be kept ready, for the next day.

28. Superintendent should take rounds to ascertain the performance of duties by the invigilators.
29. Water should be served to candidates in the Examination Room.
30. After three hours, the Control Room should collect the Answer Books, check them, count them and send them to the University in sealed covers as per the prescribed instructions.
31. Daily Report in two copies, to be prepared and signed for Each Question Paper:
 - a. One copy should be placed in the bundle of Answer Books. Two Question
 - b. Papers to be enclosed.
 - c. One copy should be retained in the records of the Exam Centre.
32. Computerized Present-Absent Statement be also attached with Daily report.
33. Unused Supplementary Answer Books should be received back from the invigilators and after counting, entries be made in the concerning Stock Register.
34. Various proforma filled and signed by invigilators, to be placed immediately in the corresponding file covers.
35. Packet of Unfair Means- Main Answer Books and Supplementary Answer Books-be sent separately with the copying material.
36. Copies of F.I.R., if reports are lodged with police, to be also sent.
37. A record of visit of Inspection Team, Flying Squads/Observers to be kept datewise.
38. The details of the Inspection Teams should to be noted carefully.
39. Special incident, if any, be communicated to the Deputy Registrar (Exam) of the University.
40. Remuneration to be paid to the Superintendent, Asstt. Superintendent, Invigilator, Clerk and Peon and their signatures to be obtained for payment receipt every day.
41. The bill to be prepared in two copies. One copy to be sent to University after the last day. One copy is retained in the records of the Examination Centre.

PROCESS OF EXAMINATION

The below mentioned guidelines shall help the examination staff to make systemic arrangement and establish a smooth process before, during and to complete examination.

1. Preparation for the examination

- a. Centers must make appropriate arrangements to ensure that confidential materials are delivered only to those authorized by the head of a centre.
- b. Examination materials must be stored securely at all times.
- c. Examination materials must only be accessed in accordance with the awarding body's specific instructions.
- d. Only persons authorized by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.
- e. Centers must maintain the confidentiality of candidate responses and candidate details.
- f. Centers must ensure that all timed assignments are stored securely both before and after examination sessions.

2. Keeping question papers and other materials secure

- a. Check the question paper packets and examination material carefully. This must be undertaken in the secure area.
- b. Question paper packets must be kept secretly in strong room to ensure safety.

3. Timetabling of examination

- a. At the appointed time, all invigilators including venue superintendent must assemble at the venue.
- b. Fifteen minutes later, first bell rings and candidates are permitted to the venue.
- c. Five minutes after the first bell rings, second bell rings and answer scripts are distributed.
- d. Following the ringing of first bell, announcement of venue superintendent regarding answer scripts and the appropriate way of filling up them.

- e. Five minutes before the actual timing of examination, venue superintendent organizes the invigilators to become ready with all the question papers and further the plan of distribution is explained by the venue superintendent.
- f. Two minutes before the actual examination time starts, distribution of question paper is done and before the actual time, it should be completed.

4. Summary of time tabling

- a. The appointed time after instruction, the question papers will be distributed first to facilitate a calm, perusal of the question by the students.
- b. Five minutes later the answer scripts will be distributed so that students can avoid confusion and anxiety in commencing their writing the answers quickly.
- c. No candidates will be allowed to leave the examination hall till the warning bell is given which is 10 minutes before the allotted time of the examination.

5. Resources for examinations

- a. Candidates may be allowed to use resources other than calculators for some examinations, as set out in the instructions on the question paper. These include dictionaries and editions of set texts.
- b. Venue superintendent must give candidates prior notice that they are responsible for bringing with them any materials needed for the examination.
- c. If candidates have any unauthorized material in an examination (whether or not they intend to use it), this may be considered as malpractice.
- d. In examinations where resources are not shown on the question paper, or on the stationery list (Including those where calculators are not allowed) you must warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorized items.
- e. For Art examinations, appropriate art materials and design media, materials and technology must be provided by the examination department.

6. Accommodation

a. Seating arrangement

- i. The examination hall should accommodate at least 200 candidates.
- ii. Candidates with hall tickets & ID card and appointed staff only shall be permitted to enter the hall.
- iii. The examination hall shall be suitably guarded by security staff.
- iv. Access to the examination hall shall be disabled friendly.
- v. The examination hall shall be free from noise and air pollution.
- vi. Strict silence shall be maintained by all during the examination.
- vii. Each candidate shall be provided a separate allocated place with a writing desk and a unique number written on the desk. This unique number is displayed on the notice board corresponding to the registration number.
- viii. Each candidate shall be at least 3 feet away from another candidate.
- ix. Candidates shall not be seated close to doors or windows.
- x. The seating plan shall be displayed prominently on the notice board and the appointed staff shall assist the candidates if required.
- xi. A large clock showing the correct time shall be placed in the examination hall so as to be clearly visible to all the candidates.
- xii. Arrangement shall be made for providing safe potable water to the candidates in the hall.
- xiii. Candidates shall not be permitted to use clipboards or any similar item while writing the exams.

b. Air ventilation

- i. Sufficient cross ventilation shall be ensured in the examination hall with provision for artificial ventilation in the form of ceiling fans depending on seasonal weather conditions.

c. Lighting

- i. The examination hall shall have adequate natural lighting and artificial lighting to enable the candidates to write comfortably without eyestrain.
- ii. Standby power arrangement in the form of generators shall be ensured.

d. Toilet

- i. Candidates shall not ordinarily be permitted to go to the toilet during the examination.
- ii. Exceptional cases may be permitted by the venue superintendent to go to the toilet under escort after physical check for material that may be used for copying, both on the person of the candidate and in the toilet.
- iii. Such candidates shall not be permitted to communicate with anyone during the period that they are outside the examination hall.

7. Invigilation arrangement

Invigilators have a key role in upholding the integrity of the external examination/assessment process.

- a. Every candidate has to pass through the security check before entering the examination hall to prevent any material for malpractice. This mentioned process has to be absolutely accomplished by invigilators.
- b. The role of the invigilator is to ensure that the examination is conducted according to the instructions in order to:
 - i. Ensure all candidates have an equal opportunity to demonstrate their abilities;
 - ii. Ensure the security of the examination before, during and after the examination;
 - iii. Prevent possible candidate malpractice;
 - iv. Prevent possible administrative failures.
- c. An Invigilator must be familiar with all the instructions.
- d. Invigilators must not carry out any other task (for example, reading a book or chatting with other invigilators or visitors or sitting in the corridor for a cup of coffee/tea) in the examination room.
- e. Department should prepare a handbook for invigilators incorporating appropriate sections from this booklet.
 - i. A training session should be held for any new invigilators.

- ii. An update meeting should be held for the existing invigilation team so that they are aware of any changes. Make sure that invigilators know what is expected of them.
- iii. Consideration should be given to the appointment of senior invigilators.
- iv. Invigilators should always be provided with badges so that they may be easily identified and acknowledged as a member of centre staff.
- f. Invigilators will not be provided with any chairs in the examination halls. They have to be moving about very resiliently to prevent any type of malpractice.
- g. Any violation of the instruction and rules by the controller of examinations will be suitably and seriously dealt with.

8. At the beginning of examinations

- a. Identifying candidates;
 - i. The invigilators must be satisfied as to the identity of every candidate attending each examination session. The venue superintendent must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates.
 - ii. Private candidates who are not known to the University must be required to present documentary evidence that they are the same persons who made entry for the examination each time they attend an examination session.

9. The people present

- a. Only persons authorized by the venue superintendent are to be allowed in the examination venue.
- b. Squad, observer and Controller of examinations reserves the right to visit venue during the period of the examinations (and at any other reasonable time) to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations.
- c. Also the top officials like the Chancellor, Vice chancellor/Dean and the Registrar are privileged to enter the examination hall any time for spot inspection.

10. Question papers, stationery, materials and other equipment's

The invigilator must take all reasonable steps to ensure that:

- a. The official examination stationery for the particular subject examination is issued to candidates and that no other stationery, including paper for rough work, is provided.
- b. Candidates may take into the examination room only those articles, instruments and materials which are required for the examination. Such articles and instruments include pens, pencils, rulers, erasers, mathematical instruments and calculators (unless their use is expressly forbidden in the rubric of the question paper).
- c. Candidates may also take into the examination room any articles, instruments or materials that are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined.
- d. Absence of such a statement, calculators are regarded as standard equipment and may be used by candidates.
- e. If unauthorized materials have been taken into the examination room, such materials are placed out of reach of the candidates before the examination commences.
- f. In a subject where there is an objective test and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet is given to the candidate whose name appears on it and that the sheets relate to the subject and the component concerned.

11. Starting the examination

An examination is deemed to be in progress from the time that the candidates enter the room until all the scripts have been collected.

Before candidates are permitted to start work the invigilator must:

- a. Ensure that candidates are seated in accordance with the prescribed seating arrangements.

- b. Inform the candidates that they are now subject to the regulations of the examination.
- c. Warn candidates that any unauthorized material must be handed in.
- d. Check that candidates have all the necessary material to enable them to complete the examination.
- e. Open the packets of question papers and issue the papers to candidates.
- f. Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates. It is the responsibility of the invigilator to report to the Head of Centre any grounds for suspicion about the security of the examination papers. In such cases, the Superintendent must immediately bring the same on the notice of Controller of Examinations and submit a full written report.
- g. Draw to the candidates' attention the instructions printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject and component.
- h. Ensure that details of any erratum notices are brought to the attention of candidates.
- i. Remind candidates that they must write in blue or black ink or ball-pen.
- j. Instruct candidates to enter their names, Centre number, candidate numbers and the component code/paper details on their answer booklets where applicable, and to complete other details as required.

Advise the candidates that:

- k. Unless instructions are given to the contrary on the question paper, all work, including rough work, must be done on the examination stationery provided by examination department; any rough work should be neatly crossed through but not obliterated, as it will be forwarded to the Examiner.
- l. Correcting fluid/correcting pens should not be used.
- m. In the case of multiple choice papers, any rough work should be done in the question booklet.
- n. Announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s).

- o. The invigilator must not give any information to candidates about suspected errors in the question paper unless an erratum notice has been received.
- p. The invigilator should remind candidates that they are forbidden to communicate in any way with, seek assistance from or give assistance to another candidate while they are in the examination room.
- q. The invigilator must not offer any advice or comment on the work of the candidates.

12. During the examination

a. Supervising the candidates

- i. Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- ii. During a practical examination, it is recognized that some movement by candidates and spoken instructions may be necessary. These must be limited to those that are essential to achieve the objectives of the examination.

b. Candidates who arrive late

- i. A candidate who arrives after the starting time for an examination shall be strictly asked by the examination superintendent to wait until the distribution of question paper. This waiting period of the candidate shall be considered as the punishable period.
- ii. A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination and will finish at the same time as all other candidates. In this case the Examination superintendent takes the complete responsibility whether the candidate need to be allowed for writing the examination.
- iii. Late arrival under extraordinary cases will be allowed up to half an hour after the commencement of examination. Nobody will be allowed however genuine the case may be, after half an hour.
- iv. In all cases where a candidate who is admitted late into the examination room, the following rules apply:
- v. The script must be sent to the Examiner in the normal way.

- vi. A full written report on the form, 'Report on Candidate Admitted Late to Examination Room', must be sent to the Controller of examinations as soon as possible containing the following information:
- vii. The reason for the late arrival of the candidate, including any details of special arrangements made for the candidate to reach the Centre.
- viii. The actual starting and finishing times of the examination.
- ix. The time at which the candidate started the examination.
- x. A statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination.
- xi. Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'absent'.

c. Completing the attendance register

- i. The invigilator must complete the Attendance Register during the examination, in accordance with the instructions of Center superintendent.
- ii. If a candidate is not shown on the Attendance Register, he/she must be entered on the supplementary Attendance Register and a formal entry is made to the register if this has not already been done.
- iii. If a candidate has been entered but is not present for the examination, he/she must be marked as 'Absent' on the Attendance Register.

d. Leaving the examination room

- i. Candidates must not be allowed to leave the examination room (except in an emergency) less than one hour (or a period equal to the duration of the examination if less than one hour) after the official starting time shown on the timetable.
- ii. A member of staff must accompany candidates who leave the examination room temporarily. Such candidates should not be allowed extra time to compensate for their temporary absence.

- iii. A candidate who has finished work and has been allowed to leave the examination room early must hand over answer scripts; the candidate must not be readmitted into the examination room.
- iv. No copy of a question paper may be taken from the examination room until the end of the examination, and all question papers must be held securely in the Centre until at least 24 hours after the published finishing time for the paper. The papers may then be returned to the candidates.
- v. Where papers are re-scheduled within a morning or afternoon session, the question papers must not be released until at least 24 hours after the published finishing time for the paper concerned.

e. Irregular conduct

- i. Wherever practicable, the invigilator should remove and retain any unauthorized material discovered in the possession of a candidate in the examination.
- ii. It is the duty of the Centre Chief/Deputy superintendent to ensure that all cases of irregularity or misconduct in connection with the examination are reported to Examination Department immediately.
- iii. The Centre Chief/Deputy superintendent is empowered to expel a candidate from the examination room but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to the conduct of examination.
- iv. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with Controller of examinations.
- v. Any unwanted material indicative of malpractice discovered by the invigilator in the examination hall will result in the dismissal of candidate.

13. At the end of examinations

a. Finishing the examination

- i. Five minutes before the end of the examination the invigilator should inform candidates of the remaining time.
- ii. At the end of the examination, candidates should be told to stop writing.
- iii. The invigilator must instruct the candidates:
- iv. To ensure that all the required information has been entered on their scripts.
- v. To see that their answers are correctly numbered.
- vi. To assemble any loose sheets in the order in which the questions have been attempted and then to fasten them and any supplementary answer sheets to the back of their answer booklets (or as otherwise instructed) with the string or tags provided. Paper clips or staples should not be used.

b. Collecting scripts

- i. Arrangements must be made for all scripts to be collected, placed in the order shown on the Attendance Register and checked to ensure that all scripts are present and that candidates have used their correct Centre and candidate numbers.
- ii. After collation, the scripts should be handed over to the Center superintendent, who is responsible for dispatching the scripts to Examination department.
- iii. Scripts are confidential between the candidates and Examination department. They may not be read or photocopied by any person prior to dispatch.

14. After the examination

a. Packing scripts

- i. Care must be taken in packing the scripts and the relevant Attendance Registers for dispatching to examination department. The envelopes should be fastened securely both ways with string or self-adhesive tape. Staples should not be used.
- ii. Under no circumstances must any correspondence, including requests for special consideration, be included with the examination scripts. All such correspondence should be cancelled.

b. Sending scripts

- i. The scripts must be sent to examination department in accordance with the arrangements agreed with the Centre superintendent.
- ii. Scripts that are retained in the Centre awaiting dispatch must be kept under secure conditions.

c. Unused stationeries

- i. All unused stationery in the examination room must be collected, checked for any loose sheets which candidates may have overlooked, returned to the Centre superintendent and stored under secure conditions until required for a subsequent examination.

15. Applications for special consideration

Where a candidate sits for an examination under adverse circumstances and the Centre wants to submit an application for special consideration, such applications must be made in accordance with approved procedures. All applications for Special Consideration must be submitted to The Controller of Examinations.

Destruction of documents (burning unit)

Examination department shall have a facility to burn the documents viz., unprinted certificate, grade report, duplicate copy of the Proforma. All answer scripts after five years, all Proforma except master register etc. Carrying any paper including waste paper shall be strictly prohibited for all departmental staff. All waste documents found to be not necessary, shall be burnt off.

Strong room

In examination department, a strong room having separate wall and roof shall be constructed for the safety and security of documents. Documents including master register of the candidates and question papers after printing must be kept with safe custody in strong room.

Office for communication

Examination department shall have the provision of communicating with other staff of the university through a partially open glass window. Sharing of documents from the office shall be strictly prohibited.

Store

Department shall have a big and a small store to preserve the answer scripts, reports, dissertation & thesis for five years.

Office area

Department shall have a bigger space to accommodate senior assistants and assistants to take care of documents and other related activities prescribed by Controller of examinations.

GUIDELINES FOR THEORY EXAMINATION**1. Examination Center**

- a. The university shall find a suitable place/hall for conduct of theory examinations at least thirty days prior to the theory examinations.
- b. The senior teaching staff with the designation of professor/associate professor shall be appointed as the Chief Superintendent for conducting the theory examination.
- c. Duties and responsibility of the Chief superintendent, Chief invigilator, and Invigilators shall be separately issued by the University.
- d. University shall also formulate instructions based on relevant portions of these guidelines and display the same prominently at the examination hall.

2. Examination schedule

- a. Examination dates are scheduled in consultation with Registrar and Dean of Academics.
- b. Announcement of examination dates are scheduled forty days prior to the event.
- c. Dates are scheduled to match with the dates mentioned in the academic calendar. Under unavoidable circumstances, dates for examination may be rescheduled.
- d. The notification of examination schedule shall also include the tentative dates of theory examinations, which shall be followed by issue of notification of detailed time table for practical examinations.
- e. All the above mentioned contents of the notification shall be prominently displayed for information of the candidates.

- f. In case there is an obligatory holiday declared during the examination days, the examination scheduled on the holiday will be conducted at the end of all the examinations and the date will be announced accordingly.

3. Internal assessment marks

- a. Dates for submission of internal assessment marks shall also be notified.
 - b. There shall be no provision for condoning of internal assessment marks.
 - c. Absentees/students having poor performance in internal may be given a chance to improve/make up their internal marks.
4. Ineligible candidates who are found to be very poor in all attempts of internal examination shall be put on hold until a special committee is formed and a decision is taken under the chairmanship of Vice chancellor. If the candidates of those kinds are permitted to take the exams, the Course coordinator/ Course Head shall be held responsible.

5. Attendance statement

- a. Date for submission of attendance shall be notified.
- b. There shall be no provision for condoning shortage of attendance.
- c. Candidates with shortage of attendance are not eligible for appearing for University examinations.
- d. To qualify for an examination, 90% of attendance is essential. However up to 80% is the minimum with condonation on medical grounds. The medical certificate is to be produced by the student and the medical officer should be approved by the University. It is obligatory that the University medical officer is final authority to grant condonation or not.
- e. Under no circumstances, if the attendance is less than 75%, the candidate will be eligible for the examination.

6. Issue of Application Forms

- a. Schedule for issue of exam application forms from the University examination department and schedule for submission of application forms to the University shall be notified.

- b. Examination forms duly filled, verified, and affixed with latest stamp sized attested photographs of the candidate shall be sent to the examination department.
- c. Statement of non appearing students should also be submitted separately.
- d. Candidates filling up their application late, an amount of fine is collected which is also notified.
- e. A separate statement having all details of applicants who filled late need to be submitted to examination department along with fees and account of fine.

7. Hall tickets

- a. Schedule for issue of hall tickets shall be notified by the University.
- b. Candidates shall be in possession of Hall tickets on all the days of theory and practical examinations.
- c. In the event of non possession or loss of hall tickets, the Center superintendent is empowered to permit the candidate to appear for examination until a duplicate ticket is issued from exam department.
- d. During theory/practical exams, candidates are supposed to get the signature from invigilator/external examiner on the space left blank on the column given for the corresponding subject.
- e. Hall ticket and ID cards are mandatory for a candidate to carry for entry into examination hall.

8. Appointment of Support staff for conduct of examination

- a. The University shall appoint either a Squad chief and member (s) or an Observer, who shall be empowered officers of the University and who shall assist the Center superintendent in conduct of examinations as per University guidelines.
- b. The appointment of other support staff is as under:
 - i. Center superintendent- one for four invigilators
 - ii. Clerk- one per session
 - iii. Invigilator- one per 20 candidates
 - iv. Attender – one per session
 - v. Watchman- one per session

9. Collection of Stationery

- a. The required number of answer booklets and other materials will be demanded from University examination department by the Center Superintendent well in advance.
- b. Others accessories viz., scissors, threads, ink pad, stapler, cloth, and glue need to be demanded well in time.
- c. Miscellaneous expenditure for conducting examination, the spent amount shall be reimbursed based on approved rates in vogue, supported by bills in original.

10. Timings

- a. The timings of the examination and the schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the dates of the examination.
- b. Candidates should strictly follow the time schedules announced by the Centre Superintendent.
- c. Activities to be carried out by the appointed staff with reference to the timings and bells shall be strictly followed.
- d. These details shall be issued separately by the university.

11. Answer Booklets

- a. Answer booklets shall be issued to the candidates who are present in the hall as per the answer book allocation chart approved by the Chief Superintendent.
- b. Each answer book shall be of 36 pages except for candidate & evaluator details and instruction for the candidate pages.
- c. Strict and clear instructions shall be given to the candidates by the Chief invigilator.
- d. In case of any physical damage noticed in the answer booklet, invigilator should promptly replace the same with a fresh booklet.
- e. No additional sheets/booklets shall be provided.
- f. The answer books are not bar coded.

- g. Unused answer booklets shall be returned to the examination department following the completion of all examinations.
- h. No sheet of the answer booklet is to be detached by persons of any order.
- i. At the time of collection of answer scripts, the invigilators should check whether all the sheets of answer books are in order and intact.

12. Opening of Question paper pockets

- a. The Center superintendent shall personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers in the presence of two witnesses (candidates).
- b. Discrepancy if any shall be immediately brought to the notice of the Controller of Examinations.
- c. A certificate shall be rendered by the Centre superintendent and the witnesses for the receipt of question paper pockets without any discrepancy.
- d. Discrepancy if any shall be immediately brought to the notice of Controller of Examinations.

13. Issue of question papers

- a. Invigilators shall issue question papers to the candidates at the appointed time.
- b. Invigilators should also ensure that the question papers with codes corresponding to the codes mentioned in candidate's hall ticket are correctly issued.
- c. Unused question papers shall be returned to the University.
- d. Question papers cannot be taken outside the examination hall before the completion of examination during period.
- e. Attempt should not be made by the invigilators to take the question paper out of examination hall.

14. Collection of answer books

- a. The room invigilators shall collect the answer booklets from all the candidates at the end of the examination and arrange them course wise, subject wise and hand over to the Centre superintendent.

- b. The Chief Superintendent in turn hands over the same to examination department after sealing and proper packing.
- c. Similar action shall be taken regarding Diary, absentees' statement etc.

15. Packing and Dispatch

- a. The answer scripts are packed in paper covers subject/paper wise separately for each question paper code (not more than twenty in each cover) and in turn packed in cloth bags and sealed.
- b. The cloth bags are dispatched on the same day, mentioning the date of examination, subject code, and course to Controller of Examinations.
- c. Apart from the answer scripts, the daily summary report is also sent along with the scripts.

16. Malpractice

- a. Candidates are prohibited from writing their names and register number, in any place other than indicated.
- b. Invocation to Gods or any other marks of identification shall not be written anywhere in the answer book.
- c. Candidates shall not bring any book, portion of book, manuscript or paper of any description.
- d. They shall not copy or communicate with anyone inside or outside the hall or exchange of answer books.
- e. Candidates shall not be in possession of cell phones, programmed calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice.
- f. Every candidate will be subjected to scrutinizing and scanning before entering the examination hall to see that no piece of paper or unwanted material is taken inside.
- g. If candidates are found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately.
- h. The answer book shall be seized, marked as 'malpractice case' and signed by the Chief Superintendent and packed and sent separately to the University.

- i. There will be a committee constituted by the exam department headed by dean with member to enquire into the malpractices to decide over the matters. The report of the committee will be submitted to exam dept it will be notified only after approval of Dean of Academics.

GUIDELINES FOR CONDUCT OF PRACTICAL EXAMINATIONS AND VIVA VOICE

1. Notification of Venue

- a. The University shall notify the examination venue for conducting practical examinations and viva voice examination.
- b. Viva voice is then conducted after the completion of practical examination.

2. Appointment of Chief Superintendent

- a. The Director/Head/any senior faculty of the Institute shall be appointed as the Center Superintendent for conducting practical examinations and Viva Voice.

3. Appointment of examiners

- a. The University shall appoint Internal and External examiners for Practical and Viva Voice examinations for different subject from the panel of examiners submitted by the respective Board of Studies.
- b. The examination department of the University has the authority to change the examiner in case of any reason or discrepancy.
- c. The HOD of the concerned department/ the senior most faculty of the same department is appointed as the Chairperson for the Board of studies to provide the panel of examiners to examination department.
- d. Faculties should have at least four years of experience in teaching to be called as an examiner.
- e. Examination center then appoints an internal examiner having four years of teaching experience in the corresponding subject.

4. Appointment of support staff

The Chief Superintendent shall appoint the following support staff for conducting practical examinations and Viva Voice for examination.

- a. Expert assistant for medical subject, per subject, per day- one
- b. Lab/Technical assistant-one per subject, per day
- c. Clerk/Typist-one per subject, per day
- d. Attender-one per day
- e. Peon (for Centre superintendent) – one per day

5. Time table

- a. The University shall notify the dates of practical examinations.
- b. Detailed time table of the practical examinations, subject-wise, batch-wise, etc. shall be announced by the Chief Superintendent.
- c. A maximum of 25 candidates may be examined on each day of the practical examination.
- d. A maximum of 12 candidates (PG) may be examined on each day of the practical examination as specified by regulations.

6. Timings

- a. The timings of the practical examinations and Viva Voice examination and schedule of the bells shall be prominently displayed on the notice board and brought to the notice of the candidates by all available means, prior to the date of examinations.
- b. Candidates and appointed examiners and staff shall strictly abide by the timings announced.

7. Demand of Stationery

- a. The required number of answer booklets and other material shall be demanded and obtained from the University by the Chief Superintendent well in time.
- b. Practical answer books shall be of eight pages and may be demanded and issued according to the departmental requirement.

- c. Viva sheets of two pages shall also be available. Candidates shall fill up the required information on the cover page.
- d. Additional sheets shall not be issued.

8. Dispatch of Practical answer booklets

- a. Practical booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bags, subject-wise, course-wise, and sent to the examination department of the University by writing appropriately the subject, code, and date of examination on top.

b. Dispatch of Marks sheets

- i. Marks allotted by the examiners for the practical and viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate documents and enclosed separately in inner covers prescribed for the same.
- ii. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall have all details written on top and dispatched to the University on daily basis.

c. Admit card

- i. Candidates shall be in possession of Hall ticket and Identity card on all the days of Practical examinations also.
- ii. In the event of non possession or loss of Hall ticket, the Chief Superintendent is empowered to permit the candidate to appear in the examination or issue a duplicate hall ticket in exceptional circumstances and after verifying the Hall ticket of the candidate.

d. Malpractice

- i. Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description.
- ii. They shall not copy or communicate with anyone inside or outside the hall or exchange of answer books.
- iii. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice.

- iv. Candidates violating these instructions shall be subjected to physical check and verification by authorized persons.
- v. If candidates are found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately.
- vi. The answer book shall be seized, marked as 'malpractice case' and signed by the Chief Superintendent and packed and sent separately to the University.

GUIDELINES FOR QUESTION PAPERS

1. On the basis of information available from "CANDIDATE'S ATTENDANCE SHEET" and the list of candidates, sent to the Centre, the Superintendent should estimate, much in advance, the number of question papers needed for each course or class to obviate confusion at the eleventh hour.
2. The Centre Superintendent should exercise utmost care for the safe custody of the sealed envelopes of question papers received by him/her. Even when the examination of the question paper is over, the envelopes should be retained under careful custody.
3. Entries should be made every day in the Stock Register pertaining to Question Papers, Up-to- date and the latest information should be furnished to the Inspection Teams or the Authorized Officer of the University.
4. The Superintendent should check the class, code no. & title/heading of a Question Paper, name of the subject, number of Question Papers, date of examination, shift of the examination on the sealed envelopes immediately on their receipt, with the help of the copy of examination programme.
5. The 'Candidate's Attendance Sheet' and list of candidates indicate the number of candidates subject-wise. It should be ensured that Question Papers have been received in requisite numbers. Errors, if any, should be communicated to the University immediately.
6. The sealed envelopes containing Question Papers, should be arranged date-wise, shift-wise and Paper-Code Number-wise and kept under strict secrecy and vigil. The cupboard in which these Question Papers are kept, should be sealed every time as & when it is opened.
7. Relevant sealed envelopes containing the Question Papers should be taken out of the confidential cupboard strictly in accordance with the Examination Programme. Envelopes

should be counted and an entry be made in the Stock Register before the envelopes are carried to the Control Room or to the Examination Room.

8. Before opening the sealed envelope, entries relating to class, subject, question Paper, and code number should be checked with the Examination Programme to ensure that only the right envelope is being opened.
9. The Centre Superintendent and two Invigilators should certify that the seals on the envelopes are intact.
10. The sealed envelopes are cut along the edge and Question Papers should be taken out and counted 15 minutes before the commencement of the examination.
11. The number of Question Papers should be the same as indicated on the envelope. The Superintendent should read the heading of the Question Paper and verify that it is according to the time table of the Examination.
12. Seals of the envelopes should not be broken. They should remain intact. These envelopes should also be retained under the safe custody of the Centre superintendent.
13. The Question Papers, in requisite numbers, should be delivered to the Invigilator in the Examination Room.
14. All the remaining/unused Question Papers and the envelopes not opened should be retained in safe custody.
15. The Centre Superintendent and invigilator should daily announce to the candidates that they should verify and ensure that the correct Question Paper is received by them. This precaution is necessary so that the candidate may not suffer due to the delivery or receipt of wrong Question Papers.
16. If the number of Question Papers received is less than the number of candidates, photocopies in requisite numbers, may be made available to the candidates. Photocopies should be prepared by the Centre Superintendent under his/her own supervision, in the presence of the Assistant Superintendent and two trustworthy invigilators.
17. All the envelopes of Question Papers, whether opened or sealed, should be checked by the Flying Squad/Observer or the Inspection Team of the University. The Stock Register of the Question Papers should also be checked.
18. The Sealed envelopes of Question Papers may contain: 100, 50, 25, 20, or 10 Question Papers. This denomination will be mentioned on the corresponding envelope.

19. The number of Question Papers sent to each Examination Centre is generally greater than the number of candidates registered for the paper at the Centre.
20. On each envelope of Question Papers date, day, shift/time of shift, Code No. of the Question Paper, name of the subject, and denomination shall be clearly mentioned.
21. The following Certificate shall be printed or pasted on each envelope duly signed by two Invigilators and the Centre Superintendent.

GUIDELINES FOR ANSWER BOOKS

1. The details of main answer books received should be entered in the Stock Register maintained for this purpose.
2. Entries in this Register should be made regularly.
3. This Register should be made available to the Inspection Team/Observer of the University for their Scrutiny.
4. Main Answer Book is of 40 pages including the cover page. 36 pages are used for writing answers. The candidate makes entries on the cover page of the Main Answer Book. The invigilator is required to check all the entries made on the cover page and sign at the specified place on the cover page.
5. There are perforations at the left top of each Main answer Book.
6. Candidates must NOT write their Roll Numbers anywhere inside the answer book or at the end of the answers in the main Answer Books. The Roll Number should be written only on the Cover Page at the specified place.
7. Candidates should not tear out any page or part thereof from the Answer Books.
8. The candidates must draw a line across the answer which they do not want to be valued by the examiner.
9. Candidates should neither write their names nor make any identification marks on any part of the Answer Book.
10. Candidates should write on both sides of the sheets in the Answer Books.
11. The name of the Examination Centre/College or the place of the Exam Centre should not be indicated anywhere in the Answer Books, the rubber stamp of the name and place of the Exam Centre should not be affixed anywhere in the Answer Books.

12. Generally 35 Answer Books should be provided in a packet between two invigilators who were in charge of 35 candidates. These Answer Books should be arranged in the ascending order of serial numbers printed there upon.
13. These serial numbers should be indicated on the Annexure captioned 'ACCOUNT OF ANSWER BOOKS BY INVIGILATOR' The Answer Books should be arranged in a continuous sequence.
14. The invigilator should sign after the last answer in the Answer Books and also indicate the date. This would indicate that the answers by the candidates are over and the remaining sheets are blank.
15. The invigilator should indicate, on the cover page of the main Answer Book, at the specified place, the number of Supplementary Answer Books attached.
16. All the Answer Books, used or unused, should be kept under the confidential custody of the Centre superintendent.
17. The Superintendent will enter into the Stock Register of the Answer Books, the details of the number of Answer Books 'received', 'used' and also work out the balance, every day after the exams are over.
18. The Superintendent should retain the remaining unused Answer Books in his/her custody after the examinations are over. An entry, to this effect, be made in the Stock Register of the Answer Books and those Answer Books may be used at the next semester/annual Examination, after affixing signature seal of the Centre Superintendent as usual.
19. In case there is a change in the venue of the Examination Centre at a place, the stock shall be transferred from the old venue to the new one else, the old venue shall return the stock to the University and the University will send the required stock to the new venue or as otherwise decided and directed by the University.

SUPPLEMENTARY ANSWER BOOKS

In case the University wishes to use the supplementary answer books, the guidelines will be the following.

1. The number of Supplementary Answer Books sent are generally about half of the Main Answer Books. The Centre Superintendent should separately record entries about the Supplementary Answer Books in the Stock Register of Answer Books.

2. Each Supplementary Answer Book has 4 pages. The candidate should fill in the columns given on the first page, of Supplementary Answer Book and signature seal of the Centre Superintendent should be affixed on it.
3. After the Main Answer Book has been fully used, the invigilator should issue the first Supplementary Answer Book to the candidate concerned. Additional Supplementary Answer Books should be issued as and when needed by the candidate.
4. The Invigilator should put his/her signature on each Supplementary Answer Book at the specified place.
5. The Invigilator should attach the Supplementary Answer Book with the Main Answer Book immediately after he/she issues it to the candidate. He/she should ensure that the candidate fills in the columns on the first page of each Supplementary Answer Book before he/she starts using it.
6. At the end of the Examination the Invigilator should record the number of Supplementary Answer Books used by candidate on his/her Main Answer Book in the specified column.
7. The invigilator should put his/her signature with date below the last answer written by the candidate to testify the facts that the succeeding pages are blank.

GUIDELINES FOR VALUATION OF THEORY SCRIPTS

1. Notification

The University shall notify the venue for central valuation and the dates for valuation.

2. Appointment of support staff

- a. The University shall appoint a suitable person as Custodian, in over all charge of the Valuation, for the entire duration of the valuation.
- b. The University shall also appoint the following support staff
 - i. Coordinator (one) to coordinate with examiners for valuation
 - ii. Clerk to make sum total of marks in each answer script- one for five valuator
 - iii. Attender – one

3. Timings

- a. The valuation center shall be functional from 9 am to 5 pm on the appointed days.
- b. Separate staff may be appointed for morning and afternoon session.

4. Valuation System

a. UG courses:

Each answer book shall be subject to single valuations, once each by an external and an internal examiner.

b. PG Degrees and PG Diplomas:

Each book will be subjected to single valuations, once each by external and an internal examiner.

5. Coding of answer Booklets

a. Subject/paper-wise, coded answer booklets shall be sent to the custodian at the valuation center by the University, in labeled covers, each cover containing maximum of 15 answer scripts.

b. The first or internal valuation shall be in red ink and second valuation/revised shall be in green ink.

c. There must be right and wrong mark on the answer scripts as a mark of valuation and marks to be entered to each answer on the script.

d. These shall be checked by the custodian and certificate rendered for correctness.

i. The code slips shall be kept confidential by the Controller of examinations.

ii. No marks of any kind shall be made on any answer booklets.

6. Return of answer scripts

a. On completion of the valuation, the answer booklets shall be enclosed in the covers in which they had been received and sent to the University and receipt obtained.

b. Daily progress report

Report on the number of answer booklets valued once/twice and balance thereof, subject/paper-wise, shall be sent by the custodian to the Controller of examinations every day.

7. Remuneration

- a. Remuneration for the examiners doing the valuation shall be paid at the University on completion of the assignment and on completion of documentary formalities, which shall be completed at the valuation center.
- b. Remuneration for other staff appointed for valuation duties shall be paid from the University after the completion of valuation at approved rates.

GUIDELINES FOR CALCULATION OF SGPA AND CGPA

Following formula is use for the calculation of SGPA/CGPA

Calculation of Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) for the semester and entire program:

$$\text{SGPA/CGPA} = \frac{\text{Sum of the multiplication of grade points by the respective credits of the course cleared in the entire program}}{\text{Sum of the credits of all subjects cleared in the program (or)}}$$

$$\text{SGPA/CGPA} = \frac{\sum (\text{No. of Credits} * \text{Grade Point})}{\sum \text{No. of Credits}}$$

Where \sum is – Summation of all courses cleared in a semester in the case of GPA and all courses cleared in all semesters in case of CGPA.

PASSING MINIMUM: 50% in sessional (if applicable), summative and aggregate in Theory and Practical.

CONVERSION OF MARKS INTO GRADE AND GRADE POINT				CLASSIFICATION (SGPA/YGPA/CGPA GRADING)	
MARKS OBTAINED	GRADE	GRADE POINT	DESCRIPTION	GPA	CLASS
<50% Marks	F	0	Dropped	Less than 5.00	Fail
50 to 55% Marks	C	5	Average	5.00 to 5.50	Pass
55.1 to 60% Marks	B	6	Above Average	5.51 to 6.00	Second Class
60.1 to 70% Marks	B+	7	Good	6.01 to 7.00	First Class
70.1 to 80% Marks	A	8	Very Good	7.01 to 8.00	First Class
80.1 to 90% Marks	A+	9	Excellent	8.01 to 9.00	First Class with Distinction
90.1 to 100% Marks	O	10	Outstanding	9.01 to 10.00	First Class with Distinction

The maximum mark per paper is fixed at 100

(If it is less or more than 100, convert it into 100 for grading)

DUTIES AND RESPONSIBILITIES OF CENTER SUPERINTENDENT OF EXAMINATION

1. The University shall notify the examination center for conducting examinations. The Principal of the school/Head of the course/Senior most person of any department shall be appointed as Center Superintendent of examination.
2. He/she shall be present at the examination center for the entire duration of the examination and shall be over-all responsible for the smooth conduct of the examinations.
3. He/she shall appoint Chief Invigilator, Invigilators, Custodian, Coordinators and other staff, under intimation to the University, as per University guidelines.
4. He/she shall ensure that the staff members so appointed are made aware of their duties and responsibilities and he/she shall closely monitor and supervise their activities.
5. He/she shall inform the University about the number of candidates appearing for the examinations, date-wise, subject-wise, etc.
6. He/she shall be responsible for organizing seating arrangement as per University guidelines.
7. He/she shall arrange for collection of required number of answer booklets, additional sheets, and other material from the University.
8. He/she shall display the time table, bell timings, seating arrangement and general instructions to the candidates, at the center and ensure strict compliance thereof.
9. He/she shall ensure that only those who are in possession of admit cards are permitted to enter the examination hall. He shall also ensure that only staff posted for duty is permitted in the hall.
10. In the event of non possession or loss of admission card, the Center Superintendent is empowered to permit the candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.
11. He/she shall ensure that candidates are not in possession of cell phones, electronic equipment, books, paper sheets, or any other material which may be used for copying. He shall seize admission card and answer book of any candidate indulging in any kind of malpractice. Such booklets shall be packed, marked, and sent separately to the

University. The candidate shall be booked for malpractice and not permitted, any further participation in the examination. Only Center Chief superintendent has right to sent out a candidate outside the exam hall in respective of malpractice case.

12. On completion of the examination, he shall ensure that the answer scripts, diary absentee statement, etc., are received from each invigilator and tallied and verified by the Room Superintendent and that the answer scripts are packed in covers and they in turn are packed in cloth bags, as per University guidelines.
13. He/she shall ensure that the cloth bags are sealed and super scribed with details of the center, course, year or phase, subject and paper code, date and time of examination and signature of the Chief Superintendent and other relevant staff as per University guidelines.
14. He/she shall arrange for the answer booklets and other relevant materials to be sent to the University on the same day and receipt obtained.
15. He/she shall send date-wise details of the examination to the University.
16. The Chief invigilator shall assist the Center Superintendent in all the above mentioned activities and shall carry out any other activity as may be assigned by the Chief Superintendent.
17. Schedule of bell timings shall be as follows

Bell No.	Morning session	Afternoon session
First	09.15 am	01.45 pm

- a. Invigilators, Room superintendent shall be present to check the admit cards.
- b. Candidates in possession of admit cards shall be allowed into the hall and permitted to be seated in their places.
- c. Verification of identity and admission cards by Invigilators.
- d. Distribution of answer scripts to candidates present only by invigilators.
- e. Filling up of front page of answer scripts by candidates.
- f. Verification of the above and affixing of signatures on the answer scripts by invigilators.
- g. 'Filling up of students' attendance sheets, invigilators' diary.

Bell No.	Morning session	Afternoon session
Second	09.30 am	02.00 pm

- a. Distribution of question papers to candidates
- b. Commencement of exams
- c. No candidate to leave the hall

Bell No.	Morning session	Afternoon session
Third	10.00 am	02.30 pm

- a. Attendance sheet, unused answer scripts and question papers shall be returned by the Invigilators to the Chief Superintendent, through the Room Superintendent.
- b. Consolidated absentee list/attendance list subject wise submitted.
- c. No candidate shall be permitted to enter the hall.

Bell No.	Morning session	Afternoon session
Fourth	11.30 am	04.00 pm

- a. Candidates may be permitted to leave the hall, but shall not be permitted to take away the question papers.

Bell No.	Morning session	Afternoon session
Fifth	12.20 pm	04.50 pm

- a. Ten minutes remaining.
- b. No candidate shall be permitted to leave the hall.

Bell No.	Morning session	Afternoon session
Sixth	12.30 pm	05.00 pm

- a. End of examination
- b. Invigilators to collect answer scripts arrange them and along with other relevant documents, hand over them to the Chief Superintendent through the Room Superintendent.

DUTIES AND RESPONSIBILITIES OF INVIGILATORS

1. Invigilators shall be assigned for each day of examination as per University guidelines by the Chief Superintendent.
2. They shall report to the Chief Superintendent at the exam hall before the first bell and ascertain their assigned room/candidates. They shall remain in the exam hall for the entire duration of the exam.
3. They shall check the desks for any small sheets or writing materials.
4. They shall physically check each candidate on entry into the examination hall. They shall also verify the identity card of the candidate. Students shall not be allowed to wear aprons or jackets and shall not be permitted to use writing pads.
5. They shall distribute the answer books to the candidates who are present and shall ensure that the candidates write their name, register number, course, subject, paper, date of exam, etc in relevant areas of the answer book and sign in the place provided. After verification of the entry, they shall affix their signature on the answer books.
6. They shall distribute the question papers according to the question paper code printed on the admit card of the candidate at the scheduled time (second bell).
7. They shall ensure that any candidate who leaves the hall before the final bell does not carry the question paper with him/her.
8. They shall ensure that candidates are not in possession of mobiles, electronic equipment of any kind, paper sheets, Photo copies, or any material that could be used for copying. If any candidate is to be sent out of exam hall in case of malpractice or with drawing answer scripts the invigilator should call the central chief superintendent. Because no other person has right to send the candidate out of the exam hall.
9. They shall submit the absentee statement and unused answer books and extra question papers to the Chief Superintendent 30 minutes after the commencement of the examination (third bell).
10. They shall not entertain any unnecessary questions by the candidates and shall refrain from prompting answer to the candidates, as the same is tantamount to malpractice.
11. They shall take rounds to monitor the assigned candidates and not involve in any conversation or read magazine/news papers.

12. Carrying cell phones and any electronic gadget shall be strictly prohibited for the Invigilators.
13. They shall report to the Chief Superintendent any use of unfair means being adopted by any candidate.
14. They shall ensure that the candidates tick the questions that they have answered.
15. After the examination they shall collect the answer scripts and arrange them roll number wise, along with other reports and documents, invigilator's diary, etc and hand them over to the Chief Superintendent through the Room Superintendent.
16. Separate diary shall be maintained for each faculty/subject/scheme/QP code.
17. They shall be held personally responsible for any acts of omission or commission, other than those specified in the guidelines.
18. Each Room Superintendent shall supervise the work of three invigilators. They shall ensure that all the duties entrusted to the invigilators have been properly carried out. On completion of their duty they shall obtain the permission of the Chief Superintendent before leaving the center.
19. No portion or part of the answer books shall be detached at the examination hall by the invigilators/room superintendent.

DUTIES AND RESPONSIBILITIES OF OBSERVER

1. The observer shall be appointed by the University. He shall report to the Chief Superintendent one day before the commencement of examinations.
2. He shall remain in the examination center for the entire duration of the examination and for all the sessions.
3. He shall ascertain that the Chief Superintendent has made necessary arrangement for conduct of examinations, as per University guidelines, and that the general instructions are prominently displayed at the college, hostel, and examination hall.
4. He shall ascertain that all the staff appointed for the examinations are diligently carrying out their duties.
5. He shall particularly ensure that :
 - a. The bell timings and instructions are strictly followed.
 - b. Candidates with admit cards only are permitted in the hall.

- c. Distribution of answer scripts and distribution of question papers are being properly done.
- d. Malpractice of any nature is not being done by any candidate or staff.
- e. He shall ascertain that after completion of each session, the answer booklets/scripts and other relevant materials are packed, sealed, labeled and dispatched to the University examination office, as per guidelines.
- f. He shall not carry out any other activity which is required to assist the Chief Superintendent in smooth conduct of the examination.
- g. At the end of each examination/session he shall send a detailed report to the Controller of Examinations through the Chief Superintendent.
- h. Drinking water has been made available in the hall.
- i. At the end of examination he shall submit the completed remuneration bill to the University for Payment.

DUTIES AND RESPONSIBILITIES OF SQUAD CHIEF

- 1. The Squad Chief (and members) shall be appointed by the University.
- 2. He shall visit the center everyday of the examination.
- 3. He shall act as the University empowered enforcement officer.
- 4. He is empowered to physically check any candidate suspected to be using unfair means, expect lady candidates, who may be checked by a lady invigilator.
- 5. He is empowered to check the assigned staff in case of suspicion of unfair practices.
- 6. He shall ascertain that the security measures are adequate.
- 7. He shall intimate cases of malpractice to the Controller of Examinations by name in writing.
- 8. In case of malpractice, the Squad Chief (and the members) is empowered to seize the Hall ticket and the answer booklet of the candidate and to hand over the same to the Chief Superintendent for further necessary action. The candidates shall be sent out of the examination hall and not permitted to take any further part in the examination for the paper/subject.(on the through center chief script.)
- 9. He shall submit daily report as per format to the Controller of examinations.

10. At the end of examination, he shall submit the completed remuneration bill to the University for Payment.

GUIDELINES FOR STUDENTS AFTER EXAMINATION

Results announcement

1. University may need a maximum period of 45 days to announce the results.
2. During unavoidable circumstances, if there is any delay in announcing the results, it should be notified much prior to avoid inconvenience among candidates.
3. To reach to the candidates, all necessary medium may be used for announcement of results.

Board valuation

The Marks given by board valuation of the answer script is the final. This script shall not be considered for further revaluation. The C.O.E shall maintain separate list for this candidates

Revaluation

1. After the announcement if the candidate is found to be dissatisfied with his grade, can apply for revaluation (other than board valuation script).
2. Revaluation is done by the Board.
3. Revaluation mark is considered as the final mark to be announced for the candidate.
4. In this case the valuation of external, internal and third valuation is rejected. Board valuation if final.
5. Application is always written for revaluation within the time period of 15 days after the announcement of results.
6. University may need a maximum period of 15 days to announce the revaluation result.
7. To bring transparency in the system, candidate is given the photocopy of his/her answer script along with the valuation report, on payment of prescribed fees.

Re-totaling

1. Re-totaling is done within the time period of 15 days after the announcement of results following the notification given by the University.
2. Re-totaling is always done to cross verify the marks given by the examiner and the sum total of it in the report.

3. To bring transparency in the system, candidate is given the photocopy of his/her answer script along with the valuation report.

Norms related to revaluation after the designated period

1. Re-totaling/revaluation application form is not accepted by the University after the deadline of submission.
2. Canvassing to the higher authorities to initiate this process after deadline is strictly rejected.

Charges of Re-totaling and Re-valuation

1. An amount of 500 rupees shall be charged towards revaluation.
2. An amount of 300 rupees shall be charged towards re-totaling.
3. No student is exempted for this process.
4. Amount of fee may vary as per the university notification from time to time

GUIDELINES FOR PROMOTION OF CANDIDATES

For Regular candidates

1. Candidates passing in all subjects shall be naturally promoted to the upcoming semester.

For Candidates carrying papers of failed subjects

For UG medical courses

1. Candidates having arrears (back paper) of three papers of first year can be promoted to next academic year however the candidate has to appear for all the examinations six months after the announcement of result.
2. Candidate has to clear all the arrears paper before completion of course.

GUIDELINES FOR CERTIFICATION

Grade cards

1. Following the completion of every year, a consolidated grade report for both the semesters of a year is issued.
2. Every year, a grade report is issued.

Consolidated Grade cards

1. During convocation, a consolidated report of all semesters and Semester grade point average of all semester is given with Cumulative grade point average.

Final certificates

1. Final certificate is issued during convocation after the successful completion of the course.

Missing of certificates

1. If candidate loses his/her certificate, there is provision in University to apply for Duplicate certificate.
2. Duplicate certificate is issued within fifteen working days following the submission of all documents.
3. For issuing a grade card, an amount of 300 rupees is charged.
4. For issuing the final certificate, an amount of 500 rupees is charged.
5. Extra amount is charged based on the current postal & courier rate for sending the certificate to candidate's address.

Issue of Duplicate certificates

1. Candidate has to submit an application form by mentioning his name, date of birth, batch number, year of registration and year of completion.
2. Apart from all these information, submission of a Police affidavit is mandatory for issuing a duplicate certificate.