

**ORDINANCE
NO. 1**

**Conduct of
Examinations**

1. All arrangements for the conduct of examinations will be of Controller of Examination in consultation with Dean of concerned faculty.
 2. The Controller of Examination in consultation with Dean shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
 - 3.(i) The Dean of a school shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective centres. The Controller of Examination shall in consultation with Dean appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned.
 - (ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.
 - (iii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
 - (iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Controller of Examination about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.
- He shall also be responsible for maintenance and submission to the Controller of Examination of the University, of the account of advance money received if/any and expenditure incurred in connection with the conduct of the examinations.
- (v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days; on any of the following grounds:--
 - (a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - (c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar and Controller of Examination shall be informed immediately.

- (vi) Unless otherwise directed, only employee engaged in teaching work of School of Studies shall be appointed as invigilators by the Superintendents.
4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled in the form for appearing in the examination, by way of checking the photograph pasted on the form and signatures. It shall be the duty of the centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
5. The Dean may on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Dean shall allow an amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses one year lower educational qualification than that of the examinee.
6. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or procedure, the Kulapati may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
7. The Board of Management may cancel an examination if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
8. The Board of Management may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
9. Subject to the Provisions of this Ordinance the Board of Management may from time to time make, after or modify rules and procedure about the conduct of examinations.
10. (1) The Results Committee shall consist of the following:--
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| (i) | Dean of the Faculty Concerned | Chairman |
| (ii) | Concerned Head of the Department. | Member |
| (iii) | Controller of Examination. | Member Secretary. |
- (2) Two members shall form the Quorum.
- (3) The term of the Results Committee shall be of one academic year.
- (4) The functions of the Results Committee shall be as follows:--

(i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced.

(ii) To exercise such other powers as the Academic Council may delegate to it from time to time.

11. Provided that the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination may be appointed by Dean.
12. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Dean direct.
13. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examination who shall place the matter before the Board of Management.
14. Except as other wise decided by the Board of Management the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
15. The Controller of Examination will be authorized to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the Deans of the schools concerned.

***If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the Dean shall have the power to rectify the same.
16. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement.
17. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
18. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators, the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answerbook shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.
19. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or with in the premises of the examination centre during the hours of examination, in the following manner :--

(i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answerbook and a memorandum shall be prepared with date and time.

- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answerbook marked 'Duplicate-Using Unfair Mean's to attempt answers- within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (v) The material so collected from the examinee and both the answer books viz, the answerbook collected while using unfair means and the other supplied afterwards, will be used to report if the examinee has actually used unfair means in view of the material collected.
- (vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the Board of Management every year.

The Committee shall consist of :--

- (a) One member of the Board of Management, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the Board of Management.
- (b) Controller of Examination (Secretary)

The Board of Management shall appoint one of the members included under (a) to be a Chairman of the Committee.

- (vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Board of Management all cases of the use of unfair means together with the decision of the Committee in each case.
 - (viii) Teacher and staff posted at examination centres who are found to be abetting in the use of unfair means to the examiners should be proceeded for panel action under the relevant laws.
20. Any matter not covered in the above provisions will be dealt with in accordance with the provisions of the regulation of the concerned course.