



" CELEBRATING DREAMS "

Guidelines for Examination

As per Madhya Pradesh Recognized Examination Act 1937 as amended in 1966 and 1984 and ordinances of ITMU No. 1 any candidate uses unfair means (UFM) as given here in or tries to use such methods as given here to acts in a manner to gain any advantage in the exam will be punished as stated below.

After considering the requests of (a) Centre superintendent, (b) invigilators, examiners, (c) statement of accused candidate and (d) relevant papers the committee constituted for the Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.

The Vice Chancellor is the chief controller of examination. He appoints controller of examination, deputy controllers and centre superintendent for monitoring of examination system and allied processes in an efficient manner. The controller of examination, along with all the members of examination cell including teaching and administrative staff will be responsible for examination related matters:

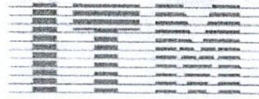
1. Objectives of Examination Policy

The objective of formulation of examination policy is conduction of the autonomous exam in an effective manner and implementation of examination reforms from time to time.

- Ensure consistent and fair evaluation of all answer sheets.
- Minimize errors in grading.
- Maintain the confidentiality and security of exam materials.
- Provide clear and timely feedback to students.

2. Declaration of Exam schedule and Registration

1. The exam schedule for all semester/yearly exams for the year shall be notified in the university academic calendar in the first week of July.
2. Examination Registration forms shall be uploaded 45 days prior to the date of exam enabling the students to download and submit them to respective schools/departments.
3. The account department and concerned dean of the school with forward the filled form of eligible students with no-dues remark to the examination cell.



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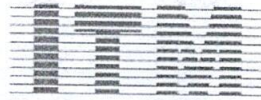
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4. The exam cell thereafter shall plan, organize and conduct the exams, get the answer books valued, prepare the tabulation report, publish the result, print mark sheets and issue the mark sheets within one month from the date of the last exam held adhering to statutory compliance, timeliness, confidentiality and objectivity.

3. Instructions for Invigilators

The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University. It is, therefore, necessary that each invigilator should follow the rules and guidelines strictly as follows.

1. Invigilators will be appointed by the Superintendent.
2. Invigilators should report in exam center 30 minutes before the schedule hour of the commencement of the examination.
3. The invigilators shall work under the guidance of the Superintendent. Any violation of the procedure of instructions should be immediately brought to the notice of Superintendent by them. They will co-operate in the conduct of the examination. They will obey the orders and directives issued by the Superintendent or an officer of the exam centre, from time to time. In addition to invigilation in a room they will do such allied work as may be entrusted to them by the Superintendent.
4. The invigilators will obtain the following materials form the exam center before the commencement of the examination.
 - A. Seating plan in duplicate (one should by pasted on the entry of examination hall)
 - B. Main answer books.
 - C. Proforma for invigilator's diary.
 - D. Proforma of absentee statement.
 - E. Record of answer books and attendance (RABA)
 - F. Other materials, if any.
5. During the period of invigilation, the invigilators will keep on moving inside the room, exercising due caution and care.
6. The invigilators will not engage themselves in any work other than the exam work.



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7. The invigilators will not carry mobiles in examination hall. They can keep them in exam centre.
8. The candidates should allow to enter in exam hall before 30 minutes and not allowed to enter after 30 minutes the hour of commencement of examination.
9. The invigilators shall issue the main answer books 15 minutes before the schedule hour of commencement of the examination.
10. The invigilators will identify the examinee by admit card/identity card.
11. The invigilator should while distributing the question papers in the exam room announce to the candidate that they should verify the fact of having received the correct questions paper. In case of receipt of a wrong questions paper. They should inform the Superintendent immediately and ask for the correct question paper.
12. All candidates should write their roll No's on the question paper immediately in exam hall.
13. The invigilators should check all the entries made by examinee on RABA as well as on the cover pages of main and supplementary answer books.
14. The absentees should be recorded in RED INK under the signatures of invigilators in RABA.
15. The list of the roll no's of the absentees should be prepared in the ascending order absentees statement.
16. The invigilators shall allow a candidate to leave the exam hall for a very short time during the examination to avail bathroom facility. But their time out and in should be recorded in invigilator diary.
17. Possession of mobile phones/iPod or similar gadgets in the exam hall shall be dealt with as a case of UFM.
18. The invigilator should ensure that the candidates do not use unfair means. The case of use of unfair means should be reported to Superintendent.
19. After half an hour of the commencement of the examinations, invigilator will record the roll number of the absentees and return the remaining main answer books. He will them receive supplementary answer books from the exam centre, which will be permissible only in end sem exam.
20. The supplementary answer books will be issued to the candidate on demand after his main answer books has been fully utilized.



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21. The number of supplementary answer books attached shall be indicated on the cover page of the main answer books at the defined place.
22. The invigilators should arrange the written answer books in the ascending order of roll numbers of the candidates.
23. If candidates of more than one question paper/class/course are sitting in a given room the invigilators shall arrange their respective answer books separately and submit the separate packets to the Superintendent in his exam centre.
24. No candidate should be allowed to leave the examination hall before the completion of examination time along with question paper.

4. Instructions for Examiners

Keeping in view the Uniformity in valuation, all Co-examiners of ITM University are requested to go through the following instructions before evaluating answer books and act accordingly.

1. Head Examiner of the paper will provide you the solution of the question paper. Feel free to discuss in case of any doubt before starting valuation work.
2. While receiving and returning answer books do not forget to count the number of answer books.
3. Always use red ball pen to award marks.
4. Marks to be awarded to each question and its part separately.
5. Put the marks awarded to a question or its part in LEFT MARGIN on the page of the answer book and near the last line of the question or its part.
6. Marks will be awarded like 1/2, 1, 1 1/2, 2, 2 1/2, 3 etc not like 0.5, 1.0, 1.5.
7. For a wrong answer Zero mark should be awarded like 00 or "ZERO".
8. This will be convenient & chances of error will be minimized if marks awarded to a question are entered on the cover page before proceeding to the next question. If a question contains parts and student has not solved it one after the other, total can be done at later stage.
9. Cross at least 1-2 blank pages of answer book after the last question solved by the student.
10. If total marks comes in fraction, round off the grand total like $11 \frac{1}{2} + \frac{1}{2} = 12$.



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This is also informed that 25% answer books evaluated by you will be re-valued by Head Examiner. In view of this please follow the above instructions carefully.

Mobile using (taking, listening music & chatting) prohibited in the valuation hall.

5. Preparations of Question Papers

1. Examination committee of each department/Faculty in the meeting convened by the Exam Cell shall submit a panel of paper setters/examiners to the exam cell.
2. The Dean Academics shall finalize the names of paper setters /examiners from the panel or from the data bank if such need arises.
3. The Confidential cell shall contact the paper setters/examiners and ensure that they prepare two sets of question papers and the papers reach back the cell on time.
4. The selected set shall be typed at the confidential cell under the personal supervision of the cell in-charge maintaining absolute confidentiality.
5. Proof reading and checking of compliance with syllabus and pattern shall be done thereafter.
6. Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required are of very big quantity, printing may be done two days in advance.

6. Conduction of Examination

- The sealed question papers shall be handed over to the superintendent of exams 20 minutes prior to the commencement of the exam.
- The question papers may be opened by superintendent of exams after having verified of any tampering with seal and obtained signature of two invigilators.
- The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
- The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- A flying squad of designated senior teachers shall make surprise visits to exam halls/rooms occasionally during examinations.
- After the completion of the exam, invigilators shall report back to superintendent of exams in order to account for the question papers/Answer books they had received.



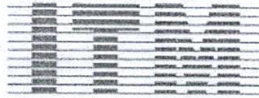
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- The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Custodians after having bundled subject/paper wise along with attendance roster and other reports.
 - The Custodians shall verify each answer book in all bundles physically and hand them over to the confidential cell.

7. Detention/Cancellation of Candidature For Appearing In The Examination

1. If a candidate does not earn the required attendance and required minimum internal assessment marks as prescribed in the respective ordinances / regulations, he / she will be allowed to sit for the examinations after satisfying the required attendance and internal assessment marks during the subsequent semester / year.
2. The candidature of a student for appearing in the examination in particular subject (s) in which he/she falls short of attendance and the same has neither been made up nor condoned in accordance with the Ordinance may be withheld in that particular subject(s) / paper(s) wherever prescribed in the relevant Ordinance.
3. The candidature of a student for appearing in the examination shall stand withheld /cancelled, if his/her name is struck off from the rolls of the University, teaching department/ constituent college provided such action is taken before the commencement of the examination.
4. The candidature of a student shall stand withheld /cancelled if he/she is rusticated or expelled from the University Department/Constituent college or his/her character certificate is withdrawn for misconduct before the commencement of examination.
5. When the candidature of a candidate is to be cancelled before his/her sitting in the examination on grounds of his/her being ineligible, the Controller of Examinations is authorized to pass orders.
6. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his/her ineligibility after he/she had actually appeared in the exam (s) and to file/withhold (Not to publish) his/her result.




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8. Complaints/ Grievances Regarding Exam

- Grievances/Complaints if any regarding examinations may be brought to the notice of the Controller of Exams in writing on the same day or the latest by the following office working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.
- If the candidate is not satisfied with the decision of the committee, may apply to the Chief Proctor/Dean Academics within three office working days of the communication of the decision.
- The Concerned Dean shall decide on the matter personally or with the advice of experts if necessary with a priority of delivering justice to the aggrieved and communicate to the candidate at the earliest but not later than 15 working days.
- The decision of the Chief Proctor/Dean Academics shall be final and binding.


Dr. Omveer Singh
REGISTRAR .
ITM University
Gwalior (M.P.)



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Proposal for process of Viewing, Re-totalling and Re-evaluation of End-term

Answer books

After the announcement of results of various courses, if any candidate feels that his/her copies are not properly evaluated he/she can request to view their copies. The following charges will apply in such a case:

S.No.	Items	Rates in Rupees
1.	Viewing charges per answer book	50/-

If after viewing the copy if he/she is aggrieved with the valuation or totalling, he/she can request through Dean to Controller of Examination (CoE) for re-totalling of marks and/or re-valuation of end-term answer books by submitting prescribed fees charged by university as mentioned below:

S.No.	Items	Rates in Rupees
1.	Re-totalling per answer book	50/-
2.	Re-valuation per answerbook	200/-

If in the process of re-totalling of marks, any variation from original marks is found the same will be accommodated in their obtained marks. If a candidate applies for the re-valuation of the answer sheets after depositing requisite fee then the same will be provided to an examiner (other than the one, who initially valued it) for evaluation. A copy of the memorandum of instructions for the guidance of examiner, if prepared by the paper setter will be sent to the examiner to enable him to evaluate the answer sheets concerned in the light of standards set by the examiner in the memorandum of instructions.

As a result of the process of re-evaluation, if the marks awarded in the paper by examiner vary from the original marks by more than or equal to 10% of the obtained marks in that paper then only the original marks will be changed. Provided further, that if the original marks obtained by the candidate get reduced on revaluation, they shall not be taken into account.

If a candidate is not satisfied with his/her re-valuation result, he/she may appeal in the prescribed application form along with fees of Rs. 500/- per answer book within 7 days from the date of the declaration of the revaluation result of the concerned subject/paper to the Vice-Chancellor. On receipt of such appeals from the candidates, the Vice-Chancellor, if satisfied, will appoint a committee of not more than two subject experts for revaluating the said answer sheet/s once again. The result thus declared will be binding on the student. However, only those candidates will be eligible to avail this facility who have earlier applied for revaluation of his/her answer books as per the procedure discussed earlier.

Enclosed: 1. Application form for revaluation

Submitted to BOM for Kind approval

Approved.
04/07/13

GK Sharma

Dr. Santosh Sharma

Controller (Exams.)

Dr. Omveer Singh
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APPLICATION FOR VIEWING / RETOTALING / RE-EVALUATION OF ANSWER BOOK

To,
Controller (Exams)
ITM University
Gwalior (M.P.)

It is requested that kindly view/total/re-evaluate my answer book of Exam.

SCHOOL :

SEMESTER/TRIMESTER	PROGRAM	BRANCH NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

ROLL NO*	ENROLLMENT NO*
<input type="text"/>	<input type="text"/>

Roll no. in words :

STATUS

Regular	Ex
<input type="checkbox"/>	<input type="checkbox"/>

Name of Candidate in English (as per mark sheet of qualifying exam.)

NAME

Name in Hindi :

Father's Name:

Mob. No. email id

Viewing/Re-totaling/Re-evaluate in the following subject :

Theory					
S.No.	Subject Code	Title of the subject	View/total/re-evaluate	Marks Obtained	Out of
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Fee : Viewing/Re-totaling @ 50/- per subject. Re-evaluation @200/- per subject.

Amount of fee deposited : Receipt No. Date

The information given above is true and correct to the best of my knowledge. I am aware that wrong information given above will result in rejection of my form.

Date :

Documents Required
(1) Original Fee Slip
(2) On viewing condition question paper with answer key
(3) MIS copy of result

Signature of Dean with date

Signature of the Student's with name

Dr. Omveer Singh
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