

# **Annexure – 23**

**(5.12)**

**(Details of Constitution of board of question  
paper setters, board of examiners and  
invigilators)**





# P. K. UNIVERSITY

## SHIVPURI (M.P.)

University Established Under section 2(F) of UGC ACT 1956 Vide MP Government Act No 17 of 2015

Ref. No.

Date.....

The Required information in *Proforma for submission of information by State Private Universities* which is asked under 5. Curriculums, Teaching Learning Process/Method, Examination/Evaluation System, 5.12 State the policy of the University for the Constitution of board of question paper setters, Board of examiners and invigilators.

The policy of the University for the Constitution of board of question paper setters, board of examiners and invigilators are enclosed in.

Copy of **University Examination Ordinance** is attached.

Vice Chancellor

P. K. University  
Shivpuri (M. P.)

VICE CHANCELLOR  
P.K. UNIVERSITY  
SHIVPURI (M.P.)

Registrar

P. K. University  
Shivpuri (M. P.)

REGISTRAR  
P.K. UNIVERSITY  
SHIVPURI (M.P.)



**ORDINANCE No. 4, of 2016****EXAMINATION IN GENERAL****PART-1****DEFINITIONS**

- (1) In this Ordinance and in all other Ordinance and Regulations laying down conditions for Appearing in an examination of the University for a Degree or a diploma, either generally or for a particular examination, unless the context otherwise requires.
- (i) **“REGULAR CANDIDATES”** means a person who follows a regular course of study in the University Teaching Department (UTD) or a University Institution and seeks admission to an examination of the University as such;
- (ii) **“EX-STUDENT CANDIDATE”** means a person who was admitted to an examination as regular candidate of this University and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the University and seeks admission again to the same examination;
- (iii) **“FAILED CANDIDATES”** means a student who could not get minimum marks to clear a subject or exam;
- (iv) **“ENROLLMENT”** means the period for which a candidate’s registration is valid;

**PART – II****ADMISSION OF VARIOUS CATEGORIES OF STUDENTS  
TO UNIVERSITY EXAMINATION**

- (1) No candidate shall be permitted to appear in the University examination unless he/she is duly registered / enrolled with the University & had paid all dues.
- (2) Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as reach the designated center on or before the last date prescribed by the university. It will be the responsibility of the head of the institution to see that the



candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.

- (3) Registrar of the university or the Head of the institution can detain a student from appearing in an examination if he/she has not paid full dues of the university or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the committee constituted for the inquiry between the time of the time of submission of his/her application from to the Registrar for admission to the examination and the date of commencement of the examination.
- (4) (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned Head of Department who will forward it to the designated center after verification.
- (ii) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the university to offer a different subject or paper.
- (iii) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- (5) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing provided that Registrar/Head of Exam in Action may for sufficient reasons, require or allow a candidate to change his/her examination Center.
- (6) A regular candidate will submit his/her application form with Prescribed examination fee in the Head of the Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
- (7) For each application, the Head of the Institution / Head of the University Teaching Department or School of Studies shall certify that the candidate:-



- (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - (ii) He/she is of good conduct.
- (8) The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- (9) No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has:
- (i) Attended at least 75% of lectures/ Practical's delivered. However the vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - (ii) Paid all the fees and –
    - (a) Obtained "No Dues" Certificates from the concerned Department/College.
    - (b) Submitted the Project Report/ Job Internship Certificate as notified by the Director/ Head / Principal.
    - (c) Received in Plant training as prescribed by the Principal/Head/Director.
- (10) Admission of regular candidate to an examination of the University. No student shall be admitted to an examination of the University as regular candidate unless he/she:-
- (i) Has been enrolled as a student in the University Teaching Department or constituent school of Studies/ Colleges in accordance with the provision of the Ordinance.
  - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - (iii) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her enrolment application from on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.



- (iv) The Controller Exam on the specific recommendation of the principal/ Head of constituent Institution, and if he is satisfied that an admission card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.
- (v) Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/Paper.
- (11) In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study:-
- (i) Attendance at lectures delivered and practical's if any, held during the academic session, and shall be counted.
- (ii) Attendance at any lecture delivered or in practical held within fourteen days preceding the first days of written examination which shall be treated as preparation leave, shall not be counted.
- (iii) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/Practical on the days such camp and the day of journey to such camp.
- (iv) Participation as a member of PKU /College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
- (v) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e, up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Principal/HOD of constituent Institution and by the vice Chancellor respectively.



- (12) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.
- (i) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or school of studies indicating the subject/subjects in which he desires to present himself for the examination.
  - (ii) Pay along with the application the fee prescribed for the examination.
  - (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.
  - (iv) For each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate:
  - (v) The Principal of a constituent College or the Head of University Teaching Department or school of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application to the University for admission to the examination and the date of the commencement of the examination.
- (13) **Admission of an Ex-Student Candidate to an examination of the University:**
- No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination.
- (a) The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or



(b) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent college, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate:

(14) **An ex-student candidate for an exam shall:**

(i) Submit through the forwarding officer i.e., the HOD/Principal of the College wherein he has pursued a regular course of study an application for admission to the examination in the prescribed form on or before the last date notified by the PK University and specify therein:-

(a) Whether he is an entitled candidate for the examination.

(b) The subject paper or subjects and or papers in which he desires to appear for the examination.

(ii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.

(iii) Prescribed fee for the examination shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.

(iv) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.

An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

15. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.



**PART-III****GENERAL CONDITIONS:**

16. (i) No candidate shall appear in more than one degree examination or for the master's degree in one and the same academic year.
- (ii). A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned Chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- (iii) No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall not be admitted to any examination during the period for which the sentence is in operation.
- (iv) An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by university but not later than the fifteen days before the commencement of examination.
- (v) Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University the vice Chancellor may in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.



17 The University shall issue an admission card in favor of a candidate, if:-

- (i) The application of the candidate is complete in all respect and in order in accordance with the provisions application to him.
- (ii) The candidate is eligible for admission to the examination and the fees as prescribed have been paid by the candidate.
- (iii) Where the practical examination is held earlier then the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the theory examination.
- (iv) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that:
  - (a) The admission card was issued or permission was given mistakenly or the candidate was not eligible to appearing in the examination.
  - (b) Any of the particular given or documents submitted by the candidate in or along with the application for enrollment admission to a college, Teaching Department or school of studies or an examination is to be found false or incorrect.
- (v) In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/ Superintendent Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the university, such card shall show in the prominent place the word "Duplicate".

18. A candidate shall not be allowed to enter in the examination hall unless he produces the admission card before the superintendent of the examination center or the invigilator.

19. In the examination hall the candidate shall be under the disciplinary control of the Superintendent of the center and shall obey his instruction.

- (i) In the event of a candidate disobeying in instructions of the superintendent or showing indiscipline conduct or insolent behavior towards superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the superintendent of the center.



- (ii) If a candidate acts in violent manner or uses force or makes a display of force towards the superintendent or any invigilator at the center or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges or their duties, the superintendent may expel the candidate from the center and may take police help.
- (iii). If the candidate, bring any dangerous weapon within the premises of the examination center he may be expelled from the center and/ or handed over to the police by the superintendent.
- (iv) If the candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent/ invigilator or taking away his own answer book or walks out of the examination hall, the board of management or the committee appointer for the purpose by the board of management may cancel the examination of the candidate.

The board of management may cancel the examination of a candidate and/or debar him from appearing in an examination of the university for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the university record including the answer books, marks-sheet, result chards, degree, diplomas etc.

- (v) The board of management may cancel the examination of a candidate and/ or debar him from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

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- (i) the examination fee of a candidate who dies before appearing at the examination may be Refunded to his guardian or his successor.
- (ii). The entire fee paid by a candidate whose application for appearing at an examination is cancelled on account of producing documents or giving false particulars shall stand forfeited.



- 21 (i) A candidate whose result has been declared may apply to the Registrar for retotaling and Rechecking of his answer books in the prescribed form within 30 days of the declaration of his result provided that no candidate shall be allowed to have the answer books of more than two papers revalued provided also that no revaluation shall be allowed in case of scripts of practical's field work, sessional work tests and thesis submitted in lieu of paper at the examination.
- (ii). such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the re-totalling/ revaluation shall be communication to the Candidate.
- 22 A candidate who has passed any final degree examination may after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University such application shall be accompanied by a fee prescribed by the University.
- 23 A person who is under sentence of expulsion or rustication from a University Teaching Department school of studies or college or from the university or is debarred from appearing at examination of the University for any period of time shall not be granted a migration certification during the period for which the sentence is in operation.
- 24 Duplication copies of the following certificates shall be granted on payment of the fee prescribed by the University viz:-
- (i) Marks list
  - (ii) Migration Certificate
  - (iii) Degree Certificate.

Provided further that Duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

- 25 The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.



- 26 The vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.

The scope of studies in different for an examination shall, be as prescribed by the university from time to time and printed in the prospects/syllabus for the examination concerned.

#### **Part-IV**

##### **Examination Fee:**

The Examination fees for various courses under semester system examination pattern will be decided by the university from time to time The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of vice chancellor will be final in all regards.



**ORDINANCE No. 5, of 2016****THE CONDUCT OF UNIVERSITY EXAMINATIONS****GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

**EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating Students allotted to the centre.
- 2.3 The examination centre for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various centre.
- 2.7 The persons whose relative is appearing for the examination, shall not be assigned any Responsibility of that examination or that Centre.



The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.

- 2.8 The University may change the examination centre of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.9 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examiner, who is unable to write himself/herself on account of temporally handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the (Center/Institution/course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.



2.22 Authorized Manpower required conducting the theory examinations.

2.22.1 The Chief Superintendent for each centre.

2.22.2 Superintendent for the centre.

2.22.3 Chief Invigilator for each hall / room.

2.22.4 Invigilators-One invigilator for every 20 students.

2.22.5 Supporting staff.

2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc

2.22.7 Clerk to help in sorting, packing and sealing of packets answer books.

2.22.8 of Water boys/ women - one each in Hall/ room.

2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22-5 in the above list from among the non -teaching staff.

2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

2.26 Authorized Manpower required conducting Practical/clinical examinations.

2.26.1 The chief superintendent for each centre.

2.26.2 Internal and external examiners.(appointed by the Controller)

2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.

2.26.5 Not more than two attenders.

**Duties and Responsibilities of Chief Superintendent**

2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.

2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.

2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, ~~marks~~ proformas etc.



- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure-proper and timely distribution of Answer books and. Question papers to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. work
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that teacher of the subject of the written;



Examination at any session shall not. Be an Invigilator at such session of the examination.

- 2.27.21 it shall be the duty of the Centre Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

## 2.28. Duties and Responsibilities of Superintendent.

- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

## 2.29 Duties and Responsibilities of Chief Invigilator

- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, IPods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.



- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He / she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the P.K. University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the P.K. University.
- 2.30.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

### 2.31 Panel of Examiners

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 2.31.4 Such panel also shall be approved by Vice Chancellor.



### 2.32 Theory Question Papers

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

### 2.33 Scrutiny and Moderation of Theory Question papers

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2 He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.
- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.



- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.

**2.34 Printing of required number of Question papers at the time of Theory Examination.**

- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

**2.35 Printing and safe custody of question papers**

- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centres.

**2.36 Answer Books and additional sheets.**

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.



- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.

**2.37 Notification of schedule of registration for the examinations.**

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 List A - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 List B - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 List C - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.



- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

### 2.38. Malpractices and Unfair Means

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.1 Group A - Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination centre and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.3 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may book for malpractice and the matter may be reported to the Controller for further enquiry and action.

### 2.39 Procedure to book malpractice/ copy cases.

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2:39:3 He she shall be made to stop writing further and place all the material on the desk. Inform the Chief Superintendent about the case.



- 2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same,
- 2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- 2.39.6 The answers books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.**

- 2.40.1 Controller with prior approval of VC shall constitute enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
- 2.40.5.2 Cancellation of all the papers in the examinations.
- 2.40.5.3 Debar from appearing in examination for 1-2 years.
- 2.40.5.4 Any other as deemed fit by the VC.

**2.41 Coding and Decoding**

- 2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.
- 2.41.2 Controller shall arrange to code the answer books ~~received~~ from the Chief Superintendents of various centres to ~~maintain~~ the secrecy of Identity of the examinee.



- 2.41.3. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.413 The coder shall arrange answer books in bundles as required in the subject/course.
- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelope to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### 2.42 Tabulations and Preparation of results

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculties in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.



**2.43 Rebottling and revaluation of written papers**

- 2.43.1 Provision of system of Re-totalling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.1 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.1 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.