

प्रहल सं. [क. 4162]
ORDINANCE NO.5
Conduct of Examination

(Refer clause vi of Section 37)

1. All arrangements for the conduct of examination to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council.
2. The Registrar 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.

The dates of commencement of examination together with the detailed programme of each examination shall be published every year by the end of August. The dates of examination once announced will not be changed without the permission of the Chancellor.

3. (i) The Kulpati shall constitute a committee consisting of three members as
 1. One Professor who is a member of EC
 2. One Senior Principal of a College
 3. One Dean of faculty (seniority by rotation)

which will recommend the Centres of Examination. List of Examination Centres will be reported to the Executive Council. The determination of Examination Centres will be as per norms approved by Coordination Committee and/ or instructions of the State Government from time to time. The Principal of the College shall act as Senior Superintendent of the Examination. He/ She shall be overall In-charge for the Conduct of Examination at their respective Center.

The Registrar shall in consultation with the Head of the Institution where there is an examination centre appoint Senior Superintendent, Superintendent and Assistant Superintendents, if any, for the examination centre and shall issue instructions for their guidance.

Provided that :-

- (a) the Principal will be the Senior Superintendent for all the three shifts, a person other than the Principal can be appointed as Senior Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Superintendent.
 - (b) there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter upto a maximum of 3 Assistant Superintendents.
 - (c) An amount of Rs. 150/- will be the remuneration of the Senior Superintendent for final (main) examination of 3 shifts and Rs. 90/- for the supplementary examination of 2 shifts.
 - (d) The Senior Superintendent who is also the shift Superintendent will not get any remuneration for the shift.
 - (e) There would be remuneration for two days (one day for preparation and one day for closing) after the examination is over.
- (ii) The Senior Superintendent or the Superintendent which ever is applicable, 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. However the question papers must be kept in safe custody of the concerned Police Station/Treasury as per instructions of the University, if required.

- (iii) The Senior Superintendent/Superintendent shall supervise the work of invigilators and shall conduct the examination strictly according to the instructions issued to him by the University.
 - (iv) The Senior Superintendent/Superintendent of the Examination shall, whenever necessary send a confidential Report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinee. He shall send a daily report on the number of examinee 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 of the account of advance money received and expenditure incurred in connection with the conduct of the examination to the Registrar of the University.
 - (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 Center Superintendent may get police assistance, where a candidate is expelled, the Registrar shall be informed immediately.
 - (vi) Unless otherwise directed only teachers of college, University Teaching Department and school of Studies shall be appointed as Invigilators by the Senior Superintendent, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
 - (vii) The Principal of the College and/or the Centre Superintendent of the Examination shall fix the premises of the examination centre within the periphery of 100 metres from the examination centre and restrict entry of unauthorized persons as per provisions of the recognized examination Act 1973 (as amended).
4. 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 checking the photographs pasted on the forms of all candidates and verifying their signatures (one already on the form and the other to be obtained in the examination hall).
 5. The University may change the examination centre of the examinees irrespective of college to which they belong any time it deems proper without assigning any reason.
 6. The Principal 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 an examinee who is unable to write himself/herself on account of severe short sightedness, sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned. The Principal shall immediately after appointment of Amanuensis, forward the application of the candidate to the Registrar.
 Provided also that amanuensis and visually challenged person be given additional one hour for writing the examination on production of medical certificate from Chief Medical Officer.
 7. The Kulpati may appoint Flying Squad to inspect the examination centres consisting of one or more persons. The Flying Squad so appointed shall have the powers to visit and inspect any examination centre at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Centre Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Registrar, who shall take such action or steps as may be considered necessary.

During the course of inspection of the examination centre the members of the Flying Squad shall act as invigilators.

8. The Executive Council may cancel an examination at all centres, if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
9. The Executive Council may issue such general instructions, for the guidance of the Examiners, Centre Superintendents, Tabulators and Collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this Ordinance, the Executive Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.
11. (1) The result committee for each of the Faculties will be constituted by the Academic Council/ Standing Committee of Academic Council.
(2) The functions of the Results Committee shall be as follows:-
 - (i) To scrutinise and pass the result 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 Kulpati the action to be taken in any case where the result is unbalanced.
 - (ii) to scrutinise complaints against question papers and to take necessary action.
 - (iii) to decide cases of candidates who answered wrong papers.
 - (iv) to decide cases of candidates whose answer books were lost in transit.
 - (v) to exercise such other powers as the Academic Council/Standing Committee of Academic Council, may delegate to it from time to time provided that the Results Committee shall have the powers to scrutinise and revise the results before declaration and in special cases after declarations of Results.
 - (vi) If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matter shall be referred to the Executive Council through the Kulpati with the recommendation of the Results Committee.
12. The Kulpati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination, if necessary. However if the results are computerized the Kulpati may appoint Coordinator and Assistant Coordinator for preparation of the results.
13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar directly.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter on his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.
15. Except as otherwise decided by the Executive Council 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:
16. The Executive Council may, by a resolution, authorize the Registrar to publish the results of the examinations as passed by the Results Committees on the notice board of the office of the University. The results, when published, shall simultaneously be communicated along with mark sheets to the Principals of the Colleges concerned.