

MAHATMA GANDHI UNIVERSITY

NOTIFICATION

No. Ac.L/1/R/R.V/2012 /105

Dated: 7th July, 2012

It is hereby notified that the "*Mahatma Gandhi University Regulations relating to Revaluation and Scrutiny of Answer scripts.*" has been approved by the Vice-Chancellor exercising powers under Section 10(17) of the Mahatma Gandhi University Act, 1985. These regulations shall come in to force with immediate effect.

The above said regulation is given below:

Regulations relating to Revaluation and Scrutiny of Answer scripts.

1. Short Title and Commencement

1. These Regulations shall be called the "*Mahatma Gandhi University Regulations relating to Revaluation and Scrutiny of Answer scripts.*"
2. These Regulations shall come into force with immediate effect and shall supersede all rules and orders existing as on date as far as they are applicable to Revaluation and Scrutiny of answer scripts of external written examinations conducted by the University.
3. It shall apply to all applications for Revaluation and Scrutiny which are found valid and correct in all aspects. The revaluation of such valid and correct applications shall be completed within a maximum period of **60 (sixty) days** from the last date prescribed for submitting the applications. In the case of applications where both revaluation and scrutiny are required a further period of **15 (fifteen) days** can be taken for completion of the process.
4. In the case of Scrutiny, the result shall be published within a period of **15 (fifteen) days** from the last date prescribed for submitting the applications.
5. In cases where revaluation becomes necessary by an Experts' Committee, a further period of **15 (fifteen) days** shall be granted for the publication of results.

2. Definitions

In these Regulations, unless the context otherwise requires, all the terms shall have the meaning as defined in the Mahatma Gandhi University Act, 1985 and Mahatma Gandhi University Statutes, 1997.

3. Applicability

1. Applications for Revaluation can be submitted for all the written examinations of theory papers, conducted by the University, under the single valuation system.
2. Applications for scrutiny can be submitted for all the written examinations of theory/practical papers

4. Scope of Revaluation and Scrutiny

1. In the process of revaluation, the answer script of a candidate is first subjected to Scrutiny and then subjected to **revaluation** by an examiner other than the examiner who valued the answer script originally and marks/grade is awarded on the basis of such revaluation subject to the provisions of these regulations.
2. In the process of Scrutiny, **the answer script is first scrutinized by the revaluation section and then the candidate will be permitted** to verify the answer script to see whether the answer script is the one written by him/her. It has all the pages/sheets, all the answers have been valued and awarded marks/grade, such marks/grade have been carried forward to the facing sheet of the answer book and that the total marks/grade awarded is correct as per the choices allowed in the question paper

5. Identification of Answer scripts

1. Those candidates who desire to identify their answer scripts will be given the opportunity to do so by issuing them the answer scripts after completion of Scrutiny/Revaluation, as the case may be.
2. If the candidate finds that the answer script is not the one written by him/her, or he/she has some other complaints about the answer script, he/she shall bring the matter in writing to the notice of the Controller of Examinations, **on the date of identification/scrutiny of answer script.**

6. Time limit for submitting applications

1. Applications for Revaluation and Scrutiny shall be submitted to the Controller of Examinations within 15 days from the date of publication of the results of the examination.
2. Applications received after the last date fixed shall not be entertained. **The last date does not mean the last date for remitting the fee for revaluation/ scrutiny but for submitting it to the University office.**

7. Manner of submitting applications

1. The applications for Revaluation and Scrutiny shall be submitted in such manner as prescribed in the notification announcing the result of each examination.
2. **It is mandatory to issue notification of results through University web site.**
3. A candidate shall submit **separate application** for Scrutiny and Revaluation of the answer scripts. Copy of the mark list or hall ticket shall be attached to the application. Defective applications shall be summarily rejected

8. Fee payable

The candidates shall remit the fee for Revaluation, Scrutiny and for Copy of Answer script (if required, after Re-valuation/Scrutiny) at the rates prescribed by the University from time to time in the manner prescribed. Fee once paid will not be refunded

9. **Method and Time limit for publishing the results of Revaluation and Scrutiny**

1. The results of revaluation and scrutiny shall be announced within a maximum period of **60 (sixty) days** from the last date prescribed for the receipt of applications.
2. The results of each paper can be announced as and when it is ready, irrespective of the fact that the results of some other papers are not ready.
3. The announcement of results shall also be done through the website of the University.
4. If a candidate has applied for both scrutiny and revaluation of answer scripts, the results of each process can be communicated as and when it is completed.
5. The results shall be formally communicated to the candidate when the results of all the papers are ready so as to enable him/her to get revised mark list, if necessary.
6. If a candidate needs to get his/her results communicated at an intermediate stage, the results ready so far can be communicated to him/her on his/her written request.

10. **Rectification of mistakes noticed on Scrutiny of Answer scripts**

1. If any mistake in the addition of marks/grade point is found, necessary correction shall be effected by the **dealing tabulation section** after obtaining orders from the Controller of Examinations.
2. If any answer is found unvalued in the original valuation, it shall be got valued by the original Examiner/Chief Examiner and the marks/grade points awarded to such questions shall also be considered for calculating the total marks/grade points after obtaining orders from the Controller of Examinations.

11. **Scheme of Valuation**

1. The revaluation shall be done using the same question paper and Scheme of Valuation used for the original valuation. Copies of the Scheme of valuation shall be uploaded to the website of the University after the completion of the original valuation, but before the publication of the results of examination.
2. If a candidate appeared for the examination with a different code of question paper which is not meant for the candidate, revaluation shall be done using the question paper and scheme of valuation which was originally applicable to the candidate.

12. **Board of Examiners for Revaluation**

1. The Controller of Examinations shall engage examiners from the same Board of Examiners constituted for the original valuation.
2. In no case an answer script shall be got valued by the same Examiner/Chief Examiner who valued/re-valued the script in the original valuation.
3. If sufficient examiners are not available in the Board of Examiners constituted for the original valuation, then the Controller of Examinations shall engage other examiners as per the orders of **the Vice-Chancellor**.

13. Change of Marks/grade on Revaluation and Scrutiny.

1. If a candidate is awarded marks/grade points higher than that awarded in the original valuation, such marks/grade points will be finalized subject to the provisions of clauses 14 and 15 of this Regulations.
2. The original marks/grade points awarded to a candidate will stand as such in cases of the marks/grade points awarded after revaluation is less than the original marks or **higher up to 4.99%** of the maximum marks/ 0.49 grade point.
3. The marks/grade awarded on Revaluation and/or Scrutiny shall be communicated to the candidate **even if it is less than the original marks**; but it shall be specified that the original marks will stand.

14. Finalising the results of Revaluation (When marks are changed)

1. If the change in marks/grade points awarded on revaluation is **between 5% and 9.99%** of the maximum marks, the marks awarded on revaluation shall be taken as final.
2. If the increase in marks on revaluation is **greater than or equal to 10% but less than or equal to 25%** of the maximum marks of the paper, a **second revaluation** shall be conducted. If the change in marks after the **second revaluation is less than or equal to 25%** of the maximum marks of the paper, the **average of the nearest two** marks from among that of the original valuation, first revaluation and second revaluation, shall be awarded to the candidate. If the difference between the three valuations, i.e. original valuation, I revaluation and II revaluation marks one another happens to be the same, the average of **the highest** of the two marks shall be awarded to the candidate.
3. If the change (increase) in marks awarded on the first or second revaluation is **greater than 25%** of the maximum marks of the paper, the script shall be subjected to valuation by a committee of experts, comprising 3 to 5 examiners, constituted by the Controller of Examinations from a List of examiners approved by Vice-Chancellor, and the marks awarded after such valuation shall be final.
4. In any case, the marks after revaluation/expert valuation happens to be less than **the original marks**, the original marks awarded to the candidate **will stand**.

15. Finalising the results of Revaluation (When Grade are awarded)

(Applicable in the case of B.Ed. and UG programmes under CBCSS)

1. The original grade point of the External/End Semester Assessment (ESA) received by the candidates shall be changed if the ESA grade point after revaluation is **higher by 0.5 grade point and below 1.00 grade point**, than the grade point awarded in the original valuation.
2. If the magnitude of change in ESA grade point after revaluation is greater than or equal to **1.00** but less than or equal to **1.50** of the total ESA grade point for a paper, a second revaluation shall be done and **the average of the nearest two** ESA grade points from among the three values of the original valuation, first revaluation and the second revaluation, shall be awarded to the candidate. If the difference between the three valuations, i.e. original valuation, I revaluation and II revaluation grades one another happens to be the same, the average of **the highest** of the two ESA grade points shall be awarded to the candidate.
3. If the average ESA grade points after **the first or second revaluation is above 1.5**, the script shall be subjected to valuation by a committee of experts, comprising 3 to 5 examiners, constituted by the Controller of Examinations from a List of examiners approved by the Vice-Chancellor, and the grade points awarded shall be taken as final.

4. In any case, the grades after revaluation/expert valuation happens to be less than the original grades, the original grades awarded to the candidate will stand.

16. **Authority to finalise the results of revaluation**

An Officer not below the rank of a Deputy Registrar shall be competent to finalise the results of revaluation, except in the case of revaluation done by a committee of experts, which are to be approved by the Vice-Chancellor.

17. **Corrections in the Tabulation Register including computerised records and Modification of Result under orders from the competent authority.**

1. The Assistant Registrar of the tabulation section shall be competent to effect all changes which do not involve modification of result or rank.
2. The Deputy Registrar of the tabulation section shall be competent to effect all changes which involve partial modification of result, i.e., the candidate passes in some of the Part or papers, but not the whole semester or examination.
3. The Joint Registrar of the tabulation section shall be competent to effect all changes involving full modification of results, excluding those affecting the ranks, subject to the orders of the Pro-Vice-Chancellor.
4. The changes involving change of ranks shall be effected with the prior approval of the Vice-Chancellor.

18. **Issue of Fresh Mark Lists**

1. The candidate shall be issued fresh mark list effecting change of marks/grade on revaluation and scrutiny, after cancelling the one issued to him/her.
2. The revised mark list shall be issued free of cost for a single time. If a candidate opts to get revised mark list at intermediate stages on completion of valuation of some of the papers applied for, then such candidates will have to pay normal fee for mark lists from the second time onwards

19. **Answer scripts not retrievable**

1. If the answer script of any candidate becomes irretrievable, a special examination will be conducted for such papers without charging any fee from the candidate and the answer scripts of such examination shall be got valued and the results thereof shall be published.
2. The result of such examination will be considered as the result of revaluation

20. **GENERAL**

1. All the answer scripts of a particular examination for which applications for revaluation are received shall be valued together. In order to ensure the secrecy, confidentiality and transparency of the revaluation process, individual requests for early revaluation shall not be entertained.
2. The Examiners entrusted with the regular valuation of answer script shall compulsorily return valued answer script after valuation within specified time prescribed by the University, so that the answer scripts would be readily available, when the application for revaluation comes in.
3. All Examiners shall complete revaluation and return the answer scripts within a specified time prescribed by the University compulsorily, failure in doing which shall be dealt with strictly and appropriate action shall be initiated U/S 88 & 89 of The Mahatma Gandhi University Act, 1985. If it is found that any Examiner is guilty of any negligence in the matter of valuation/revaluation, appropriate sanction shall be imposed on that Examiner

Section: Ac.L


JOINT REGISTRAR
IN CHANRGE OF REGISTRAR

Copy to:

1. The Principal Secretary to Government, Higher Education Department, Thiruvananthapuram (With Covering Letter)
2. The Director of Collegiate Education, Thiruvananthapuram
3. The Deputy Director of Collegiate Education, Ernakulam
4. The Deputy Director of Collegiate Education, Kottayam
5. P.S. to Vice-Chancellor/ Pro-Vice-Chancellor
6. P.A. to Registrar/Controller of Examinations/FO/DCDC
7. Academic/Administration/SF Sections concerned
8. Public Relations Officer
9. University Information Centres
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